Australian Government

DEF Defence Training Package

Release: 4.3

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Imprint Oct 24

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DEF10117 Certificate I in Defence Skills

Modification History

Release 4. Updated superseded general elective units.

Release 3. This qualification released in the DEF Defence Training Package Release 4.2. Minor update to DEFMIL008 Display the attributes of Defence personnel.

Release 2. This qualification released in the DEF Defence Training Package Release 2.2.

Release 1. This is the first release of this qualification in the DEF Defence Training Package.

Qualification Description

Additional qualification advice

This is an entry-level qualification for the attainment of competencies relevant to working in the Defence Organisation.

Formal permission must be sought for use of the Defence logo or uniforms when undertaking training for this qualification.

No licensing, legislative or certification requirements apply to this qualification at the time of publication.

Packaging Rules

9 units of competency are required for this qualification comprising:

- **4 core units** listed below, **plus**
- **5 elective units**.

Choose a minimum of **3 elective units** from the list below, of which **1** must be taken from **Group A**, **1** must be taken from **Group B** and **1** must be taken from **Group C.**

Choose the remaining **2 elective units** from the elective unit lists below or from elsewhere within this training package, or from another endorsed training package, or from an accredited course.

All elective units chosen from outside this qualification must support the learning outcomes of this AQF qualification level.

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

Where imported units are selected, care must be taken to ensure that all prerequisite units specified are complied with.

Core units

DEFGEN001 Work in a team

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DEFGEN006	Work with equity and diversity
DEFMIL007	Participate in ceremonial activities
DEFMIL009	Integrate into the Defence working environment

Group A: Specialisation elective units (Communication)

BSBCMM101	Apply basic communication skills
BSBCMM201	Communicate in the workplace

Group B: Specialisation elective units (Work Health and Safety)

TLIF1001	Follow work health and safety procedures
BSBWHS201	Contribute to health and safety of self and others

Group C: General elective units

BSBOPS101	Use business resources
BSBTEC101	Operate digital devices
BSBSUS211	Participate in sustainable work practices
BSBPEF202	Plan and apply time management
DEFMIL008	Display the attributes of Defence personnel
HLTAID011	Provide First Aid
ICTICT103	Use, communicate and search securely on the internet
MEM50009B	Safely operate a mechanically powered recreational boat
PSPGEN009	Work effectively in the organisation
PUAOPE013	Operate communications systems and equipment
SISOBWG201A	Demonstrate bushwalking skills in a controlled environment
SISONAV201A	Demonstrate navigation skills in a controlled environment
SISOOPS201A	Minimise environmental impact
SISOOPS202A	Use and maintain a temporary or overnight site
SISOYSB201A	Demonstrate basic skills to sail a small boat in controlled conditions

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Qualification Mapping Information

Supersedes DEF10112 - Certificate I in Defence Force Cadets.

Links

Companion Volume Implementation Guides are found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEF20120 Certificate II in Explosive Ordnance

Modification History

Release 1. This qualification was released in DEF Defence Training Package release 3.0.

Qualification Description

This qualification allows for the attainment of competencies in explosive ordnance.

No licensing, legislative or certification requirements apply to this qualification at the time of publication.

Entry Requirements

Nil

Packaging Rules

11 units of competency are required for this qualification:

- 2 core units
- 9 elective units

Choose a minimum of 7 electives from the list below.

Choose the remaining 2 electives from the list below or from elsewhere within this training package, or from another endorsed training package, or from an accredited course.

All elective units selected from outside this qualification must reflect the occupational and learning outcomes of this AQF qualification level.

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

Core units

DEFEXO001	Work safely with explosive ordnance
TLID1001	Shift materials safely using manual handling methods

Group A: General elective units

BSBSUS211	Participate in sustainable work practices
DEFEXO002	Respond to fire
DEFEXO017	Examine and certify free from explosives

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DEFEXO005	Package explosives
DEFEXO006	Unpackage explosives
DEFEXO007	Monitor explosive ordnance environmental conditions
DEFEXO009	Conduct broken seal inspection
DEFEXO016	Conduct explosives packaging inspection
DEFEXO019	Refurbish explosives packaging
DEFEXO012	Conduct electrical/electronic circuitry tests
DEFEXO013	Conduct external explosive ordnance maintenance
DEFEXO014	Gauge explosives
DEFEXO062	Operate a small quantity explosives facility
HLTAID011	Provide First Aid
PUAFER004	Respond to facility emergencies
TLIA2012	Pick and process orders
TLIA2013	Receive goods
TLIA2021	Despatch stock
TLID2012	Operate specialised load shifting equipment
TLIF1002	Conduct housekeeping activities
TLIF2012	Apply safe procedures when handling/transporting dangerous goods or explosives

Qualification Mapping Information

This qualification supersedes and is equivalent to DEF22115 Certificate II in Explosive Ordnance.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEF20220 Certificate II in Explosive Ordnance Manufacture

Modification History

Release 1. This qualification was released in DEF Defence Training Package release 3.0.

Qualification Description

This qualification allows for the attainment of competencies in explosive ordnance manufacture.

No licensing, legislative or certification requirements apply to this qualification at the time of publication.

Entry Requirements

Nil

Packaging Rules

11 units of competency are required for this qualification:

- 2 core units
- 9 elective units

Choose a minimum of 7 electives from the list below, of which at least 4 must be taken from Group A.

Choose the remaining 2 electives from the list below or from elsewhere within this training package, or from another endorsed training package, or from an accredited course.

All elective units selected from outside this qualification must reflect the occupational and learning outcomes of this AQF qualification level.

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

Core units

DEFEXO001	Work safely with explosive ordnance
TLID1001	Shift materials safely using manual handling methods

Group A: Specialisation units

DEFEXO003	Establish and maintain the safety and security of explosive warehouses and workshops
DEFEXO017	Examine and certify free from explosives

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DEFEXO005	Package explosives
DEFEXO006	Unpackage explosives
DEFEXO007	Monitor explosive ordnance environmental conditions
DEFEXO016	Conduct explosives packaging inspection
DEFEXO019	Refurbish explosives packaging
DEFEXO012	Conduct electrical/electronic circuitry tests
DEFEXO013	Conduct external explosive ordnance maintenance
DEFEXO014	Gauge explosives
DEFWHS010	Identify confined space
DEFWHS011	Enter confined space
TLID2012	Operate specialised load shifting equipment
TLIF1002	Conduct housekeeping activities
TLIF2012	Apply safe procedures when handling/transporting dangerous goods or explosives

Group B: General elective units

BSBSUS211	Participate in sustainable work practices
DEFEXO002	Respond to fire
DEFMIL089	Shift loads manually utilising non-motorised equipment
HLTAID011	Provide First Aid
MSMENV272	Participate in environmentally sustainable work practices
MSMPCII295	Operate manufacturing equipment
MSMPCII297	Make an object from cloth using an existing pattern
MSMPCII298	Make an object from metal
MSMSUP102	Communicate in the workplace
MSMSUP210	Process and record information
MSMSUP240	Undertake minor maintenance

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MSMSUP292	Sample and test materials and product
MSS402001	Apply competitive systems and practices
MSS402002	Sustain process improvements
MSS402010	Manage the impact of change on own work
MSS402031	Interpret product costs in terms of customer requirements
MSS402050	Monitor process capability
MSS402051	Apply quality standards
MSS402080	Undertake root cause analysis
PMAOPS101	Read dials and indicators
PMAOPS105	Select and prepare materials
PMAOPS201	Operate fluid flow equipment
PMAOPS204	Select and use utilities and services Elective
PMAOPS205	Operate heat exchangers
PMAOPS216	Operate local control system
PMAOPS222	Operate and monitor pumping systems and equipment
PUAFER004	Respond to facility emergencies
TLIA2011	Package goods
TLID2010	Operate a forklift

Qualification Mapping Information

This qualification supersedes and is equivalent to DEF22215 Certificate II in Explosive Ordnance Manufacture.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEF21115 Certificate II in Military Skills

Modification History

Release 2 This version was released in DEF Defence Training Package release 4.2. Unit DEFMIL008 Display the attributes of Defence personnel - name updated to current version.

Release 1 This version was released in DEF Defence Training Package release 1.0 and meets the requirements of the Standards for Training Packages.

Supersedes and is not equivalent to DEF21112 Certificate II in Military Skills.

- DEF unit codes updated
- Imported units updated
- PUATEA001B/BSBADM101A/ICAU1133B/PUACOM005B/PUATEA005A/SISOOPS201A/BSBITU101A have been removed
- SISONAV201A/CPCCOHS1001A have been added
- DEFEQ001C has moved from core to electives
- DEFCA416C has been removed
- DEFCM106C has moved from electives to core
- DEFGEN001 new unit added as a core
- DEFGEN013 new unit added to electives

Qualification Description

This qualification allows for the attainment of competencies in military skills for a recruit in the military, working at entry level. Individuals would usually immediately progress to a Certificate III or IV in their chosen trade (for example aviation mechanic, health worker, combat system operator, etc.).

No licensing, legislative or certification requirements apply to this qualification at the time of publication.

Packaging Rules

12 units of competency are required for this qualification:

- 3 core units
- 9 elective units

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

Choose the remaining 4 elective units from the list below or from elsewhere within this training package, or from another endorsed training package, or from an accredited course.

All elective units selected from outside this qualification must reflect the occupational and

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learning outcomes of this AQF qualification level. Seek further advice on selecting imported units of competency in the DEF Implementation Guide.

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

Core units

DEFMIL008	Display the attributes of Defence personnel
DEFMIL003	Operate a service rifle
DEFGEN001	Work in a team

Group A: Elective units

DEFGEN006	Work with equity and diversity
DEFGEN013	Provide Initial Response to Combat Casualty
DEFMIL001	Use personal camouflage and concealment in a threat environment
DEFMIL002	Operate night fighting equipment
DEFMIL004	Operate a light support weapon
DEFMIL005	Operate a service hand grenade
DEFMIL006	Operate in a threat environment
DEFMIL007	Participate in ceremonial activities
PUAOPE013A	Operate communications systems and equipment
SISONAV201A	Demonstrate navigation skills in a controlled environment
SISONAV302A	Apply navigation skills in an intermediate environment
BSBCMM101	Apply basic communication skills
BSBWHS201	Contribute to health and safety of self and others
BSBCMM201	Communicate in the workplace
BSBSUS201A	Participate in environmentally sustainable work practices
CPCCOHS1001A	Work safely in the construction industry
PSPGOV201B	Work in a public sector environment

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PSPGOV204B	Access and use resources
PSPGOV207B	Use technology in the workplace

Qualification Mapping Information

No equivalent qualification.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEF30117 Certificate III in Field Petroleum Operations

Modification History

Release 2. Updated superseded HLT specialist elective unit.

Release 1. This is the first release of this qualification in the DEF Defence Training Package.

Qualification Description

This qualification allows for the attainment of competencies in field petroleum operations.

No licensing, legislative or certification requirements apply to this qualification at the time of publication.

Packaging Rules

17 units of competency are required for this qualification comprising:

- 6 core units listed below, plus
- 11 elective units.

Choose a minimum of 10 elective units from the list below, of which 4 must be taken from Group A, 4 must be taken from Group B and 2 must be taken from Group C.

Choose the remaining 1 elective unit from the elective unit lists below or from elsewhere within this training package, or from another endorsed training package, or from an accredited course.

All elective units chosen from outside this qualification must support the learning outcomes of this AQF qualification level.

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

Where imported units are selected, care must be taken to ensure that all prerequisite units specified are complied with.

Core units

DEFMIL006	Operate in a threat environment
DEFPET001	Conduct field refuelling operations from a bulk fuel installation
DEFPET002	Conduct field refuelling operations using drum stock
DEFPET003	Test fuel hoses
DEFPET004	Assist in the construction and maintenance of a non-permanent bulk fuel installation

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DEFPET005	Assist in the construction and operation of a non-permanent inland pipeline system

Group A: Specialisation elective units (Petroleum)

AVIW3006	Refuel aircraft
DEFCMD001	Marshal aircraft
DEFPET006	Assist in the operation of the tank fabric collapsible marine system
DEFPET007	Assist in the operation of the towed flexible barge system
SITTVAF005	Fill LPG gas cylinders
TLID3024	Use specialised liquid bulk transfer equipment (gravity/pressurised)

Group B: Specialisation elective units (Work Health and Safety)

DEFEXO002	Respond to fire
DEFWHS010	Identify confined space
DEFWHS011	Enter confined space
DEFWHS012	Test confined space environment
HLTAID011	Provide First Aid
TLID1001	Shift materials safely using manual handling methods
TLIF2012	Apply safe procedures when handling/transporting dangerous goods or explosives

Group C: Specialisation elective units (Transport)

TLID2004	Load and unload goods/cargo
TLID2010	Operate a forklift
TLID3027	Prepare for transport of dangerous goods
TLID3043	Shift loads using gantry equipment

Qualification Mapping Information

This qualification replaces but is not equivalent to DEF32612 Certificate III in Field Petroleum Operations.

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Links

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DEF30120 Certificate III in Explosive Ordnance Maintenance

Modification History

Release 1. This qualification was released in DEF Defence Training Package release 3.0.

Qualification Description

This qualification allows for the attainment of competencies in explosive ordnance maintenance.

No licensing, legislative or certification requirements apply to this qualification at the time of publication.

Entry Requirements

Nil

Packaging Rules

15 units of competency are required for this qualification:

- 2 core units
- 13 elective units

Choose a minimum of 11 electives from the list below, of which at least 4 must be taken from Group A.

Choose the remaining 2 electives from the list below or from elsewhere within this training package, or from another endorsed training package, or from an accredited course.

All elective units selected from outside this qualification must reflect the occupational and learning outcomes of this AQF qualification level.

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

Core units

DEFEXO001	Work safely with explosive ordnance
TLID1001	Shift materials safely using manual handling methods

Group A: Specialisation units

DEFEXO003	Establish and maintain the safety and security of explosive warehouses and workshops
DEFEXO008	Conduct explosives inspection

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DEFEXO021	Breakdown explosive ordnance
DEFEXO022	Fuze and defuze explosive ordnance
DEFEXO023	Assemble and disassemble explosive components
DEFEXO063	Operate a large quantity explosives facility
DEFEXO064	Load and unload platforms
DEFEXO066	Inspect explosive facilities
DEFEXO068	Establish and operate an explosive field storage site
DEFEXO071	Test for the presence of explosive substances
DEFEXO101	Dispose of explosives
DEFEXO102	Destroy unexploded ordnance
DEFGEN007	Conduct risk assessment in a Defence environment
DEFGEN008	Treat risk within Defence at an operational level
DEFGEN014	Act as a range safety officer on a permanent range
DEFGEN024	Supervise engineering and logistic tasks
DEFMIL127	Conduct range practices
TLIB3006	Carry out inspection of vehicles designed to carry special loads
TLIC3063	Operate vehicle carrying special loads
TLID2016	Load and unload explosives/dangerous goods
TLID3015	Identify and label explosives/dangerous goods
TLID3027	Prepare for transport of dangerous goods
TLIF2012	Apply safe procedures when handling/transporting dangerous goods or explosives

Group B: General elective units

BSBSUS211	Participate in sustainable work practices
DEFEXO002	Respond to fire
DEFEXO017	Examine and certify free from explosives

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DEFEXO005	Package explosives
DEFEXO006	Unpackage explosives
DEFEXO007	Monitor explosive ordnance environmental conditions
DEFEXO016	Conduct explosive packaging inspection
DEFEXO019	Refurbish explosives packaging
DEFEXO012	Conduct electrical/electronic circuitry tests
DEFEXO013	Conduct external explosive ordnance maintenance
DEFEXO014	Gauge explosives
HLTAID011	Provide First Aid
PUAFER004	Respond to facility emergencies
TLIA2022	Participate in stocktakes
TLIA3015	Complete receival/despatch documentation
TLID2012	Operate specialised load shifting equipment
TLIE3002	Estimate/calculate mass, area and quantify dimensions
TLIF1002	Conduct housekeeping activities

Qualification Mapping Information

This qualification supersedes and is equivalent to DEF32315 Certificate III in Explosive Ordnance Maintenance.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEF30217 Certificate III in Preventive Health

Modification History

Release 3. Updated superseded general elective units.

Release 2. Modifications have been made to:

- Unit HLTDEF001 deleted due to zero enrolment

Release 1. This is the first release of this qualification in the DEF Defence Training Package.

Qualification Description

This qualification allows for the attainment of entry-level competencies in preventive health.

No licensing, legislative or certification requirements apply to this qualification at the time of publication.

Packaging Rules

18 units of competency are required for this qualification comprising:

- 4 core units listed below, plus
- 14 elective units.

Choose a minimum of 12 elective units from the list below, of which 3 must be taken from Group A, 3 must be taken from Group B and 6 must be taken from Group C.

Choose the remaining 2 elective units from the elective unit lists below or from elsewhere within this training package, or from another endorsed training package, or from an accredited course.

All elective units chosen from outside this qualification must support the learning outcomes of this AQF qualification level.

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

Where imported units are selected, care must be taken to ensure that all prerequisite units specified are complied with.

Core units

DEFPHL001	Contribute to environmental health operations
DEFPHL002	Assist with quick assessment of disease outbreak
DEFPHL004	Undertake a vector borne diseases surveillance program
DEFPHL005	Assist with field hygiene and sanitation

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Group A: Specialisation elective units (Work Health and Safety)

BSBWHS303	Participate in WHS hazard identification, risk assessment and risk control
BSBWHS304	Participate effectively in WHS communication and consultation processes
BSBWHS305	Contribute to WHS issue resolution
BSBWHS406	Assist with responding to incidents

Group B: Specialisation elective units

DEFPHL003	Operate environmental measuring devices
DEFPHL006	Monitor water handling and distribution practices
DEFPHL007	Conduct chlorine dosing of water at the point of supply
NWPGEN007	Sample and test drinking water

Group C: General elective units

BSBINS302	Organise workplace information
BSBLDR301	Support effective workplace relationships
BSBPEF301	Organise personal work priorities
BSBSUS211	Participate in sustainable work practices
BSBTWK201	Work effectively with others
BSBWRT311	Write simple documents
CPCCVE1011A	Undertake a basic construction project
FBPOPR2066	Apply sampling procedures
HLTAID011	Provide First Aid
MEM18001C	Use hand tools
MEM18002B	Use power tools/hand held operations
PUACOM002	Provide services to clients
PUAOPE015	Conduct briefings and debriefings

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Qualification Mapping Information

This qualification replaces but is not equivalent to DEF32812 Certificate III in Preventive Health.

Links

Companion Volume Implementation Guides are found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEF30220 Certificate III in Explosive Ordnance Manufacture

Modification History

Release 1. This qualification was released in DEF Defence Training Package release 3.0.

Qualification Description

This qualification allows for the attainment of competencies in explosive ordnance manufacture.

No licensing, legislative or certification requirements apply to this qualification at the time of publication.

Entry Requirements

Nil

Packaging Rules

16 units of competency are required for this qualification:

- 2 core units
- 14 elective units

Choose a minimum of 12 electives from the list below, of which at least 7 must be taken from Group A.

Choose the remaining 2 electives from the list below or from elsewhere within this training package, or from another endorsed training package, or from an accredited course.

All elective units selected from outside this qualification must reflect the occupational and learning outcomes of this AQF qualification level.

Where a pre-requisite unit is attached to an elective unit it is identified by this symbol ∟.

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

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

Core units

DEFEXO001	Work safely with explosive ordnance
TLID1001	Shift materials safely using manual handling methods

Group A: Specialisation units

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DEFEXO008	Conduct explosives inspection
DEFEXO022	Fuze and defuze explosive ordnance
DEFEXO023	Assemble and disassemble explosive components
DEFEXO066	Inspect explosive facilities
DEFEXO071	Test for the presence of explosive substances
DEFEXO101	Dispose of explosives
DEFEXO103	Dispose of non-explosive dangerous goods
DEFGEN024	Supervise engineering and logistic tasks
DEFWHS012	Test confined space environment
DEFWHS013	Control entry to confined spaces
DEFWHS014	Monitor and report on hazardous substances safety
MSMSUP390	Use structured problem-solving tools
PMAWHS310	Investigate incidents
PMAOPS300	Operate a production unit
PMAOPS305	Operate process control systems
PMAOPS201	Operate fluid flow equipment
PMAOPS307	Transfer bulk fluids into/out of storage facility ∟ PMAOPS201 Operate fluid flow equipment
PUAEMR009	Facilitate emergency risk assessment
TLIB3006	Carry out inspection of vehicles designed to carry special loads
TLIC3063	Operate vehicle carrying special loads
TLID3015	Identify and label explosives/dangerous goods
TLID2016	Load and unload explosives/dangerous goods

Group B: General elective units

BSBSUS211	Participate in sustainable work practices
BSBWHS311	Assist with maintaining workplace safety

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DEFEXO002	Respond to fire
DEFEXO064	Load and unload platforms
DEFEXO081	Apply a knowledge of the service environment
DEFEXO102	Destroy unexploded ordnance
DEFGEN006	Work with equity and diversity
DEFMIL089	Shift loads manually utilising non-motorised equipment
MSMWHS200	Work safely
MSMWHS210	Undertake first response to non-fire incidents
MSMWHS300	Facilitate the implementation of WHS for a work group ∟ MSMWHS200 Work safely
MSS402001	Apply competitive systems and practices
MSS402002	Sustain process improvements
MSS402010	Manage the impact of change on own work
MSS402020	Apply quick changeover procedures
MSS402021	Apply Just In Time procedures
MSS402030	Apply cost factors to work practices
MSS402031	Interpret product costs in terms of customer requirements
MSS402040	Apply 5S procedures
MSS402050	Monitor process capability
MSS402051	Apply quality standards
MSS402083	Use planning software systems in operations
MSS402061	Use SCADA systems in operations
MSS402080	Undertake root cause analysis
MSS402081	Contribute to the application of a proactive maintenance strategy
MSS403001	Review competitive systems and practices
MSS403085	Ensure process improvements are sustained

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MSS403010	Facilitate change in an organisation implementing competitive systems and practices
MSS403021	Facilitate a Just in Time system
MSS403086	Improve cost factors in work practices
MSS403032	Analyse manual handling processes
MSS403040	Facilitate and improve implementation of 5S
MSS403087	Mistake proof an operational process
MSS404084	Undertake process capability improvements
MSS404054	Apply statistics to operational processes
MSS404060	Facilitate the use of planning software systems in a work area or team
MSS404061	Facilitate the use of SCADA systems in a team or work area
MSS404085	Undertake proactive maintenance analyses
MSS404086	Assist in implementing a proactive maintenance strategy
PUAEMR006	Assess operational risk
PUAEMR011	Manage and evaluate emergency management exercises
PUAEMR013	Design emergency management exercises
TLID2012	Operate specialised load shifting equipment
TLIF1002	Conduct housekeeping activities
TLIF2012	Apply safe procedures when handling/transporting dangerous goods or explosives

Qualification Mapping Information

This qualification supersedes and is equivalent to DEF32115 Certificate III in Explosive Ordnance Manufacture.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEF30317 Certificate III in Air Dispatch

Modification History

Release 3. Updated superseded general elective units.

Release 2. Modifications have been made to:

- Unit AVID0001 deleted due to zero enrolment

Release 1. This is the first release of this qualification in the DEF Defence Training Package.

Qualification Description

This qualification allows for the attainment of competencies in air dispatch in Defence or a similar environment.

No licensing, legislative or certification requirements apply to this qualification at the time of publication.

Packaging Rules

16 units of competency are required for this qualification comprising:

- 8 core units listed below, plus
- 8 elective units.

Choose a minimum of 6 elective units from the list below, of which 2 must be taken from Group A, 2 must be taken from Group B and 2 must be taken from Group C.

Choose the remaining 2 elective units from the elective unit lists below or from elsewhere within this training package, or from another endorsed training package, or from an accredited course.

All elective units chosen from outside this qualification must support the learning outcomes of this AQF qualification level.

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

Where imported units are selected, care must be taken to ensure that all prerequisite units specified are complied with.

Core units

DEFADI001	Hook up external lift loads
DEFADI002	Assist in establishing and clearing a cargo drop zone
DEFADI003	Rig and dispatch air-drop loads

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DEFADI004	Work safely and efficiently in and around rotary wing aircraft
DEFADI005	Work safely and effectively in and around aircraft on the airside
DEFADI006	Prepare and rig platform air-drop loads
DEFADI007	Load and secure cargo during fixed wing air-land tasks
DEFMIL006	Operate in a threat environment

Group A: Specialisation elective units

BSBWHS201	Contribute to health and safety of self and others
DEFEXO001	Work safely with explosive ordnance
HLTAID011	Provide First Aid
TLID1001	Shift materials safely using manual handling methods
TLID2003	Handle dangerous goods/hazardous substances

Group B: Technical elective units

TLIA3015	Complete receival/despatch documentation
TLID2004	Load and unload goods/cargo
TLID2047	Prepare cargo for transfer with slings
TLIE3002	Estimate/calculate mass, area and quantify dimensions

Group C: General elective units

BSBINS201	Process and maintain workplace information
DEFGEN001	Work in a team
DEFGEN006	Work with equity and diversity
TLIB0012	Maintain and use hand tools
TLIE2007	Use communications systems
TLIE3004	Prepare workplace documents

Qualification Mapping Information

This qualification replaces but is not equivalent to DEF32412 Certificate III in Air Dispatch.

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Links

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DEF30320 Certificate III in Explosive Ordnance Operations

Modification History

Release 1. This qualification was released in DEF Defence Training Package release 3.0.

Qualification Description

This qualification allows for the attainment of competencies in explosive operations.

No licensing, legislative or certification requirements apply to this qualification at the time of publication.

Entry Requirements

Nil

Packaging Rules

15 units of competency are required for this qualification:

- 2 core units
- 13 elective units

Choose a minimum of 11 electives from the list below, of which at least 4 must be taken from Group A.

Choose the remaining 2 electives from the list below or from elsewhere within this training package, or from another endorsed training package, or from an accredited course.

All elective units selected from outside this qualification must reflect the occupational and learning outcomes of this AQF qualification level.

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

Core units

DEFEXO001	Work safely with explosive ordnance
TLID1001	Shift materials safely using manual handling methods

Group A: Specialisation units

DEFEXO065	Prepare and arm weapon systems
DEFEXO101	Dispose of explosives

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DEFEXO102	Destroy unexploded ordnance
DEFEXO103	Dispose of non-explosive dangerous goods
DEFEXO108	Conduct military demolition operations
DEFEXO109	Lay and clear booby traps
DEFEXO110	Lay and clear mines
DEFEXO111	Conduct underwater explosive demolitions
DEFEXO115	Supervise military explosive task
DEFGEN007	Conduct risk assessment in a Defence environment
DEFGEN008	Treat risk within Defence at an operational level
TLIB3006	Carry out inspection of vehicles designed to carry special loads
TLIC3063	Operate vehicle carrying special loads
TLID2016	Load and unload explosives/dangerous goods
TLID3015	Identify and label explosives/dangerous goods

Group B: General elective units

BSBSUS211	Participate in sustainable work practices
DEFEXO017	Examine and certify free from explosives
DEFEXO005	Package explosives
DEFEXO006	Unpackage explosives
DEFEXO007	Monitor explosive ordnance environmental conditions
DEFEXO008	Conduct explosives inspection
DEFEXO016	Conduct explosives packaging inspection
DEFEXO019	Refurbish explosives packaging
DEFEXO012	Conduct electrical/electronic circuitry tests
DEFEXO013	Conduct external explosive ordnance maintenance
DEFGEN014	Act as a range safety officer on a permanent range
DEFGEN015	Conduct basic range practices on a permanent range

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DEFMIL024	Conduct military searches
HLTAID011	Provide First Aid
POLFOR024	Detect, record and collect forensic evidence
PUAFER004	Respond to facility emergencies
TLIA3015	Complete receival/despatch documentation
TLID2012	Operate specialised load shifting equipment
TLID3027	Prepare for transport of dangerous goods
TLIF1002	Conduct housekeeping activities
TLIF2012	Apply safe procedures when handling/transporting dangerous goods or explosives

Qualification Mapping Information

This qualification supersedes and is equivalent to DEF32415 Certificate III in Explosive Ordnance Operations.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEF30417 Certificate III in Defence Public Affairs

Modification History

Release 1. Core - Removal of PUACOM001C, PUACOM003B, PUACOM010B, PUACOM011B, PUACOM012B

Core – Inclusion of DEFGEN002, DEFGEN006, DEFGEN019, DEFDPA002, DEFDPA009

Group A – Removal of DEFEQ001C, DEFPR303B, BSBOHS201A, PSPGOV301B, PSPGOV303B, PUACOM002B

Group A – Inclusion of PSPGEN003, PUACOM001C, PUACOM003B, PUACOM005B, PUACOM006B, PUACOM007B, PUACOM011B, PUACOM012B

Group A – Update of BSBWOR301

Group B – Removal of DEFPA002, PUATEA001B, PUACOM005B, PUACOM006B, PUACOM007B

Group B – Inclusion of BSBWHS201, PSPGEN011

Not equivalent to DEF33012 Certificate III in Defence Public Affairs

Qualification Description

This qualification allows for the attainment of competencies in Defence public affairs.

No licensing, legislative or certification requirements apply to this qualification at the time of publication.

Packaging Rules

13 units of competency are required for this qualification comprising:

- 6 core units listed below, plus
- 7 elective units.

Choose 5 elective units from Group A elective units listed below.

Choose 2 elective units from either Group B general elective units or from elsewhere within this training package, or from another endorsed training package, or from an accredited course.

All elective units chosen from outside this qualification must support the learning outcomes of this AQF qualification level.

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

Where imported units are selected, care must be taken to ensure that all prerequisite units specified are complied with.

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Core units

DEFDPA001	Promote the organisation's mission and values
DEFDPA002	Identify material suitable for media publication
DEFDPA009	Apply knowledge of public affairs in a service environment
DEFGEN001	Work in a team
DEFGEN006	Work with equity and diversity
DEFGEN019	Write material suitable for publication within Defence

Group A: Specialisation elective units

BSBWOR301	Organise personal work priorities and development
PSPGEN003	Deliver a service to clients
PUACOM001C	Communicate in the workplace
PUACOM003B	Manage information
PUACOM005B	Foster a positive organisational image in the community
PUACOM006B	Plan and conduct a public awareness program
PUACOM007B	Liaise with other organisations
PUACOM011B	Develop community awareness networks
PUACOM012B	Liaise with media at a local level

Group B: General elective units

BSBWHS201	Contribute to health and safety of self and others
PSPGEN011	Build and maintain internal networks
PUAMAN002B	Administer work group resources
PUAOPE015A	Conduct briefings and debriefings

Qualification Mapping Information

This qualification replaces but is not equivalent to DEF33012 Certificate III in Defence Public Affairs.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEF30420 Certificate III in Explosive Ordnance Proof and Experimental

Modification History

Release 1. This qualification was released in DEF Defence Training Package release 3.0.

Qualification Description

This qualification allows for the attainment of competencies in explosive ordnance proof and experimental operations.

No licensing, legislative or certification requirements apply to this qualification at the time of publication.

Entry Requirements

Nil

Packaging Rules

15 units of competency are required for this qualification:

- 2 core units
- 13 elective units

Choose a minimum of 11 electives from the list below, of which at least 5 must be taken from Group A.

Choose the remaining 2 electives from the list below or from elsewhere within this training package, or from another endorsed training package, or from an accredited course.

All elective units selected from outside this qualification must reflect the occupational and learning outcomes of this AQF qualification level.

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

Core units

DEFEXO001	Work safely with explosive ordnance
TLID1001	Shift materials safely using manual handling methods

Group A: Specialisation units

DEFEXO017	Examine and certify free from explosives

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DEFEXO021	Breakdown explosive ordnance
DEFEXO022	Fuze and defuze explosive ordnance
DEFEXO023	Assemble and disassemble explosive components
DEFEXO064	Load and unload platforms
DEFEXO081	Apply a knowledge of the service environment
DEFEXO141	Prepare firing points
DEFEXO142	Undertake firings of small arms
DEFEXO143	Undertake firings of other calibre weapons
DEFEXO148	Prepare explosives for proof tests
DEFEXO149	Prepare explosives for metal hardening
DEFEXO156	Operate small watercraft
DEFGEN007	Conduct risk assessment in a Defence environment
DEFGEN008	Treat risk within Defence at an operational level

Group B: General elective units

BSBSUS211	Participate in sustainable work practices
DEFEXO002	Respond to fire
DEFEXO003	Establish and maintain the safety and security of explosive warehouses and workshops
DEFEXO005	Package explosives
DEFEXO006	Unpackage explosives
DEFEXO007	Monitor explosive ordnance environmental conditions
DEFEXO008	Conduct explosives inspection
DEFEXO016	Conduct explosives packaging inspection
DEFEXO012	Conduct electrical/electronic circuitry tests
DEFEXO013	Conduct external explosive ordnance maintenance
DEFEXO015	Follow security procedures

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DEFEXO103	Dispose of non-explosive dangerous goods
DEFMIL023	Operate a radar to locate targets
DEFMIL067	Maintain radar systems at field operator level
DEFSEN001	Operate a radar system
HLTAID011	Provide First Aid
PUAOPE013	Operate communications systems and equipment
PUAFER004	Respond to facility emergencies
TLIA3015	Complete receival/despatch documentation
TLID2012	Operate specialised load shifting equipment
TLIF1002	Conduct housekeeping activities
TLIF2012	Apply safe procedures when handling/transporting dangerous goods or explosives

Qualification Mapping Information

This qualification supersedes and is equivalent to DEF32215 Certificate III in Explosive Ordnance Proof and Experimental.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEF40117 Certificate IV in Defence Public Affairs

Modification History

Release 1. This is the first release of this qualification in the DEF Defence Training Package.

Qualification Description

This qualification allows for the attainment of competencies in Defence public affairs.

No licensing, legislative or certification requirements apply to this qualification at the time of publication.

Packaging Rules

14 units of competency are required for this qualification comprising:

- 7 core units listed below, plus
- 7 elective units.

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

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

All elective units chosen from outside this qualification must support the learning outcomes of this AQF qualification level.

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

Where imported units are selected, care must be taken to ensure that all prerequisite units specified are complied with.

Core units

DEFDPA002	Identify material suitable for media publication
DEFDPA004	Manage media requirements at major events
DEFDPA005	Develop and implement media plans
DEFDPA006	Develop and implement a public affairs strategic plan
DEFDPA007	Develop and implement effective communication strategies
DEFDPA008	Manage public affairs projects
DEFDPA009	Apply knowledge of public affairs in a service environment

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Elective units

BSBCMM401	Make a presentation
BSBWOR501	Manage personal work priorities and professional development
DEFGEN003	Lead a team
DEFGEN019	Write material suitable for publication within Defence
DEFGEN023	Capture video images
DEFDPA003	Conduct market profiling
PSPGEN027	Gather and analyse information
PUACOM005B	Foster a positive organisational image in the community
PUACOM006B	Plan and conduct a public awareness program
PUACOM007B	Liaise with other organisations
PUAOPE015A	Conduct briefings and debriefings
SITEEVT010	Manage on-site event operations

Qualification Mapping Information

This qualification replaces but is not equivalent to DEF42912 Certificate IV in Defence Public Affairs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEF40120 Certificate IV in Explosive Ordnance Maintenance

Modification History

Release 1. This qualification was released in DEF Defence Training Package release 3.0.

Qualification Description

This qualification allows for the attainment of competencies in explosive ordnance maintenance.

No licensing, legislative or certification requirements apply to this qualification at the time of publication.

Entry Requirements

Nil

Packaging Rules

15 units of competency are required for this qualification:

- 2 core units
- 13 elective units

Choose a minimum of 11 electives from the list below, of which at least 5 must be taken from Group A.

Choose the remaining 2 electives from the list below or from elsewhere within this training package, or from another endorsed training package, or from an accredited course.

All elective units selected from outside this qualification must reflect the occupational and learning outcomes of this AQF qualification level.

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

Core units

DEFEXO001	Work safely with explosive ordnance
TLID1001	Shift materials safely using manual handling methods

Group A: Specialisation units

DEFEXO041	Maintain grenades
DEFEXO042	Maintain mortar ammunition

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DEFEXO043	Maintain actuating devices
DEFEXO044	Maintain pyrotechnics and countermeasures
DEFEXO045	Maintain guided weapons
DEFEXO046	Maintain free flight rockets
DEFEXO047	Maintain gun ammunition
DEFEXO048	Maintain aerial delivered ordnance
DEFEXO049	Maintain mines
DEFEXO050	Maintain demolition stores
DEFEXO051	Maintain aircraft egress systems
DEFEXO052	Maintain cartridge operated fire extinguisher systems
DEFEXO018	License explosive facilities and potential explosion sites
DEFEXO082	Apply a knowledge of explosives
DEFEXO121	Assess explosive firings
DEFEXO122	Plan explosive trials
DEFEXO123	Conduct explosive trials
DEFEXO124	Perform explosive tests, measurements and analyses
DEFEXO128	Conduct explosive firings
DEFGEN025	Control engineering and logistic processes
TLIF4007	Implement and coordinate accident-emergency procedures

Group B: General elective units

BSBAUD411	Participate in quality audits
BSBSUS411	Implement and monitor environmentally sustainable work practices
DEFEXO003	Establish and maintain the safety and security of explosive warehouses and workshops
DEFEXO021	Breakdown explosive ordnance
DEFEXO022	Fuze and defuze explosive ordnance

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DEFEXO023	Assemble and disassemble explosive components
DEFEXO066	Inspect explosive facilities
DEFEXO068	Establish and operate an explosive field storage site
DEFEXO081	Apply a knowledge of the service environment
DEFEXO103	Dispose of non-explosive dangerous goods
DEFGEN007	Conduct risk assessment in a Defence environment
DEFGEN008	Treat risk within Defence at an operational level
DEFGEN010	Supervise equity and diversity in the workplace
DEFGEN014	Act as a range safety officer on a permanent range
DEFGEN024	Supervise engineering and logistic tasks
DEFMIL127	Conduct range practices
HLTAID011	Provide First Aid
PUAFER004	Respond to facility emergencies
TLIA2022	Participate in stocktakes
TLIA3023	Coordinate stocktakes
TLIB3006	Carry out inspection of vehicles designed to carry special loads
TLIC3063	Operate vehicle carrying special loads
TLID2016	Load and unload explosives/dangerous goods
TLID3015	Identify and label explosives/dangerous goods
TLID3027	Prepare for transport of dangerous goods
TLIE3002	Estimate/calculate mass, area and quantify dimensions

Qualification Mapping Information

This qualification supersedes and is equivalent to DEF42115 Certificate IV in Explosive Ordnance Maintenance.

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Links

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DEF40217 Certificate IV in Intelligence Operations

Modification History

Release 1. This is the first release of this qualification in the DEF Defence Training Package.

Qualification Description

This qualification allows for the attainment of competencies in Defence intelligence operations including personnel working in operational roles, and undertaking and leading intelligence operations in a Defence or similar government environment.

No licensing, legislative or certification requirements apply to this qualification at the time of publication.

Packaging Rules

14 units of competency are required for this qualification comprising:

- 6 core units listed below, plus
- 8 elective units.

Choose a minimum of 6 elective units from the list below, of which 1 elective unit must be chosen from Group A, 3 elective units must be chosen from Group B and 2 elective units must be chosen from either Group B or Group C.

Choose the remaining 2 elective units from the elective unit lists below or from elsewhere within this training package, or from another endorsed training package, or from an accredited course.

All elective units chosen from outside this qualification must support learning outcomes of this AQF qualification level.

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

Where imported units are selected, care must be taken to ensure that all prerequisite units specified are complied with.

Core units

BSBWRT401	Write complex documents
DEFGEN007	Conduct risk assessment in a Defence environment
DEFINT001	Supervise intelligence operations
DEFINT002	Plan and lead a counter-surveillance operation
PSPGEN027	Gather and analyse information

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PUACOM007B	Liaise with other organisations

Group A: Specialisation elective units (Work Health and Safety)

BSBWHS301	Maintain workplace safety
BSBWHS401	Implement and monitor WHS policies, procedures and programs to meet legislative requirements

Group B: Specialisation elective units (Protective Security)

BSBITU402	Develop and use complex spreadsheets
DEFGEN012	Provide technical advice
DEFINT003	Edit intelligence material for security purposes
PSPINV001	Plan and initiate an investigation
PSPINV002	Conduct an investigation
PSPINV003	Finalise an investigation
PSPSEC006	Implement security risk treatments
PSPSEC007	Develop and advise on government security procedures
PSPSEC012	Develop security risk management plans

Group C: General elective units

BSBCMM401	Make a presentation
BSBITU402	Develop and use complex spreadsheets
BSBWRT501	Write persuasive copy
DEFGEN003	Lead a team
DEFGEN010	Supervise equity and diversity in the workplace
PSPGEN014	Organise workplace information
PSPGEN024	Use resources to achieve work unit goals
BSBPMG409	Apply project scope management techniques
BSBPMG413	Apply project human resources management approaches
BSBPMG414	Apply project information management and communications techniques

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BSBPMG417	Apply project life cycle management processes
BSBPMG522	Undertake project work
PUATEA002B	Work autonomously

Qualification Mapping Information

This qualification replaces but is not equivalent to DEF42112 Certificate IV in Intelligence Operations.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEF40220 Certificate IV in Explosive Ordnance Manufacture

Modification History

Release 1. This qualification was released in DEF Defence Training Package release 3.0.

Qualification Description

This qualification allows for the attainment of competencies in explosive ordnance manufacture.

No licensing, legislative or certification requirements apply to this qualification at the time of publication.

Entry Requirements

Nil

Packaging Rules

16 units of competency are required for this qualification:

- 2 core units
- 14 elective units

Choose a minimum of 12 electives from the list below, of which at least 7 must be taken from Group A.

Choose the remaining 2 electives from the list below or from elsewhere within this training package, or from another endorsed training package, or from an accredited course.

All elective units selected from outside this qualification must reflect the occupational and learning outcomes of this AQF qualification level.

Where a prerequisite unit is attached to an elective unit, it is identified by this symbol ∟.

The prerequisite units attached to any of the elective units must be undertaken and are additional to the number of elective units required for the qualification.

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

Core units

DEFEXO001	Work safely with explosive ordnance
TLID1001	Shift materials safely using manual handling methods

Group A: Specialisation units

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BSBPEF402	Develop personal work priorities
DEFEXO021	Breakdown explosive ordnance
DEFEXO041	Maintain grenades
DEFEXO042	Maintain mortar ammunition
DEFEXO043	Maintain actuating devices
DEFEXO044	Maintain pyrotechnics and countermeasures
DEFEXO045	Maintain guided weapons
DEFEXO046	Maintain free flight rockets
DEFEXO047	Maintain gun ammunition
DEFEXO048	Maintain aerial delivered ordnance
DEFEXO049	Maintain mines
DEFEXO050	Maintain demolition stores
DEFEXO018	License explosive facilities and potential explosion sites
DEFEXO082	Apply a knowledge of explosives
DEFEXO121	Assess explosive firings
DEFEXO122	Plan explosive trials
DEFEXO123	Conduct explosive trials
DEFEXO124	Perform explosive tests, measurements and analyses
DEFEXO128	Conduct explosive firings
DEFGEN025	Control engineering and logistic processes
MSMOPS400	Optimise process/plant area
MSMOPS401	Trial new process or product
MSMWHS210	Undertake first response to non-fire incidents
PMAOPS410	Operate remote production facilities
PMAOPS411	Manage plant shutdown and restart
PMASUP440	Commission/recommission plant

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TLIF4007	Implement and coordinate accident-emergency procedures

Group B: General elective units

BSBLDR414	Lead team effectiveness
BSBSUS411	Implement and monitor environmentally sustainable work practices
BSBWHS411	Implement and monitor WHS policies, procedures and programs
DEFEXO002	Respond to fire
DEFEXO003	Establish and maintain the safety and security of explosive warehouses and workshops
DEFEXO022	Fuze and defuze explosive ordnance
DEFEXO023	Assemble and disassemble explosive components
DEFEXO066	Inspect explosive facilities
DEFEXO081	Apply a knowledge of the service environment
DEFEXO103	Dispose of non-explosive dangerous goods
DEFGEN007	Conduct risk assessment in a Defence environment
DEFGEN008	Treat risk within Defence at an operational level
DEFGEN024	Supervise engineering and logistic tasks
MSS403085	Ensure process improvements are sustained
MSS402083	Use planning software systems in operations
MSS403001	Review competitive systems and practices
MSS403005	Facilitate use of a Balanced Scorecard for performance improvement
MSS403010	Facilitate change in an organisation implementing competitive systems and practices
MSS403087	Mistake proof an operational process
MSS404084	Undertake process capability improvements
MSS404054	Apply statistics to operational processes
MSS404060	Facilitate the use of planning software systems in a work area or team

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MSS404061	Facilitate the use of SCADA systems in a team or work area
MSS404085	Undertake proactive maintenance analyses
MSS404086	Assist in implementing a proactive maintenance strategy
PUAEMR001	Establish context for emergency risk assessment
PUAEMR002	Assess emergency risk ∟ PUAEMR001 Establish context for emergency risk assessment
PUAEMR003	Develop treatment options for emergency risk
PUAEMR004	Manage risk treatment implementation
PUAEMR005	Treat operational risk ∟ PUAEMR006 Assess operational risk
PUAEMR006	Assess operational risk
TLIB3006	Carry out inspection of vehicles designed to carry special loads
TLIC3063	Operate vehicle carrying special loads
TLID2016	Load and unload explosives/dangerous goods
TLID3015	Identify and label explosives/dangerous goods

Qualification Mapping Information

This qualification supersedes and is equivalent to DEF42315 Certificate IV in Explosive Ordnance Manufacture.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEF40317 Certificate IV in Psychological Support

Modification History

Release 2. Modifications have been made to:

- Packaging rules adjusted to reflect the choice of electives in Group A Specialisation
- Unit HLTDEF001 deleted due to zero enrolment

Release 1. This is the first release of this qualification in the DEF Defence Training Package.

Qualification Description

This qualification allows for the attainment of competencies in psychological support.

No licensing, legislative or certification requirements apply to this qualification at the time of publication.

Packaging Rules

14 units of competency are required for this qualification comprising:

- 4 core units listed below, plus
- 10 elective units.

Choose a minimum of 7 elective units from the list below, of which 3 units must be taken from Group A and 4 units must be taken from Group B.

Choose the remaining 3 elective units from the elective unit lists below, or elsewhere within this training package, or another endorsed training package, or accredited course.

All elective units chosen from outside this qualification must support learning outcomes of this AQF qualification level.

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

Where imported units are selected, care must be taken to ensure that all prerequisite units specified are complied with.

Core units

BSBMED305	Apply the principles of confidentiality, privacy and security within the medical environment
DEFPSY001	Assist in the conduct of a psycho-social selection activity
DEFPSY002	Conduct a mental health screening interview
DEFPSY003	Conduct a psychometric testing activity

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Group A: Specialisation elective units

BSBINM303	Handle receipt and despatch of information
CHCCCS019	Recognise and respond to crisis situations
PSPGSD002	Administer government service delivery requirements

Group B: General elective units

BSBINM301	Organise workplace information
CHCCOM002	Use communication to build relationships
CHCLEG001	Work legally and ethically
CHCMHS001	Work with people with mental health issues
PSPGEN024	Use resources to achieve work unit goals
PUACOM001C	Communicate in the workplace
PUACOM007B	Liaise with other organisations
PUATEA002B	Work autonomously
PUATEA003B	Lead, manage and develop teams
TAEDEL301	Provide work skill instruction
TAEDEL401	Plan, organise and deliver group-based learning
TAEDEL402	Plan, organise and facilitate learning in the workplace

Qualification Mapping Information

This qualification replaces but is not equivalent to DEF43012 Certificate IV in Psychological Support.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEF40320 Certificate IV in Explosive Ordnance Operations

Modification History

Release 1. This qualification was released in DEF Defence Training Package release 3.0.

Qualification Description

This qualification allows for the attainment of competencies in explosive ordnance operations.

No licensing, legislative or certification requirements apply to this qualification at the time of publication.

Entry Requirements

Nil

Packaging Rules

15 units of competency are required for this qualification:

- 2 core units
- 13 elective units

Choose a minimum of 11 electives from the list below, of which at least 3 must be taken from Group A.

Choose the remaining 2 electives from the list below or from elsewhere within this training package, or from another endorsed training package, or from an accredited course.

All elective units selected from outside this qualification must reflect the occupational and learning outcomes of this AQF qualification level.

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

Core units

DEFEXO001	Work safely with explosive ordnance
TLID1001	Shift materials safely using manual handling methods

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Group A: Specialisation units

DEFEXO082	Apply a knowledge of explosives
DEFEXO104	Operate an in-service remote positioning vehicle
DEFEXO105	Contribute to disposal of explosive ordnance
DEFEXO116	Control military explosive operations
DEFEXO126	Conduct post blast analysis
DEFMIL082	Perform military high-risk search
MSL974019	Perform chemical tests and procedures
TLIF4007	Implement and coordinate accident-emergency procedures

Group B: General elective units

BSBSUS411	Implement and monitor environmentally sustainable work practices
DEFEXO003	Establish and maintain the safety and security of explosive warehouses and workshops
DEFEXO021	Breakdown explosive ordnance
DEFEXO065	Prepare and arm weapon systems
DEFEXO103	Dispose of non-explosive dangerous goods
DEFEXO108	Conduct military demolition operations
DEFEXO109	Lay and clear booby traps
DEFEXO110	Lay and clear mines
DEFEXO111	Conduct underwater explosive demolitions
DEFEXO112	Detect, record and collect evidence
DEFEXO115	Supervise military explosive task
DEFGEN007	Conduct risk assessment in a Defence environment
DEFGEN008	Treat risk within Defence at an operational level
DEFGEN010	Supervise equity and diversity in the workplace
DEFMIL024	Conduct military searches

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HLTAID011	Provide First Aid
PUAFER004	Respond to facility emergencies
TLIB3006	Carry out inspection of vehicles designed to carry special loads
TLIC3063	Operate vehicle carrying special loads
TLID2016	Load and unload explosives/dangerous goods
TLID3015	Identify and label explosives/dangerous goods

Qualification Mapping Information

This qualification supersedes and is equivalent to DEF42415 Certificate IV in Explosive Ordnance Operations

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEF40417 Certificate IV in Defence Reporting

Modification History

Release 1. This is the first release of this qualification in the DEF Defence Training Package.

Qualification Description

This qualification allows for the attainment of competencies for Defence personnel engaged in reporting.

No licensing, legislative or certification requirements apply to this qualification at the time of publication.

Packaging Rules

13 units of competency are required for this qualification comprising:

- 9 core units listed below, plus
- 4 elective units.

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

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

All elective units chosen from outside this qualification must support the learning outcomes of this AQF qualification level.

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

Where imported units are selected, care must be taken to ensure that all prerequisite units specified are complied with.

Core units

BSBADM101	Use business equipment and resources
BSBITU401	Design and develop complex text documents
BSBWHS401	Implement and monitor WHS policies, procedures and programs to meet legislative requirements
DEFGEN006	Work with equity and diversity
DEFGEN017	Identify material suitable for publication within Defence
DEFGEN018	Conduct an interview to support written material

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DEFGEN019	Write material suitable for publication within Defence
DEFGEN020	Edit provided copy
DEFGEN021	Take photographs suitable for publication within Defence

General elective units

BSBINM201	Process and maintain workplace information
BSBSUS401	Implement and monitor environmentally sustainable work practices
DEFGEN007	Conduct risk assessment in a Defence environment
DEFGEN008	Treat risk within Defence at an operational level
DEFGEN010	Supervise equity and diversity in the workplace
DEFGEN022	Obtain images suitable for publication within Defence

Qualification Mapping Information

This qualification replaces and is equivalent to DEF40812 Certificate IV in Defence Reporting.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEF40420 Certificate IV in Explosive Ordnance Proof and Experimental

Modification History

Release 1. This qualification was released in DEF Defence Training Package release 3.0.

Qualification Description

This qualification allows for the attainment of competencies in explosive ordnance proof and experimental operations.

No licensing, legislative or certification requirements apply to this qualification at the time of publication.

Entry Requirements

Nil

Packaging Rules

14 units of competency are required for this qualification:

- 2 core units
- 12 elective units

Choose a minimum of 10 electives from the list below, of which at least 7 must be taken from Group A.

Choose the remaining 2 electives from the list below or from elsewhere within this training package, or from another endorsed training package, or from an accredited course.

All elective units selected from outside this qualification must reflect the occupational and learning outcomes of this AQF qualification level. Seek further advice on selecting imported units of competency in the DEF Implementation Guide.

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

Core units

DEFEXO001	Work safely with explosive ordnance
TLID1001	Shift materials safely using manual handling methods

Group A: Specialisation units

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DEFEXO081	Apply a knowledge of the service environment
DEFEXO082	Apply a knowledge of explosives
DEFEXO121	Assess explosive firings
DEFEXO122	Plan explosive trials
DEFEXO144	Conduct static tests
DEFEXO145	Conduct dynamic small arms tests
DEFEXO146	Conduct dynamic other calibre tests
DEFEXO147	Conduct environmental tests
DEFEXO150	Acquire data related to velocity
DEFEXO151	Acquire data related to pressure
DEFEXO152	Acquire data related to time
DEFEXO153	Acquire data related to environment
DEFEXO154	Acquire data related to imagery
DEFEXO155	Provide survey data for proof and experimental firing
DEFEXO156	Operate small watercraft
DEFMIL063	Produce meteorological data
DEFTST003	Conduct testing processes

Group B: General elective units

BSBSUS411	Implement and monitor environmentally sustainable work practices
BSBWHS411	Implement and monitor WHS policies, procedures and programs
DEFEXO003	Establish and maintain the safety and security of explosive warehouses and workshops
DEFGEN007	Conduct risk assessment in a Defence environment
DEFGEN008	Treat risk within Defence at an operational level
DEFGEN010	Supervise equity and diversity in the workplace
DEFGEN014	Act as a range safety officer on a permanent range

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DEFGEN015	Conduct basic range practices on a permanent range
DEFGEN024	Supervise engineering and logistic tasks
DEFGEN025	Control engineering and logistic processes
DEFMIL069	Supervise indirect fire weapons
DEFMIL127	Conduct range practices
DEFMIL128	Manage range practices and qualifications
DEFMIL135	Supervise the operation of mortars
DEFMIL136	Supervise the operation of direct fire support weapons
DEFWHS010	Identify confined space
DEFWHS011	Enter confined space
DEFWHS012	Test confined space environment
DEFWHS013	Control entry to confined spaces
PUAFER004	Respond to facility emergencies
TLID2016	Load and unload explosives/dangerous goods
TLIF4007	Implement and coordinate accident-emergency procedures

Qualification Mapping Information

This qualification supersedes and is equivalent to DEF42215 Certificate IV in Explosive Ordnance Proof and Experimental.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEF40517 Certificate IV in Test and Evaluation

Modification History

Release 1. This is the first release of this qualification in the DEF Defence Training Package.

Qualification Description

This qualification allows for the attainment of competencies in test and evaluation.

No licensing, legislative or certification requirements apply to this qualification at the time of publication.

Packaging Rules

12 units of competency are required for this qualification comprising:

- 8 core units listed below, plus
- 4 elective units.

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

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

All elective units chosen from outside this qualification must support the learning outcomes of this AQF qualification level.

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

Where imported units are selected, care must be taken to ensure that all prerequisite units specified are complied with.

Core units

DEFGEN008	Treat risk within Defence at an operational level
DEFGEN012	Provide technical advice
DEFTST001	Plan testing and evaluation processes
DEFTST002	Prepare testing and evaluation processes
DEFTST003	Conduct testing processes
DEFTST004	Evaluate testing
DEFTST005	Produce test and evaluation reports

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DEFTST006	Analyse test data

General elective units

BSBPMG409	Apply project scope management techniques
BSBPMG413	Apply project human resources management approaches
BSBPMG414	Apply project information management and communications techniques
BSBPMG417	Apply project life cycle management processes
BSBPMG522	Undertake project work
DEFGEN005	Develop relationships with other organisations
DEFGEN011	Interpret policy, legislation and regulations
PSPGEN024	Use resources to achieve work unit goals
PSPGEN027	Gather and analyse information

Qualification Mapping Information

This qualification replaces but is not equivalent to DEF42412 Certificate IV in Test and Evaluation.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEF40520 Certificate IV in Simulator Maintenance

Modification History

Release 1. This is the first release of this qualification in DEF Defence Training Package Release 4.0.

Qualification Description

This qualification has been designed to provide a package of broad and flexible competencies reflecting the workplace responsibilities to trouble-shoot, repair and maintain electronic and mechanical components of simulators used in training (for example pilot training). Skills involve the use of specialized tools, test equipment, built-in diagnostic equipment and technical data to isolate and locate faulty components or system malfunctions.

It qualifies individuals who apply a broad range of specialised knowledge and skills in varied contexts to undertake skilled work in simulator maintenance.

No licensing, legislative or certification requirements apply to this qualification at the time of publication.

Packaging Rules

14 units of competency are required for this qualification:

- 7 core units
- 7 elective units

Choose a minimum of 5 elective units from the list below, of which at least 4 must be taken from Group A.

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

All elective units selected from outside this qualification must reflect the occupational and learning outcomes of this AQF qualification level. Seek further advice on selecting imported units of competency in the DEF Implementation Guide.

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

Where imported units are selected, care must be taken to ensure that all prerequisite units specified are complied with.

Core units

DEFSIM015	Fault find and repair simulator power distribution and control systems
DEFSIM016	Fault find and repair simulator computer systems and peripheral hardware

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DEFSIM017	Fault find and repair simulator image generator and visual display systems
DEFSIM011	Fault find and repair simulator control systems
DEFSIM018	Fault find and repair simulator sound systems
DEFSIM014	Work effectively with simulator systems
DEFSIM021	Operate the simulator for testing purposes

Group A: Specialisation units

DEFSIM019	Fault find and repair simulator weapons systems
DEFSIM012	Fault find and repair simulator motion systems
TLIX4031	Apply knowledge of configuration management
DEFSIM020	Conduct simulator performance evaluation
BSBWHS311	Assist with maintaining workplace safety
BSBOPS402	Coordinate business operational plans
BSBSTR402	Implement continuous improvement
BSBWHS211	Contribute to the health and safety of self and others
ICTICT206	Install software applications
ICTICT302	Install and optimise operating system software
ICTICT303	Connect internal hardware components
ICTSAS203	Connect hardware peripherals
ICTSAS213	Maintain the integrity of ICT systems
TLIX4032	Apply knowledge of technical regulatory framework

Group B: General elective units

AVIM0008	Operate a simulator
AVIM0009	Facilitate training in a synthetic environment
BSBOPS404	Implement customer service strategies
BSBWHS411	Implement and monitor WHS policies, procedures and programs
BSBSUS411	Implement and monitor environmentally sustainable work practices

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BSBPEF501	Manage personal and professional development
DEFGEN006	Work with equity and diversity
HLTAID011	Provide First Aid
DEFGEN005	Develop relationships with other organisations
PUAOPE015	Conduct briefings and debriefings
DEFGEN001	Work in a team
TLID1001	Shift materials safely using manual handling methods
TLID2010	Operate a forklift
TLID0006	Move materials mechanically using automated equipment
TLID0008	Shift loads using bridge or gantry crane
TLIO1002	Follow security procedures when working with passengers and personnel

Qualification Mapping Information

This qualification supersedes and is not equivalent to DEF43215 Certificate IV in Simulator Maintenance.

Links

Companion Volume Implementation Guides are found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEF40617 Certificate IV in Preventive Health

Modification History

Release 3. Updated superseded general elective units.

Release 2. Modifications have been made to:

- Unit HLTDEF001 deleted due to zero enrolment

Release 1. This is the first release of this qualification in the DEF Defence Training Package.

Qualification Description

This qualification allows for the attainment of competencies in preventive health.

No licensing, legislative or certification requirements apply to this qualification at the time of publication.

Packaging Rules

16 units of competency are required for this qualification comprising:

- 5 core units listed below, plus
- 11 elective units.

Choose a minimum of 10 elective units from the list below, of which 8 must be taken from Group A and 2 must be taken from Group B.

Choose the remaining 1 elective unit from the elective unit list below or from elsewhere within this training package, or from another endorsed training package, or from an accredited course.

All elective units chosen from outside this qualification must support the learning outcomes of this AQF qualification level.

Where a prerequisite unit is attached to an elective unit it is identified by this symbol ∟.

The prerequisite units attached to any of the elective units must be undertaken and are additional to the number of elective units required for the qualification.

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

Where imported units are selected, care must be taken to ensure that all prerequisite units specified are complied with.

Core units

DEFGEN012	Provide technical advice
DEFPHL007	Conduct chlorine dosing of water at the point of supply

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DEFPHL008	Coordinate environmental health operations
DEFPHL009	Conduct a quick assessment of disease outbreak
DEFPHL010	Conduct a field hygiene survey

Group A: General elective units

AHCPMG307	Apply animal trapping techniques
CPPUPM4002	Schedule, organise and monitor pest management operations
CPPWMT4001	Develop proposals for waste management services
CPPWMT4002	Develop waste management plans
CPPWMT4003	Implement waste management plans
CPPWMT4008	Provide waste management information to stakeholders
FBPFSY2002	Apply food safety procedures
FBPFSY3002	Participate in a HACCP team
HLTPOP026	Monitor and maintain sewage or effluent systems
NWPCAD005	Monitor, inspect and report catchment areas
NWPGEN022	Perform laboratory testing
NWPTRT005	Monitor and operate water treatment processes
NWPTRT022	Monitor and operate hypochlorite disinfection processes
NWPTRT027	Monitor and operate wastewater treatment processes
NWPTRT029	Monitor and operate pre-treatment processes

Group B: Specialisation elective units (Work Health and Safety)

BSBWHS403	Contribute to implementing and maintaining WHS consultation and participation processes
BSBWHS405	Contribute to implementing and maintaining WHS management systems
BSBWHS409	Assist with workplace monitoring processes

Qualification Mapping Information

This qualification replaces but is not equivalent to DEF42312 Certificate IV in Preventive

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Health.

Links

Companion Volume Implementation Guides are found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEF40717 Certificate IV in Defence Paralegal Services

Modification History

Release 1. This qualification was released in DEF Defence Training Package Release 2.0 and meets the Standards for Training Packages.

Supersedes and is not equivalent to DEF42812 Certificate IV in Defence Paralegal Services.

- Core and elective packaging rules changed
  - Core units increased from 5 to 7
  - Elective units increased from 6 to 7
- DEF unit codes and titles updated
- Imported units updated

Qualification Description

This qualification allows for the attainment of competencies in the provision of paralegal services by Defence paralegal practitioners.

No licensing, legislative or certification requirements apply to this qualification at the time of publication.

Packaging Rules

14 units of competency are required for this qualification comprising:

- 7 core units listed below, plus
- 7 elective units.

Choose a minimum of 6 elective units from the list below, of which 2 units must be taken from Group A and 4 units from Group B.

Choose the remaining 1 elective unit from the list below or from elsewhere within this training package, or from another endorsed training package, or from an accredited course.

All elective units chosen from outside this qualification must support the learning outcomes of this AQF qualification level.

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

Where imported units are selected, care must be taken to ensure that all prerequisite units specified are complied with.

Core units

BSBINM302 Utilise a knowledge management system

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BSBCMM402	Implement effective communication strategies
DEFDPL006	Provide support in legal assistance matters
DEFDPL012	Work in a public service legal environment
DEFDPL013	Conduct legal research
DEFGEN011	Interpret policy, legislation and regulations
PSPGEN009	Work effectively in the organisation

Group A: Specialisation elective units

BSBLEG308	Assist in prioritising and planning activities in a legal practice
DEFDPL004	Provide support in Defence administrative law matters
DEFDPL008	Obtain information from a client
DEFDPL010	Provide support in service discipline law matters
DEFDPL011	Provide support in criminal law matters
DEFDPL014	Address complex legal and ethical issues in a Defence environment
PSPPCM001	Carry out basic procurement

Group B: General elective units

BSBADM406	Organise business travel
BSBADM502	Manage meetings
BSBLEG418	Produce complex legal documents
BSBRES404	Research legal information using primary sources
BSBRES502	Research legal information using secondary sources
BSBPMG417	Apply project life cycle management processes
BSBWHS301	Maintain workplace safety
DEFGEN003	Lead a team
PSPETH002	Uphold and support the values and principles of public service
PSPGEN023	Deliver and monitor service to clients
PSPGEN027	Gather and analyse information

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PSPGEN039 Develop internal and external networks

Qualification Mapping Information

Release 1. This qualification supersedes but is not equivalent to DEF42812 Certificate IV in Defence Paralegal Services

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEF40817 Certificate IV in Defence Financial Administration

Modification History

Release 1. This is the first release of this qualification in the DEF Defence Training Package.

Qualification Description

This qualification allows for the attainment of competencies in Government financial administration activities.

No licensing, legislative or certification requirements apply to this qualification at the time of publication.

Packaging Rules

12 units of competency are required for this qualification comprising:

- 6 core units listed below, plus
- 6 elective units.

Choose a minimum of 4 elective units from the lists below, of which 2 must be taken from Group A.

Choose the remaining 2 elective units from the elective unit lists below or from elsewhere within this training package, or from another endorsed training package, or from an accredited course.

All elective units chosen from outside this qualification must support the learning outcomes of this AQF qualification level.

Elective units chosen must not duplicate content already covered by other units within this qualification.

Where imported units are selected, care must be taken to ensure that all prerequisite units specified are complied with.

Core units

BSBITU304	Produce spreadsheets
DEFFIN003	Ensure financial data quality
DEFFIN004	Support strategic financial management in the public sector environment
DEFFIN005	Understand and comply with a financial management framework
PSPGEN023	Deliver and monitor service to clients
PSPGEN033	Use advanced workplace communication strategies

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Group A: Specialisation elective units

BSBMGT401	Show leadership in the workplace
BSBMGT403	Implement continuous improvement
PSPGEN011	Build and maintain internal networks

Group B: General elective units

BSBINN301	Promote innovation in a team environment
DEFFIN016	Perform financial administration of assets
DEFFIN017	Administer compliance systems
DEFFIN018	Prepare reports on organisational operating costs
DEFFIN019	Provide financial support to materiel acquisition projects
DEFFIN020	Perform taxation administration in the public sector environment
DEFFIN021	Provide administration of banking services in the public sector environment
DEFFIN022	Perform administration of financial systems
DEFFIN023	Contribute to management of the public sector finance function
DEFFIN024	Support the development and management of budgets
DEFFIN025	Process financial transactions
DEFFIN027	Support public sector financial compliance and assurance management
DEFGEN011	Interpret policy, legislation and regulations

Qualification Mapping Information

No equivalent qualification.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEF40917 Certificate IV in Performance Based Contracting

Modification History

Release 1. This is the first release of this qualification in the DEF Defence Training Package.

Qualification Description

This qualification allows for the attainment of competencies in Performance Based Contracting.

No licensing, legislative or certification requirements apply to this qualification at the time of publication.

Packaging Rules

12 units of competency are required for this qualification comprising:

- 5 core units listed below plus
- 7 elective units.

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

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

All elective units chosen from outside this qualification must support the learning outcomes of this AQF qualification level.

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

Where imported units are selected, care must be taken to ensure that all prerequisite units specified are complied with.

Core units

DEFPBC001	Employ the fundamentals of a Performance Based Contract
DEFPBC002	Establish the basis of a Performance Based Contract
DEFPBC003	Establish a Performance Based Contract performance measures hierarchy
DEFPBC004	Establish the contract details of a Performance Based Contract
DEFPBC005	Operate a Performance Based Contract

General elective units

BSBITU402	Develop and use complex spreadsheets

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BSBMGT403	Implement continuous improvement
BSBPMG416	Apply project procurement procedures
BSBPMG418	Apply project stakeholder engagement techniques
BSBPMG519	Manage project stakeholder engagement
BSBPUR402	Negotiate contracts
DEFGEN005	Develop relationships with other organisations
FNSASIC301	Establish client relationship and analyse needs
FNSCUS402	Resolve disputes
MEM15002A	Apply quality systems
PSPGEN024	Use resources to achieve work unit goals
PSPGEN027	Gather and analyse information
PSPGEN039	Develop internal and external networks
PSPGEN033	Use advanced workplace communication strategies
PSPGEN034	Compose complex workplace documents
PSPGEN038	Identify and treat risks
PSPGEN039	Develop internal and external networks
PSPGEN049	Undertake negotiations
PSPPCM004	Plan procurement
PSPPCM005	Develop and distribute requests for offers
PSPPCM006	Select providers and develop contracts
PSPPCM007	Manage contracts
PSPPCM008	Manage contract performance
PSPPCM011	Plan to manage a contract
PSPPCM012	Plan for procurement outcomes
PUAMAN004B	Manage procurement
SISXMGT001	Develop and maintain stakeholder relationships

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TLIR4001	Monitor supplier performance
TLIX4016	Implement and monitor materiel sustainment plans
TLIX4028	Apply knowledge of logistics

Qualification Mapping Information

No equivalent qualification.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEF43115 Certificate IV in Electronic Forensics

Modification History

Release	Comments
1	This qualification was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

Qualification Description

This qualification has been designed to provide a package of broad and flexible competencies reflecting the workplace responsibilities to conduct a forensic investigation to lawfully establish evidence that is often found in digital storage mediums and computers. It qualifies individuals who apply a broad range of specialised knowledge and skills in varied contexts to undertake skilled work in Electronic Forensics.

No licensing, legislative or certification requirements apply to this qualification at the time of publication.

Packaging Rules

14 units of competency are required for this qualification:

- 5 core units
- 9 elective units

Choose a minimum of 7 elective units from the list below, of which at least 4 must be taken from Group A.

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

All elective units selected from outside this qualification must reflect the occupational and learning outcomes of this AQF qualification level. Seek further advice on selecting imported units of competency in the DEF Implementation Guide.

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

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Core units	
DEFFOR001	Inspect, maintain and test electronic forensic equipment
DEFFOR002	Conduct initial electronic investigation
DEFFOR003	Gather and analyse information
DEFFOR004	Capture forensic photographic images
DEFFOR005	Compile and submit electronic forensic documentation
Group A: Specialisation units	
DEFFOR007	Set up, operate and maintain a portable audio recorder
DEFGEN023	Capture video images
ICTICT206	Install software application
ICTICT302	Install and optimise operating system software
ICTICT303	Connect internal hardware components
ICTSAS203	Connect hardware peripherals
ICTSAS205	Maintain IT system integrity
PSPLEGN401A	Encourage compliance with legislation in the public sector
Group B: General elective units	
DEFGEN006	Work with equity and diversity
DEFGEN008	Treat risk within defence at an operational level
DEFGEN007	Conduct risk assessment in a defence environment
BSBWHS301	Maintain workplace safety
BSBWHS201	Contribute to health and safety of self and others
BSBWHS401	Implement and monitor WHS policies, procedures and programs to meet legislative requirements
BSBWOR501	Manage personal work priorities and professional development

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PSPGOV315A	Give and receive work place feedback
PSPPM402B	Manage simple projects
PSPPM403B	Close simple projects
PSPPM404A	Carry out simple project activities
PSPPM405A	Administer simple projects
DEFGEN005	Develop relationships with other organisations
PUAOPE015	Conduct briefings / debriefings
DEFGEN001	Work in a team

Qualification Mapping Information

No equivalent qualification.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEF50117 Diploma of Test and Evaluation

Modification History

Release 1. This is the first release of this qualification in the DEF Defence Training Package.

Qualification Description

This qualification allows for the attainment of competencies in the supervision of test and evaluation in a senior role in the Defence Capability Life Cycle.

No licensing, legislative or certification requirements apply to this qualification at the time of publication.

Packaging Rules

13 units of competency are required for this qualification comprising:

- 10 core units listed below, plus
- 3 elective units.

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

Choose the remaining 1 elective unit from the elective unit list below or from elsewhere within this training package, or from another endorsed training package, or from an accredited course.

All elective units chosen from outside this qualification must support the learning outcomes of this AQF qualification level.

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

Where imported units are selected, care must be taken to ensure that all prerequisite units specified are complied with.

Core units

BSBPMG511	Manage project scope
BSBPMG515	Manage project human resources
BSBPMG517	Manage project risk
BSBPMG519	Manage project stakeholder engagement
BSBPMG521	Manage project integration
DEFTST007	Apply knowledge of test and evaluation processes

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DEFGEN011	Interpret policy, legislation and regulations
DEFGEN012	Provide technical advice
PSPGEN046	Undertake research and analysis
PSPGEN055	Refine complex workplace documents

General elective units

BSBWHS501	Ensure a safe workplace
PSPGEN035	Provide workplace mentoring
PSPGEN048	Support workplace coaching and mentoring
PSPGEN054	Use complex workplace communication strategies
PSPGEN057	Develop and use political nous
PSPGEN077	Apply public sector financial policies and processes
PSPMGT001	Manage resources
PSPPCY006	Develop organisation policy
PUACOM002B	Provide services to clients
PUACOM007B	Liaise with other organisations

Qualification Mapping Information

This qualification replaces but is not equivalent to DEF51712 Diploma of Test and Evaluation.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEF50120 Diploma of Explosive Ordnance Manufacture

Modification History

Release 1. This qualification was released in DEF Defence Training Package release 1.0.

Qualification Description

This qualification allows for the attainment of competencies in explosive ordnance manufacture.

No licensing, legislative or certification requirements apply to this qualification at the time of publication.

Entry Requirements

Nil

Packaging Rules

14 units of competency are required for this qualification:

- 2 core units
- 12 elective units

Choose a minimum of 10 electives from the list below, of which at least 5 must be taken from Group A.

Choose the remaining 2 electives from the list below or from elsewhere within this training package, or from another endorsed training package, or from an accredited course.

All elective units selected from outside this qualification must reflect the occupational and learning outcomes of this AQF qualification level. Seek further advice on selecting imported units of competency in the DEF Implementation Guide.

Where a prerequisite unit is attached to an elective unit it is identified by this symbol ∟.

The prerequisite units attached to any of the elective units must be undertaken and are additional to the number of elective units required for the qualification.

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

Core units

DEFEXO001	Work safely with explosive ordnance
TLID1001	Shift materials safely using manual handling methods

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Group A: Specialisation units

DEFEXO018	License explosive facilities and potential explosion sites
DEFEXO070	Conduct technical explosive investigations
DEFEXO082	Apply a knowledge of explosives
DEFEXO083	Apply explosive ordnance design principles
DEFEXO122	Plan explosive trials
DEFEXO123	Conduct explosive trials
DEFEXO124	Perform explosive tests, measurements and analyses
DEFEXO125	Determine the properties of explosives
DEFEXO128	Conduct explosive firings
DEFEXO129	Develop unique explosives
DEFGEN026	Manage engineering and logistic operations
MSMOPS401	Trial new process or product
MSMWHS210	Undertake first response to non-fire incidents
PMASUP540	Analyse equipment performance
PUAEMR001	Establish context for emergency risk assessment
PUAEMR002	Assess emergency risk ∟ PUAEMR001 Establish context for emergency risk assessment
PUAEMR003	Develop treatment options for emergency risk
PUAEMR004	Manage risk treatment implementation
PUAEMR005	Treat operational risk ∟ PUAEMR006 Assess operational risk
PUAEMR006	Assess operational risk
PUAEMR011	Manage and evaluate emergency management exercises
PUAEMR013	Design emergency management exercises

Group B: General elective units

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BSBLDR522	Manage people performance
BSBSTR502	Facilitate continuous improvement
BSBOPS502	Manage business operational plans
BSBSUS411	Implement and monitor environmentally sustainable work practices
BSBWHS521	Ensure a safe workplace for a work area
BSBPEF501	Manage personal and professional development
BSBTWK502	Manage team effectiveness
DEFEXO002	Respond to fire
DEFEXO081	Apply a knowledge of the service environment
MSS015022	Develop strategies for more sustainable use of resources
MSS404054	Apply statistics to operational processes
MSS405001	Develop competitive systems and practices for an organisation
MSS405008	Analyse and map a value stream
MSS405009	Manage a value stream
MSS405004	Develop business plans in an organisation implementing competitive systems and practices
MSS405020	Develop quick changeover procedures
MSS405021	Develop a Just in Time system
MSS405030	Optimise cost of a product or service
MSS405031	Undertake value analysis of product or process costs in terms of customer requirements
MSS405040	Manage 5S system in an organisation
MSS405054	Determine and improve process capability ∟ MSS404054Apply statistics to processes in manufacturing
MSS405063	Develop the application of enterprise control systems in an organisation
MSS405064	Determine and establish information collection requirements and processes

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MSS405086	Develop sustainable energy practices
MSS405075	Facilitate the development of a new product ∟ MSS404054Apply statistics to operational processes
MSS405081	Develop a proactive maintenance strategy
PUACOM002	Provide services to clients
PUACOM007	Liaise with other organisations
PUATEA003	Lead, manage and develop teams

Qualification Mapping Information

This qualification supersedes and is equivalent to DEF52215 Diploma of Explosive Ordnance Manufacture.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEF50217 Diploma of Enterprise Architecture Practice

Modification History

Release 1. This is the first release of this qualification in the DEF Defence Training Package.

Qualification Description

This qualification allows for the attainment of competencies in enterprise architecture practice.

No licensing, legislative or certification requirements apply to this qualification at the time of publication.

Packaging Rules

11 units of competency are required for this qualification comprising:

- 3 core units listed below, plus
- 8 elective units.

Choose a minimum of 4 elective units from the list below.

Choose the remaining 4 elective units from the elective unit list below or from elsewhere within this training package, or from another endorsed training package, or from an accredited course.

All elective units chosen from outside this qualification must support the learning outcomes of this AQF qualification level.

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

Where imported units are selected, care must be taken to ensure that all prerequisite units specified are complied with.

Core units

DEFEAP001	Use an enterprise architecture framework
DEFEAP002	Demonstrate compliance with an enterprise architecture framework
DEFEAP003	Use enterprise architecture tools

General Elective units

BSBCOM502	Evaluate and review compliance
BSBPMG522	Undertake project work
ICTICT401	Determine and confirm client business requirements

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ICTICT403	Apply software development methodologies
ICTICT502	Develop detailed component specifications from project specifications
ICTPRG524	Develop high-level object-oriented class specifications
ICTSAD501	Model data objects
ICTSAD502	Model data processes
PSPGEN054	Use complex workplace communication strategies

Qualification Mapping Information

This qualification replaces and is equivalent to DEF52512 Diploma of Enterprise Architecture Practice.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEF50220 Diploma of Explosive Ordnance Proof and Experimental

Modification History

Release 1. This qualification was released in DEF Defence Training Package release 3.0.

Qualification Description

This qualification allows for the attainment of competencies in explosive ordnance proof and experimental operations.

No licensing, legislative or certification requirements apply to this qualification at the time of publication.

Entry Requirements

Nil

Packaging Rules

12 units of competency are required for this qualification:

- 2 core units
- 10 elective units

Choose a minimum of 8 electives from the list below, of which at least 5 must be taken from Group A.

Choose the remaining 2 electives from the list below or from elsewhere within this training package, or from another endorsed training package, or from an accredited course.

All elective units selected from outside this qualification must reflect the occupational and learning outcomes of this AQF qualification level.

Where a prerequisite unit is attached to an elective unit it is identified by this symbol ∟.

The prerequisite units attached to any of the elective units must be undertaken and are additional to the number of elective units required for the qualification.

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

Core units

DEFEXO001	Work safely with explosive ordnance
TLID1001	Shift materials safely using manual handling methods

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Group A: Specialisation units

DEFEXO070	Conduct technical explosive investigations
DEFEXO083	Apply explosive ordnance design principles
DEFGEN026	Manage engineering and logistic operations
DEFTST001	Plan testing and evaluation processes
DEFTST002	Prepare testing and evaluation processes
DEFTST003	Conduct testing processes
DEFTST004	Evaluate testing
DEFTST005	Produce test and evaluation reports

Group B: General elective units

BSBSUS411	Implement and monitor environmentally sustainable work practices
DEFGEN012	Provide technical advice
DEFRNG017	Develop and maintain training area and range standing orders
DEFRNG016	Coordinate training area and range activities
DEFRNG018	Monitor and control training area and range visits
DEFRNG005	Manage emergency operations
DEFRNG006	Conduct range inspections
DEFRNG008	Manage training area and range contamination
DEFRNG009	Supervise contractors
DEFRNG010	Monitor and implement environmental plans and procedures
DEFWHS004	Develop radio frequency radiation safety plans
DEFWHS006	Develop ionising radiation safety plans
DEFWHS009	Develop laser safety plans
PUACOM007	Liaise with other organisations
PUAEMR001	Establish context for emergency risk assessment
PUAEMR002	Assess emergency risk

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	∟ PUAEMR001 Establish context for emergency risk assessment
PUAEMR003	Develop treatment options for emergency risk
PUAEMR004	Manage risk treatment implementation
PUAEMR030	Manage and evaluate emergency management exercises
PUAEMR031	Design emergency management exercises
PUAFER004	Respond to facility emergencies
TLIA5029	Plan and manage storage of dangerous goods and hazardous substances

Qualification Mapping Information

This qualification supersedes and is equivalent to DEF52315 Diploma of Explosive Ordnance Proof and Experimental.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEF50317 Diploma of Compliance

Modification History

Release 1. This is the first release of this qualification in the DEF Defence Training Package.

Qualification Description

This qualification allows for the attainment of competencies in compliance.

No licensing, legislative or certification requirements apply to this qualification at the time of publication.

Packaging Rules

15 units of competency are required for this qualification comprising:

- 7 core units listed below, plus
- 8 elective units.

Choose a minimum of 6 elective units from the list below.

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

All elective units chosen from outside this qualification must support the learning outcomes of this AQF qualification level.

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

Where imported units are selected, care must be taken to ensure that all prerequisite units specified are complied with.

Core units

DEFCPL001	Evaluate and review safety cases
DEFCPL002	Apply knowledge of regulatory systems
DEFCPL003	Apply knowledge of risk assessment
DEFCPL004	Apply knowledge of risk management
DEFCPL005	Apply knowledge of safety case development process
DEFCPL006	Provide specialist safety case advice
DEFCPL009	Apply knowledge of work health and safety legislation for safety cases

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General elective units

BSBCOM501	Identify and interpret compliance requirements
BSBPMG512	Manage project time
BSBPMG513	Manage project quality
BSBPMG521	Manage project integration
BSBWHS501	Ensure a safe workplace
DEFCPL007	Implement and manage technical regulatory framework compliance
DEFCPL008	Plan and establish technical regulatory framework compliant management systems
PSPGEN046	Undertake research and analysis
PSPGEN054	Use complex workplace communication strategies
PSPGEN055	Refine complex workplace documents
PUAEMR022	Establish context for emergency risk assessment
PUAEMR024	Develop treatment options for emergency risk
PUACOM002B	Provide services to clients
PUACOM007B	Liaise with other organisations

Qualification Mapping Information

This qualification replaces but is not equivalent to DEF52212 Diploma of Compliance.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEF50320 Diploma of Explosives

Modification History

Release 1. This qualification was released in DEF Defence Training Package release 3.0.

Qualification Description

This qualification allows for the attainment of competencies in explosive ordnance.

No licensing, legislative or certification requirements apply to this qualification at the time of publication.

Entry Requirements

Nil

Packaging Rules

12 units of competency are required for this qualification:

- 2 core units
- 10 elective units

Choose a minimum of 8 electives from the list below, of which at least 4 must be taken from Group A.

Choose the remaining 2 electives from the list below or from elsewhere within this training package, or from another endorsed training package, or from an accredited course.

All elective units selected from outside this qualification must reflect the occupational and learning outcomes of this AQF qualification level.

Where a prerequisite unit is attached to an elective unit it is identified by this symbol ∟.

The prerequisite units attached to any of the elective units must be undertaken and are additional to the number of elective units required for the qualification.

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

Core units

DEFEXO001	Work safely with explosive ordnance
TLID1001	Shift materials safely using manual handling methods

Group A: Specialisation units

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DEFEXO061	Render explosive ordnance inert
DEFEXO069	Plan loading of dangerous goods
DEFEXO070	Conduct technical explosive investigations
DEFEXO083	Apply explosive ordnance design principles
DEFEXO106	Conduct explosive ordnance disposal operations
DEFEXO107	Conduct improvised explosive device disposal operations
DEFEXO112	Detect, record and collect evidence
DEFEXO113	Remove explosive ordnance from damaged aircraft
DEFEXO117	Manage military explosive operations
DEFEXO125	Determine the properties of explosives
DEFEXO129	Develop unique explosives
DEFGEN026	Manage engineering and logistic operations
DEFMIL088	Coordinate area and route search, and clearance of explosive ordnance
TLIA5029	Plan and manage storage of dangerous goods and hazardous substances

Group: B General elective units

BSBAUD511	Initiate quality audits
BSBAUD512	Lead quality audits
BSBAUD513	Report on quality audits
BSBLDR522	Manage people performance
BSBSUS411	Implement and monitor environmentally sustainable work practices
BSBWHS411	Implement and monitor WHS policies, procedures and programs
BSBPEF501	Manage personal and professional development
BSBTWK502	Manage team effectiveness
DEFEXO126	Conduct post blast analysis
DEFWHS009	Develop laser safety plans
HLTAID011	Provide First Aid

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MSL974019	Perform chemical tests and procedures
PUACOM002	Provide services to clients
PUACOM007	Liaise with other organisations
PUAEMR001	Establish context for emergency risk assessment
PUAEMR002	Assess emergency risk ∟ PUAEMR001 Establish context for emergency risk assessment
PUAEMR003	Develop treatment options for emergency risk
PUAEMR004	Manage risk treatment implementation
PUAEMR011	Manage and evaluate emergency management exercises
PUAEMR013	Design emergency management exercises
PUATEA003	Lead, manage and develop teams
PUAFER004	Respond to facility emergencies

Qualification Mapping Information

This qualification supersedes and is equivalent to DEF52115 Diploma of Explosive Ordnance.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEF50417 Diploma of Defence Paralegal Services

Modification History

Release 1. This qualification was released in DEF Defence Training Package Release 2.0 and meets the Standards for Training Packages.

Supersedes but is not equivalent to DEF52612 Diploma of Defence Paralegal Services.

- Core and elective packaging rules changed
  - Core units increased from 2 to 5
  - Elective units decreased from 6 to 3
- DEF unit codes and titles updated
- Imported units updated
- Removal of imported units from Group B

Qualification Description

This qualification allows for the attainment of competencies in the provision of complex paralegal services and the coordination of general Defence paralegal services.

No licensing, legislative or certification requirements apply to this qualification at the time of publication.

Packaging Rules

8 units of competency are required for this qualification comprising:

- 5 core units listed below, plus
- 3 elective units.

Choose a minimum of 2 elective units from the list below, of which 1 must be taken from Group A.

Choose the remaining 1 elective unit from the list below or from elsewhere within this training package, or from another endorsed training package, or from an accredited course.

All elective units chosen from outside this qualification must support the learning outcomes of this AQF qualification level.

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

Where imported units are selected, care must be taken to ensure that all prerequisite units specified are complied with.

Core units

BSBLEG418 Produce complex legal documents

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DEFDPL009	Manage and analyse a legal file
DEFDPL014	Address complex legal and ethical issues in a Defence environment
DEFGEN011	Interpret policy, legislation and regulations
PSPGEN045	Coordinate resource allocation and usage

Group A: Specialisation elective units

DEFDPL001	Provide high-level support on service discipline matters
DEFDPL002	Provide high-level support on criminal law matters
DEFDPL003	Provide high-level support on administrative law matters
DEFDPL005	Provide high-level support on operations law matters
DEFDPL006	Provide support in legal assistance matters

Group B: General elective units

BSBADM406	Organise business travel
BSBCMM501	Develop and nurture relationships
BSBLED503	Maintain and enhance professional practice
DEFGEN007	Conduct risk assessment in a Defence environment
DEFGEN008	Treat risk within Defence at an operational level
PSPLEG003	Promote compliance with legislation in the public sector

Qualification Mapping Information

Release 1. This qualification supersedes but is not equivalent to DEF52612 Diploma of Defence Paralegal Services.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEF50420 Diploma of Simulator Maintenance Management

Modification History

Release 1. This is the first release of this qualification in DEF Defence Training Package Release 4.0.

Qualification Description

This qualification has been designed to provide a package of broad and flexible competencies reflecting the workplace responsibilities of a simulator maintenance manager and a senior simulator technician. These technicians can manage simulator maintenance as well as complete complex testing, fault finding and evaluation of simulation equipment. It qualifies individuals who apply maintenance management and integrated technical and theoretical concepts in a broad range of contexts to undertake advanced skilled or paraprofessional work in simulator maintenance.

No licensing, legislative or certification requirements apply to this qualification at the time of publication.

Packaging Rules

12 units of competency are required for this qualification:

- 2 core units
- 10 elective units

Choose a minimum of 8 elective units from the list below, of which at least 6 must be taken from Group A.

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

All elective units selected from outside this qualification must reflect the occupational and learning outcomes of this AQF qualification level. Seek further advice on selecting imported units of competency in the DEF Implementation Guide.

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

Where imported units are selected, care must be taken to ensure that all prerequisite units specified are complied with.

Core units

DEFSIM014	Work effectively with simulator systems
DEFSIM010	Apply knowledge of simulator systems and architecture

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Group A: Specialisation units

DEFSIM020	Conduct simulator performance evaluation
DEFSIM013	Manage simulator accreditation or in service testing
DEFPBC005	Operate a performance based contract
PSPPCM008	Manage contract performance
BSBSTR502	Facilitate continuous improvement
BSBWHS521	Ensure a safe workplace for a work area
BSBOPS504	Manage business risk
TLIX4032	Apply knowledge of technical regulatory framework
TLIX5021	Manage configuration management processes
MSS402080	Undertake root cause analysis
MSS404085	Undertake proactive maintenance analyses
MSS405031	Undertake value analysis of product or process costs in terms of customer requirements
MSS405081	Develop a proactive maintenance strategy
TLIB5010	Plan and implement maintenance schedules
TLIX4029	Apply knowledge of integrated logistics support
TLIX5020	Develop and review configuration management plans
TLIX5036	Manage and monitor technical data and information systems

Group B: General elective units

BSBOPS505	Manage organisational customer service
BSBFIN501	Manage budgets and financial plans
BSBINS501	Implement information and knowledge management systems
BSBSTR501	Establish innovative work environments
BSBHRM523	Coordinate the learning and development of teams and individuals
BSBLDR522	Manage people performance

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BSBOPS502	Manage business operational plans
BSBPMG430	Undertake project work
BSBPEF501	Manage personal and professional development
ICTICT304	Implement system software changes
ICTNWK311	Install and test network protocols
ICTNWK429	Install hardware to networks
ICTNWK430	Deploy software to networked computers
DEFGEN007	Conduct risk assessment in a Defence environment
PUAOPE015	Conduct briefings and debriefings

Qualification Mapping Information

This qualification supersedes and is not equivalent to DEF53215 Diploma of Simulator Maintenance.

Links

Companion Volume Implementation Guides are found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEF50517 Diploma of Defence Public Affairs

Modification History

Release 1. This is the first release of this qualification in the DEF Defence Training Package.

Qualification Description

This qualification allows for the attainment of competencies in Defence public affairs.

No licensing, legislative or certification requirements apply to this qualification at the time of publication.

Packaging Rules

11 units of competency are required for this qualification comprising:

- 5 core units listed below, plus
- 6 elective units.

Choose a minimum of 4 elective units from Group A.

Choose the remaining 2 elective units from Group B elective unit list below or from elsewhere within this training package, or from another endorsed training package, or from an accredited course.

All elective units chosen from outside this qualification must support the learning outcomes of this AQF qualification level.

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

Where imported units are selected, care must be taken to ensure that all prerequisite units specified are complied with.

Core units

DEFDPA005	Develop and implement media plans
DEFDPA006	Develop and implement a public affairs strategic plan
DEFDPA007	Develop and implement effective communication strategies
DEFDPA008	Manage public affairs projects
DEFDPA009	Apply knowledge of public affairs in a service environment

Group A: Specialisation elective units

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DEFDPA004	Manage media requirements at major events
PSPGEN070	Persuade and influence opinion
PSPGEN082	Coordinate public affairs events and activities
PSPGEN083	Manage public affairs
PSPGEN084	Provide public affairs advisory service
PSPGEN085	Manage media relationships

Group B: General elective units

BSBFIM501	Manage budgets and financial plans
BSBINM501	Manage an information or knowledge management system
BSBWOR501	Manage personal work priorities and professional development
DEFGEN005	Develop relationships with other organisations
DEFGEN007	Conduct risk assessment in a Defence environment
DEFGEN011	Interpret policy, legislation and regulations
DEFGEN027	Manage equity and diversity
PSPGEN053	Provide leadership
TAEDEL301	Provide work skill instruction

Qualification Mapping Information

This qualification replaces but is not equivalent to DEF52712 Diploma of Defence Public Affairs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEF50617 Diploma of Preventive Health

Modification History

Release 1. This is the first release of this qualification in the DEF Defence Training Package.

Qualification Description

This qualification allows for the attainment of competencies in preventive health in a management role.

No licensing, legislative or certification requirements apply to this qualification at the time of publication.

Packaging Rules

14 units of competency are required for this qualification comprising:

- 4 core units listed below, plus
- 10 elective units.

Choose a minimum of 8 elective units from the list below, of which 3 units must be taken from Group A, 3 units must be taken from Group B and 2 units must be taken from Group C.

Choose the remaining 2 elective units from the elective unit lists below or from elsewhere within this training package, or from another endorsed training package, or from an accredited course.

All elective units chosen from outside this qualification must support the learning outcomes of this AQF qualification level.

Where a prerequisite unit is attached to an elective unit it is identified by this symbol ∟.

The prerequisite units attached to any of the elective units must be undertaken and are additional to the number of elective units required for the qualification.

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

Where imported units are selected, care must be taken to ensure that all prerequisite units specified are complied with.

Core units

DEFPHL011	Perform environmental health planning
DEFPHL012	Manage environmental health operations
DEFPHL013	Manage a deployed capability
DEFPHL014	Investigate and control outbreak of disease

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Group A: Specialisation elective units (Food Safety)

FDFAU4001A	Assess compliance with food safety programs
FDFAU4002A	Communicate and negotiate to conduct food safety audits
FDFAU4004A	Identify, evaluate and control food safety hazards
FDFFS3001A	Monitor the implementation of quality and food safety programs ∟ FDFFS2001A Implement the food safety program and procedures
FDFTEC4003A	Control food contamination and spoilage ∟ FDFFS3001A Monitor the implementation of quality and food safety programs

Group B: Specialisation elective units (Work Health and Safety)

BSBWHS503	Contribute to the systematic management of WHS risk
BSBWHS504	Manage WHS risks
BSBWHS505	Investigate WHS incidents
BSBWHS508	Manage WHS hazards associated with plant

Group C: General elective units

BSBAUD501	Initiate a quality audit
BSBAUD503	Lead a quality audit
BSBAUD504	Report on a quality audit
CPPPMT3029	Plan and schedule pest management operations

Qualification Mapping Information

This qualification replaces but is not equivalent to DEF51612 Diploma of Preventive Health.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEF50717 Diploma of Range Control and Management

Modification History

Release 2. This is the second release of this qualification.

Modifications made to Elective units. BSB imported unit codes and titles updated

Release 1. This qualification was released in DEF Defence Training Package Release 2.0.

This qualification supersedes but is not equivalent to DEF55115 Diploma of Range Management.

- Qualification title changed
- Qualification packaging rules decreased from 14 to 12 units of competency, includes changes to core, technical and elective units
- Imported units updated
- Core units changed:
  - DEFRNG002 and PUAEMR023 removed
  - DEFGEN007 and DEFGEN008 included
- Elective units reduced from 9 to 7 elective units
- Elective units changed:
  - Group A - DEFRNG004, DEFRNG005, DEFRNG007, DEFRNG008, DEFRNG010 and DEFRNG012 removed
  - Group A - DEFRNG006, DEFRNG011, DEFRNG013, DEFRNG014, DEFRNG015 and PUAFIR512 included
  - Group B - DEFRNG006 and DEFRNG011 removed
  - Group B - BSBSUS301, PSPPCM001 and TAEDEL301 included
  - Group C - BSBSUS301A, PSPPROC406B, TAEASS401B, TAEASS502B, TAEDEL402A, TAEASS301B, TAEASS402A, and TAEDEL301A removed. No Group C general electives included.

Qualification Description

This qualification allows for the attainment of competencies as a range control officer or an assistant range control officer. It also covers the requirements of a range inspector. It qualifies individuals who apply integrated technical and theoretical concepts in a broad range of contexts to undertake advanced skilled or paraprofessional work as a senior operations officer.

The term range refers to any area of land, sea or air that may be designated for military manoeuvres or simulated wartime operations. The range control officer is responsible for the overall management and operation of training areas.

No licensing, legislative or certification requirements apply to this qualification at the time of publication.

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Entry Requirements

Nil

Packaging Rules

12 units of competency are required for this qualification comprising:

- 5 core units listed below. plus
- 7 elective units.

Choose 4 technical elective units from Group A.

Choose the remaining 3 elective units from the elective unit lists below or from elsewhere within this training package, or from another endorsed training package, or from an accredited course.

All elective units chosen from outside this qualification must support the learning outcomes of this AQF qualification level.

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

Where imported units are selected, care must be taken to ensure that all prerequisite units specified are complied with.

Core units

DEFGEN005	Develop relationships with other organisations
DEFGEN007	Conduct risk assessment in a Defence environment
DEFGEN008	Treat risk within Defence at an operational level
DEFGEN011	Interpret policy, legislation and regulations
DEFRNG001	Provide technical advice on ranges and training areas

Group A: Range technical units

DEFRNG016	Coordinate training area and range activities
DEFRNG006	Conduct range inspections
DEFRNG011	Site range complexes
DEFRNG013	Control training area and range activities
DEFRNG014	Monitor training area and range activities
DEFRNG015	Inspect, maintain and monitor training area and range activities
PUAFIR508	Develop and analyse the behaviour and suppression options for a wildfire

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PUAEMR003	Develop treatment options for emergency risk
PUAEMR004	Manage risk treatment implementation

Group B: General elective units

BSBAUD411	Participate in quality audits
BSBAUD511	Initiate quality audits
BSBAUD512	Lead quality audits
BSBAUD513	Report on quality audits
BSBAUD412	Work within compliance frameworks
BSBAUD515	Evaluate and review compliance
BSBAUD514	Interpret compliance requirements
BSBSUS411	Implement and monitor environmentally sustainable work practices
PSPPCM001	Carry out basic procurement
TAEDEL301	Provide work skill instruction

Qualification Mapping Information

This qualification supersedes but is not equivalent to DEF55115 Diploma of Range Management

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEF50817 Diploma of Defence Financial Management

Modification History

Release 1. This is the first release of this qualification in the DEF Defence Training Package.

Qualification Description

This qualification allows for the attainment of competencies in Government public sector financial management activities.

No licensing, legislative or certification requirements apply to this qualification at the time of publication.

Packaging Rules

11 units of competency are required for this qualification comprising:

- 5 core units listed below, plus
- 6 elective units.

Choose a minimum of 4 elective units from the list below, of which 2 units must be taken from Group A.

Choose the remaining 2 elective units from the elective unit lists below or from elsewhere within this training package, or from another endorsed training package, or from an accredited course.

All elective units selected from outside this qualification must support the learning outcomes of this AQF qualification level.

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

Where imported units are selected, care must be taken to ensure that all prerequisite units specified are complied with.

Core units

DEFFIN001	Promote public sector financial management compliance
DEFFIN002	Perform strategic financial management in the public sector environment
DEFFIN003	Ensure financial data quality
PSPGEN044	Develop client services
PSPGEN054	Use complex workplace communication strategies

Group A: Specialisation elective units

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BSBMGT516	Facilitate continuous improvement
DEFGEN003	Lead a team
DEFGEN029	Lead successful workplace relationships

Group B: General elective units

BSBCOM502	Evaluate and review compliance
DEFFIN006	Perform financial management of public sector assets
DEFFIN007	Analyse and report on organisational operating costs
DEFFIN008	Provide financial management for materiel acquisition projects
DEFFIN009	Perform taxation management
DEFFIN010	Manage banking services
DEFFIN011	Perform administration and management of financial systems
DEFFIN012	Develop financial policies and procedures
DEFFIN013	Provide advice on complex policy matters
DEFFIN014	Coordinate public sector finance skill development
DEFFIN015	Support the management of the public sector finance function
DEFFIN026	Manage public sector financial compliance and assurance
DEFFIN028	Oversee public sector financial transaction processing
DEFFIN029	Provide validation and assurance of costs
DEFGEN011	Interpret policy, legislation and regulations
FNSCRD405	Manage overdue customer accounts
FNSORG501	Develop and manage a budget

Qualification Mapping Information

No equivalent qualification.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEF51115 Diploma of Leadership

Modification History

Release 4. This is the fourth release of this qualification. Minor editorial update to DEFMIL008 Display the attributes of Defence personnel.

Release 3. This is the third release of this qualification.

BSB and HLT elective imported units updated. Deleted DEFLAW001.

Release 2. This is the second release of this qualification.

- DEFLAW007 Conduct a quick assessment deleted and replaced with DEFLAW013 Conduct basic fact finding in the elective units
- Imported units updated:
  - CPCCWHS1001 Prepare to work safely in the construction industry
  - PSPGEN001 Work in a public sector environment
  - PSPGEN007 Use technology in the workplace
  - PSPGEN024 Use resources to achieve work unit goals
  - PSPGEN027 Gather and analyse information.

Release 1. This qualification was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This qualification supersedes and is not equivalent to DEF51512 Diploma of Military Leadership.

- DEF unit codes updated
- Imported units updated
- BSBWOR501B removed from core units
- DEFGEN004 and DEFGEN003 added to core units
- BSBCMN311B, BSBWOR502B, PSPGOV406B have moved from core to elective units
- DEFCM406C, DEFCM008B have moved from electives to core units
- DEFCA406B, DEFCA411B, DEFCA413B, DEFCA415B, DEFCA416C, DEFCM002C, DEFCM101C, DEFCM102C, DEFCM103C, DEFCM118B, DEFCM119B, DEFCM130, DEFCM131, DEFCM201B, DEFCO401C, DEFCM005B, DEFEQ002B, BSBSUS301A, HLTHIR403C, CHCCSL503B, CSCSAS402B, PUACOM001C, PUATEA003B, TAAASS401C, TAADEL403B, TAAENV401B, TAAENV402B, TAEASS402A, TAEDEL401A removed from elective units
- DEFLAW007, DEFGEN006, CPCCOHS1001A, BSBCMM201, DEFMIL030, DEFLAW001, BSBWRT401, BSBITU401, BSBRSK401, BSBRES401, BSBCRT401 added as elective units

Qualification Description

This qualification allows for the attainment of competencies in leadership. This qualification was

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written for Defence officers, but may apply to any person required to provide leadership in difficult circumstances. The leadership context will vary depending on the occupational groups; these occupational outcomes are not reflected in the qualification.

No licensing, legislative or certification requirements apply to this qualification at the time of publication.

Entry Requirements

Nil

Packaging Rules

14 units of competency are required for this qualification:

- 4 core units
- 10 elective units

Choose a minimum of 6 electives from the list below.

Choose the remaining 4 elective units from the list below or from elsewhere within this training package, or from another endorsed training package, or from an accredited course.

All elective units selected from outside this qualification must reflect the occupational and learning outcomes of this AQF qualification level.

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

Core units

DEFGEN003	Lead a team
DEFGEN004	Manage personal performance
DEFGEN012	Provide technical advice
DEFMIL008	Display the attributes of Defence personnel

Group A: General Elective units

BSBCMM211	Apply communication skills
BSBCRT412	Articulate, present and debate ideas
BSBTEC401	Design and produce complex text documents
BSBINS401	Analyse and present research information
BSBOPS403	Apply business risk management processes

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BSBWHS311	Assist with maintaining workplace safety
BSBTWK502	Manage team effectiveness
BSBWRT411	Write complex documents
CPCCWHS1001	Prepare to work safely in the construction industry
DEFGEN006	Work with equity and diversity
DEFGEN007	Conduct risk assessment in a Defence environment
DEFGEN008	Treat risk within Defence at an operational level
DEFGEN013	Provide Initial Response to Combat Casualty
DEFLAW013	Conduct basic fact finding
DEFMIL001	Use personal camouflage and concealment in a threat environment
DEFMIL006	Operate in a threat environment
DEFMIL007	Participate in ceremonial activities
DEFMIL029	Supervise combat operations
DEFMIL125	Operate a service rifle on operations
HLTAID011	Provide first aid
PSPGEN001	Work in a public sector environment
PSPGEN007	Use technology in the workplace
PSPGEN024	Use resources to achieve work unit goals
PSPGEN027	Gather and analyse information
PUAOPE013	Operate communications systems and equipment
SISOFLD007	Navigate in difficult tracked environments

Qualification Mapping Information

This qualification supersedes but is not equivalent to DEF51512 Diploma of Military Leadership.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEF53115 Diploma of Electronic Forensics

Modification History

Release	Comments
1	This qualification was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

Qualification Description

This qualification has been designed to provide a package of broad and flexible competencies reflecting the workplace responsibilities to conduct and manage a forensic investigation and to lawfully establish evidence that is often found in digital storage mediums and computers. It qualifies individuals who apply integrated technical and theoretical concepts in a broad range of contexts to undertake advanced skilled or paraprofessional work in electronic forensics.

No licensing, legislative or certification requirements apply to this qualification at the time of publication.

Packaging Rules

12 units of competency are required for this qualification:

- 5 core units
- 7 elective units

Choose a minimum of 5 elective units from the list below, of which at least 3 must be taken from Group A.

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

All elective units selected from outside this qualification must reflect the occupational and learning outcomes of this AQF qualification level. Seek further advice on selecting imported units of competency in the DEF Implementation Guide.

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

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Core units	
DEFFOR006	Conduct electronic data search and analysis
DEFFOR008	Detect, record and collect electronic evidence
DEFFOR009	Give evidence of electronic media crime
DEFFOR010	Produce an electronic media image for forensic purposes
DEFFOR011	Assess, control and examine electronic incident scenes
Group A: Specialisation units	
BSBMGT517	Manage operational plan
BSBWOR501	Manage personal work priorities and professional development
PUACOM003B	Manage information
DEFGEN005	Develop relationships with other organisations
PSPLEGN501B	Promote compliance with legislation in the public sector
Group B: General elective units	
BSBCUS501	Manage quality customer service
BSBFIM501	Manage budgets and financial plans
BSBINM501	Manage an information or knowledge management system
BSBLED501	Develop a workplace learning environment
BSBMGT516	Facilitate continuous improvement
BSBWHS501	Ensure a safe workplace
BSBPMG522	Undertake project work
BSBRSK501	Manage risk
DEFGEN003	Lead a team
ICTNWK305	Install and manage network protocols

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ICTICT304	Implement system software changes
ICTNWK410	Install hardware to a network
ICTNWK411	Deploy software to networked computers
MSL974008A	Capture and manage scientific images
PSPGOV513A	Refine complex workplace documents
PSPMNGT614A	Facilitate knowledge management
PSPMNGT615A	Influence workforce effectiveness
PUACOM004B	Manage Organisational communication strategies
PUACOM010B	Promote the organisation’s mission and services
DEFGEN007	Conduct risk assessment in a Defence environment
PUAOHS002B	Maintain safety at an incident scene
PUAOPE015	Conduct briefings/debriefings

Qualification Mapping Information

No equivalent qualification.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEF53415 Diploma of Institutional and Operational Chaplaincy

Modification History

Release 2. Modifications have been made to the Qualification Description and the Elective Unit imported codes.

Release 1. This qualification was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

Qualification Description

This qualification has been designed to provide a package of competencies reflecting the responsibilities of a chaplain. The role of the chaplain is principally to do with religious ministry; however, in the Australian Defence Force (ADF) that ministry extends well beyond the community model of a minister of religion. Chaplains remain active members of their denominational church organisation and they cannot continue to practice without the endorsement of their church, yet they are also commissioned members of the Australian Defence Force. Their role is governed by two disparate yet culturally sympathetic entities, a military chaplain must provide spiritual ministry to all members of Defence, regardless of faith or denomination. This qualification was developed within Defence but could be used by other organisations.

This Diploma is not designed as an entry level qualification but to benchmark additional ADF Chaplain skills in the broader aspects of their role beyond those of an ordained minister, including on deployments, exercises and to the wider ADF community.

No licensing, legislative or certification requirements apply to this qualification at the time of publication.

Entry Requirements

Nil

Packaging Rules

10 units of competency are required for this qualification:

- 4 core units
- 6 elective units

Choose a minimum of 4 elective units from the list below.

Choose the remaining 2 elective units either from the list below or from elsewhere within this

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training package, or from another endorsed training package, or from an accredited course.

All elective units selected from outside this qualification must reflect the occupational and learning outcomes of this AQF qualification level. Seek further advice on selecting imported units of competency in the DEF Implementation Guide.

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

Core units

DEFCHP001	Provide pastoral care
DEFCHP002	Provide ethical and pastoral advice
DEFCHP003	Plan the delivery of chaplaincy support
DEFCHP004	Conduct and facilitate religious observances and activities

Group A: Elective units

PUAPRO001	Promote a learning environment in the workplace
DEFCHP005	Perform as an effective member of the Chaplains' branch
DEFCHP006	Perform the duties of a chaplain in a deployed environment
DEFGEN003	Lead a team
DEFGEN012	Provide technical advice
BSBHRM413	Support the learning and development of teams and individuals
TAEDEL404	Mentor in the workplace
TAEDEL401	Plan, organise and deliver group-based learning
DEFGEN005	Develop relationships with other organisations
PSPPCM001	Carry out basic procurement

Qualification Mapping Information

No equivalent qualification.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEF80120 Graduate Diploma of Explosives

Modification History

Release 1. This qualification was released in DEF Defence Training Package release 3.0.

Qualification Description

This qualification allows for the attainment of competencies in explosive ordnance.

No licensing, legislative or certification requirements apply to this qualification at the time of publication.

Entry Requirements

Nil

Packaging Rules

8 units of competency are required for this qualification:

- 2 core units
- 6 elective units

Choose a minimum of 4 electives from the list below, of which at least 2 must be taken from Group A.

Choose the remaining 2 electives from the list below or from elsewhere within this training package, or from another endorsed training package, or from an accredited course.

All elective units selected from outside this qualification must reflect the occupational and learning outcomes of this AQF qualification level.

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

Core units

DEFEXO001	Work safely with explosive ordnance
DEFEXO083	Apply explosive ordnance design principles

Group A: Specialisation units

DEFEXO087	Assess the safety and suitability for service of explosives
DEFEXO088	Conduct explosive capability analysis

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DEFEXO089	Assess specific explosives as being safe and suitable for transport
DEFEXO114	Develop explosive ordnance disposal techniques and render safe procedures
DEFEXO126	Conduct post blast analysis
DEFEXO127	Predict and confirm explosive effects
MSS408005	Develop knowledge systems and the learning processes of an organisation
MSS408006	Develop and refine systems for improvement in operations
MSS408007	Develop problem solving capability of an organisation

Group B: General elective units

BSBSTR601	Manage innovation and continuous improvement
DEFGEN026	Manage engineering and logistic operations
DEFTST007	Apply knowledge of test and evaluation processes
PSPPCY008	Develop public policy

Qualification Mapping Information

This qualification supersedes and is equivalent to DEF82115 Graduate Diploma of Explosive Ordnance.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEF80220 Graduate Certificate in Explosives

Modification History

Release 1. This qualification was released in DEF Defence Training Package release 3.0.

Qualification Description

This qualification allows for the attainment of competencies in explosive ordnance.

No licensing, legislative or certification requirements apply to this qualification at the time of publication.

Entry Requirements

Nil

Packaging Rules

8 units of competency are required for this qualification:

- 2 core units
- 6 elective units

Choose a minimum of 3 electives from Group A.

Choose the remaining 3 electives from the list below or from elsewhere within this training package, or from another endorsed training package, or from an accredited course.

All elective units selected from outside this qualification must reflect the occupational and learning outcomes of this AQF qualification level.

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

Core units

DEFEXO001 Work safely with explosive ordnance

DEFEXO082 Apply a knowledge of explosives

Group A: Specialisation units

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DEFEXO084	Apply knowledge of explosive chemistry
DEFEXO085	Apply knowledge of explosive physics
DEFEXO086	Apply knowledge of explosive materials
DEFGEN025	Control engineering and logistic processes
DEFTST006	Analyse test data
MSS407003	Analyse process changes
MSS407012	Lead a process to determine and solve root cause for a complex problem

Group B: General elective units

DEFTST007	Apply knowledge of test and evaluation processes
PSPPCY006	Develop organisation policy
PUAEMR011	Manage and evaluate emergency management exercises
PUAEMR013	Design emergency management exercises
TLIX4028	Apply knowledge of logistics

Qualification Mapping Information

This qualification supersedes and is equivalent to DEF72115 Graduate Certificate in Explosive Ordnance.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFDCD001 Function in the Australian aerospace environment

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Application

This unit specifies the skills and knowledge required to safely function in the Australian aerospace environment.

It includes identifying information about the aerospace industry in Australia, recognising aircraft and implementing work health and safety (WHS)/occupational health and safety (OHS) requirements.

This unit applies to Defence Force Cadets.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Persons undertaking this unit work under direct supervision and perform specific tasks in familiar contexts.

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

Pre-requisite Unit

Not applicable

Competency Field

Defence Cadets

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1	**Identify aerospace industry information in Australia**	**1.1**	Outline the structure of the Australian aerospace industry and the functions of the different sectors
		1.2	Outline the structure of the Defence aerospace organisation and the roles of the three services
		1.3	Identify career opportunities within the Australian and/or Defence aerospace environment and the entry requirements
		1.4	Develop and maintain current knowledge of the aerospace environment
2	**Recognise aircraft**	**2.1**	Identify basic airframe parts of a fixed wing aircraft
		2.2	Identify current Australian Defence Force (ADF) and civilian aircraft
3	**Apply WHS/OHS requirements**	**3.1**	Select and use personal protective equipment
		3.2	Identify hazards, assess risks and implement organisational control measures
		3.3	Observe aircraft hazards and safety distances
		3.4	Maintain basic situational awareness when moving within an aviation workplace
		3.5	Recognise and report unsafe actions or situations to supervisor or other appropriate personnel

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

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Unit Mapping Information

This unit replaces and is equivalent to DEFDC002B Function in the Australian aerospace environment.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFDCD001 Function in the Australian aerospace environment

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant safety and security practices, operational procedures and regulations
- complying with relevant operational policies and procedures
- identifying a mixture of at least ten civilian and military aircrafts
- identifying and collecting aerospace information
- identifying hazards, assessing risks and identifying control measures
- moving safely on a tarmac and within a maintenance facility
- recognising and anticipating safety and security problems and hazards, and taking appropriate action.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- aircraft recognition features
- Australian Defence Force (ADF) bases from which aircraft operate
- ADF aerospace services
- components of an aircraft airframe
- relevant operational policies and procedures
- relevant safety and security regulations, rules, policies and procedures
- roles of ADF aircraft
- safety and security hazards and risks in the aviation workplace
- sectors of the aerospace industry.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include

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requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Assessment must occur in aerospace operational situations, where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated aerospace operational situations that reflect aerospace conditions.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including operational procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFDPL007 Provide high-level support on legal assistance matters

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Application

This unit specifies the skills and knowledge required to provide high-level support on legal assistance matters within a Defence legal environment. This includes knowledge of Defence military law.

It includes planning and preparing to provide support, clarifying complex legal issues and performing legal research. It also includes preparing complex legal documents and finalising matters.

This unit applies to Defence personnel who are required to provide highlevel paralegal support services.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Persons undertaking this unit work mostly independently while part of a team, and perform routine and complex tasks. They work with limited supervision, with identified approval authorities. They apply solutions to a variety of predictable and complex problems, in familiar and unfamiliar contexts.

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

Pre-requisite Unit

Not applicable

Competency Field

Defence Paralegal Operations

Unit Sector

Not applicable.

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Elements and Performance Criteria

ELEMENTS		PERFORMANCE CRITERIA	
Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Plan and prepare to provide high-level support on legal assistance support**	**1.1**	Receive high-level task instructions
		1.2	Analyse task requirements and identify task legal issues
2	**Clarify legal issues**	**2.1**	Review and clarify task legal issues with instructing legal officer
		2.2	Obtain additional information as required to address task requirements
		2.3	Clearly outline paralegal legal limits of responsibility to stakeholders and establish clear responsibilities with client in accordance with operational procedures
3	**Perform legal research**	**3.1**	Conduct legal research to meet task requirements
		3.2	Analyse and document information gathered in accordance with task requirements
4	**Prepare legal documents**	**4.1**	Prepare required legal documents for task consultation with instructing legal officer
		4.2	Review prepared legal documents with instructing legal officer and amend as required
5	**Finalise matter**	**5.1**	Finalise legal documents in accordance with task and organisational requirements
		5.2	Communicate task outcomes to stakeholders, as required
		5.3	Update file notes and place outcomes on file in accordance with operating guidelines
		5.4	Appropriately store and secure task file

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces but is not equivalent to DEFPL020 Provide high-level support on legal assistance matters.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFDPL007 Provide high-level support on legal assistance matters

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- communicating effectively on complex legal matters
- coordinating with instructing legal officer to prepare for complex trial or service discipline proceedings
- ensuring trial/tribunal and post-trial/tribunal administration is completed in accordance with legal and operational procedures
- implementing written and oral instructions to prepare effective complex briefs
- preparing and processing documents involved in complex criminal law matters
- preparing legal documents to support legal assistance matters
- preparing summaries of cases in complex legal matters
- providing appropriate support on complex legal assistance matters
- undertaking analysis of information to determine status and value
- undertaking complex research to support instructing legal officer.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- complex legal practices and procedures
- criminal law matters, legal assistance matters and service discipline proceedings
- Defence Force Discipline Act (DFDA) and related legislation
- legal terminology relevant to both simple and complex legal matters
- relationship between trials and tribunals, and potential impacts on legal proceedings
- relevant legal practices and procedures
- relevant legal process, documents and exhibits, legislation and sections, and stages involved in the legal process
- summary hearing/court/tribunal processes and their relevance to paralegal operational procedures
- trials and service discipline proceedings and their relevance to paralegal operational procedures.

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Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools and equipment currently used in industry
- applicable documentation including operational procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFEVL003 Maintain and enhance professional practice

Modification History

Release 2.0. This is the second release of this unit of competency in the DEF Defence Training Package Release 4.0. Modifications have been made to Foundation Skills and Assessment Conditions.

Release 1.0. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFEV503 Maintain and enhance professional practice.

- Unit code updated
- Content and formatting updated to comply with new standards
- All PC transitioned from passive to active voice.

Application

This unit describes the skills required to manage personal professional performance and to take responsibility for professional development in relation to the provision of evaluation services.

This unit applies to those working in an evaluation environment.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work autonomously while performing complex tasks in a familiar context

No licensing, legislative or certification requirements apply to unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

Evaluation

Unit Sector

Not applicable.

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Elements and Performance Criteria

ELEMENTS		PERFORMANCE CRITERIA	
Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Model high standards of performance**	**1.1**	Incorporate individual responsibilities and accountabilities into personal work plans
		1.2	Model professional techniques and strategies
		1.3	Apply ethical and inclusive practices in professional practice
2	**Determine personal development needs**	**2.1**	Assess own knowledge and skills against relevant benchmarks to determine development needs and priorities
		2.2	Seek input from other relevant personnel about own development needs and priorities
		2.3	Identify ways to update and maintain currency of evaluation practices and prepare a vocational training plan
		2.4	Combine vocational training plan and personal development objectives into an overall professional development plan
3	**Participate in professional development activities**	**3.1**	Select and implement development opportunities to support continuous learning and maintain currency of professional practice
		3.2	Participate in professional networks to support continuous learning and maintain currency of professional practice
		3.3	Engage in processes which include observing peers and providing them with feedback
		3.4	Invite peers and others to observe and provide feedback on own practices
		3.5	Use technology to maintain regular communication with relevant networks, organisations and individuals
4	**Reflect on and evaluate professional practice**	**4.1**	Research developments and trends impacting on professional practice and integrate information into work performance

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4.2 Use feedback from colleagues and clients to identify and introduce improvements in work performance

4.3 Document professional development activities, learning and planned changes in behaviours

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit supersedes and is equivalent to DEFEV503 Maintain and enhance professional practice.

Links

Companion Volume Implementation Guides are found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFEVL003 Maintain and enhance professional practice

Modification History

Release 2.0. This is the second release of this unit of competency in the DEF Defence Training Package Release 4.0. Modifications made to Foundation Skills and Assessment Conditions.

Release 1.0. These Assessment Requirements were released in DEF Defence Training Package release 1.0 and meet the Standards for Training Packages.

Assessment Requirements created drawing upon specified assessment information from superseded unit.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least two occasions and includes:

- participating in professional networks
- consulting with colleagues and clients
- demonstrating interpersonal skills
- engaging with peers professionally to give and receive feedback
- making informed decisions and recommendations
- completing and maintaining records related to professional development
- evaluating personal work practices to improve performance or understanding
- keeping up with trends, changes and developments in own area of speciality
- analysing and identifying opportunities to improve training and assessment practices
- demonstrating time management skills
- contributing to own professional development plan
- networking and using technology to gain information and other support
- participating in professional development activities.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- organisational goals and objectives
- organisational processes, procedures and opportunities relating to professional development
- continuous improvement techniques and processes and their application
- social and education trends and changes impacting on the evaluation environment, including:
  - policy changes
  - technological changes

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  - cultural changes
  - economic changes
- networks relevant to professional practice
- ethical and inclusive principles and practices associated with assessment of competence
- types and availability of development activities and opportunities.

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in simulated workplace operational situations that reflect workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or simulations
- acceptable means of simulation assessment
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and PPE currently used in industry.

Links

Companion Volume Implementation Guides are found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFEXO016 Conduct explosives packaging inspection

Modification History

Release 1. This unit was released in DEF Defence Training Package release 3.0.

Application

This unit describes the skills required to conduct an inspection of explosives packaging and to process the packaging for further action that may be required. Processing the packaging is subject to the outcomes of the inspection and may result in damaged or defective packaging being rejected, disposed of, returned to the manufacturer or sent for maintenance.

This unit applies to those required to conduct an inspection of explosive packaging and to process the packaging for further action that may be required.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work independently and as part of a team, under direct and/or indirect supervision, use discretion and judgement, and take responsibility for the quality of their output. They would perform routine tasks in a range of contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

Explosive ordnance

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1	**Prepare for inspection**	**1.1**	Identify requirement for explosives packaging inspection from work requests and or instructions
		1.2	Identify, acquire and prepare technical references, tools and equipment required for the inspection
		1.3	Identify, acquire, account for, move or pre-position packaging in preparation for inspection
		1.4	Interpret emergency procedures and apply contingency plans
2	**Inspect explosive packaging**	**2.1**	Inspect packaging in a logical set sequence to ensure that defects or damage are not overlooked, in accordance with technical specifications
		2.2	Identify and record damage or other defects
		2.3	Determine serviceability of packaging
3	**Carry out post inspection procedures**	**3.1**	Return explosive packaging to storage or transport condition
		3.2	Maintain documentation and records

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit supersedes and is equivalent to DEFEXO010 Conduct explosives packaging inspection.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFEXO016 Conduct explosives packaging inspection

Modification History

Release 1. These Assessment Requirements were released in DEF Defence Training Package release 3.0.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and includes:

- identifying packaging construction and configuration
- identifying defects with labelling and marking
- maintaining document and records

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and includes:

- basic knowledge of:
  - legislative and regulatory requirements
- operational knowledge of:
  - characteristics and limitations of packaging to be inspected
  - explosives packaging inspection procedures
  - organisational documentation requirements
  - organisational safety requirements

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in simulated workplace operational situations that reflect workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

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Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or simulations
- acceptable means of simulation assessment
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and PPE currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFEXO017 Examine and certify free from explosives

Modification History

Release 1. This unit was released in DEF Defence Training Package release 3.0.

Application

This unit describes the skills required to examine and certify explosive and non-explosive dangerous goods packaging as being free from explosives (FFE) and arisings for salvage or return. Certification of these items as being FFE is a statutory requirement at different stages in the processing of these items, in particular when being sold or offered to the public for scrap metal. This unit does not cover the competencies required for inerting explosives and associated components.

This unit applies to those required to examine and certify salvage and associated packaging as being FFE.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work independently and as part of a team, under direct and/or indirect supervision, use discretion and judgement, and take responsibility for the quality of their output. They would perform specific tasks in a broad range of contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

Explosive Ordnance

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential	Performance criteria describe the performance needed to

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outcomes.		demonstrate achievement of the element.
1	**Prepare for certification**	**1.1** Identify requirement for certification
		1.2 Identify and prepare suitable location to carry out operation
		1.3 Identify, acquire and prepare equipment required for the certification process
2	**Certify as Free From Explosives (FFE)**	**2.1** Conduct examinations of explosive and non-explosive dangerous goods packaging
		2.2 Deface/remove packaging mandatory markings
		2.3 Seal packaging confirmed as being FFE
		2.4 Apply emergency and contingency procedures
3	**Inspect arisings and salvage**	**3.1** Inspect arisings and salvage to confirm items have completed functioning
		3.2 Inspect arisings and salvage to confirm items are free from misfire
4	**Carry out post certification procedures**	**4.1** Package and label arisings and salvage
		4.2 Maintain accurate documentation and records

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit supersedes and is equivalent to DEFEXO004 Examine and certify free from explosives.

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Links

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Assessment Requirements for DEFEXO017 Examine and certify free from explosives

Modification History

Release 1. These Assessment Requirements were released in DEF Defence Training Package release 3.0

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and includes:

- applying operational safety
- identifying ammunition and explosive components
- identifying explosive contaminants
- identifying relevant labels and markings

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include

operational knowledge of:

- documentation requirements
- equipment used in FFE process
- explosive contaminants
- explosive packaging components and fitments
- operational safety and WHS standards
- relevant labels and markings
- types of ammunition, explosive component parts

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in simulated workplace operational situations that reflect workplace conditions.

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Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or simulations
- acceptable means of simulation assessment
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and PPE currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFEXO018 License explosive facilities and potential explosion sites

Modification History

Release 1. This unit was released in DEF Defence Training Package release 3.0

Application

This unit describes the skills required to inspect and license explosive ordnance facilities and potential explosion sites and review current licences. Explosive ordnance licensing applies to all potential explosion sites and is part of the quality and safety control processes. It includes inspecting the potential explosive facility, applying formulae to determine the net explosive quantity and compatibility for the facility, and preparing the licensing documentation for approval.

This unit applies to personnel who are required to license explosive ordnance facilities and potential explosion sites and review current licences.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work independently and as part of a team, under indirect supervision, use discretion and judgement, and take responsibility for the quality of their output. They would perform complex tasks in a broad range of contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

Explosive Ordnance

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS **PERFORMANCE CRITERIA**

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Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Plan and prepare for licensing	**1.1** Identify and confirm explosive ordnance facility to be licensed
	1.2 Identify and assemble documentation related to the facility
	1.3 Liaise with relevant personnel
	1.4 Review previous licensing history documentation
2 Inspect facility	**2.1** Confirm serviceability of the facility
	2.2 Confirm construction standards of the facility
	2.3 Take measurements in accordance with licensing requirements
	2.4 Apply formulae and perform calculations on measurements
	2.5 Compare data to licensing requirements to identify shortfalls
3 Prepare licence application	**3.1** Confirm shortfalls have been rectified
	3.2 Prepare licensing documentation and forward to approving authority
	3.3 Ensure documentation, records and reports related to the facility licence are maintained

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

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Unit Mapping Information

This unit supersedes and is equivalent to DEFEXO067 License explosive ordnance facilities and potential explosive sites.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFEXO018 License explosive facilities and potential explosion sites

Modification History

Release 1. These Assessment Requirements were released in DEF Defence Training Package release 3.0

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and includes:

- calculating licensing requirements
- communicating with relevant personnel effectively
- identifying problems and non-adherence to policy and standards
- undertaking measurements of volume, length, width, perimeter and area

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and includes:

- communication protocols
- operational knowledge of:
  - documentation requirements
  - explosive ordnance licensing formulae
  - inspection procedures
  - policies and procedures applicable to licensing

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in simulated workplace operational situations that reflect workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

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Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or simulations
- acceptable means of simulation assessment
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and PPE currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFEXO019 Refurbish explosives packaging

Modification History

Release 1. These Assessment Requirements were released in DEF Defence Training Package release 3.0.

Application

This unit describes the skills required to refurbish explosives packaging. The unit requires the individual to inspect the packaging to determine whether it can be refurbished, refurbish the packaging and maintain a range of documentation.

This unit applies to those required to prepare for and refurbish explosives packaging following deterioration or damage of the packaging through handling.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work as individuals and as part of a team, under direct and/or indirect supervision, use discretion and judgement, and take responsibility for the quality of their output. They would perform routine tasks in a range of contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

Explosive Ordnance

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1	**Prepare for refurbishment**	**1.1**	Identify requirement for refurbishing of packaging from work requests/instructions
		1.2	Identify, acquire and prepare technical references, tools, equipment, including personal protective equipment (PPE) and consumables required for maintenance
		1.3	Inspect explosives packaging to confirm that it is free from explosives
		1.4	Deface/Remove packaging mandatory markings
2	**Refurbish explosive packaging**	**2.1**	Inspect explosives packaging to ensure it is capable of being refurbished
		2.2	Return explosives packaging to serviceable state
		2.3	Segregate explosives packaging that cannot be returned to a serviceable state
3	**Finalise reconditioning procedures**	**3.1**	Dispose of unserviceable explosives packaging
		3.2	Conduct housekeeping procedures
		3.3	Maintain documentation and records

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit supersedes and is equivalent to DEFEXO011 Refurbish explosives packaging.

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Assessment Requirements for DEFEXO019 Refurbish explosives packaging

Modification History

Release 1. These Assessment Requirements were released in DEF Defence Training Package release 3.0.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and includes:

- applying protective coatings
- handling dangerous goods and hazardous substances
- identifying packaging materials and components
- operating equipment and tools
- using manual handling and team lifting techniques
- using PPE
- applying organisational waste management procedures for unserviceable explosives packaging

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and includes:

- operational knowledge of:
  - characteristics and limitations of explosive packaging
  - organisational documentation requirements
  - organisational waste management procedures for unserviceable explosives packaging
  - refurbishment procedures
  - relevant colour coding
  -

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

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Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in simulated workplace operational situations that reflect workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or simulations
- acceptable means of simulation assessment
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and PPE currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFEXO210 Manage explosive ordnance engineering and logistics processes

Modification History

Release 2. Modifications made to Assessment Conditions.

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Application

This unit specifies the skills and knowledge required to manage explosive ordnance engineering and logistics processes.

It includes identifying and planning explosive ordnance engineering and logistics processes, and feasibility assessments. It also includes managing and concluding engineering and logistics processes.

This unit applies to persons who are required to manage explosive ordnance engineering and logistics processes.

A manager of explosive ordnance processes will have some autonomy of action, may delegate authority to subordinates and is capable of independent decision making, requiring no supervision.

The management of explosive ordnance processes is primarily conducted in installations involved in the storage, distribution and maintenance of explosive ordnance, however it may be performed in research and development establishments, and proof and experimental establishments.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

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

Pre-requisite Unit

Not applicable

Competency Field

Explosive Ordnance

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Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Identify explosive ordnance processes and feasibility assessment	**1.1** Identify storage, distribution and maintenance processes to be performed and confirm with relevant personnel
	1.2 Identify organisational policies, procedures and issues of concern/shortfall applying to relevant processes
	1.3 Determine resources and any special requirement/s for the performance and conduct of explosive ordnance engineering and logistics processes
	1.4 Assess feasibility of explosive ordnance engineering and logistics processes to be undertaken and identify offsets/compromises as required, in accordance with organisational procedures
2 Plan to conduct explosive ordnance processes	**2.1** Plan to conduct storage, distribution and maintenance processes and identify resource requirement/s in accordance with operational procedures
	2.2 Identify availability and suitability of resources
	2.3 Adjust plans and schedules to accord with resource availability and seek authorisation to progress in accordance with organisational policies and procedures
	2.4 Identify relevant financial resources and seek authorisation to proceed
	2.5 Confirm capital requirements and program acquisition in accordance with explosive ordnance engineering and logistics plan
	2.6 Source production and support materials and plan to procure in accordance with production plan
	2.7 Confirm staffing requirements, and develop and implement recruiting plan to provide technical and

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		administrative staff in accordance with organisational policies and procedures
	2.8	Identify and implement relevant legislative requirements including work health and safety (WHS) and environmental matters, during the planning and production processes
	2.9	Finalise, document and authorise development and production plans in accordance with organisational policies and procedures
3 Manage explosive ordnance processes	**3.1**	Inform explosive ordnance process supervisors about production requirements, resources and delegated authority
	3.2	Manage explosive ordnance processes to ensure efficiency of their performance, and to achieve quality of production and objectives
	3.3	Monitor production and adjust plans to reflect requirements in quality, quantity and efficiency
	3.4	Coordinate explosive ordnance processes and reallocate/adjust resources, as required
	3.5	Conduct liaison with supervisors, suppliers, clients and superiors as required, and address feedback and performance
	3.6	Action reported defects/problems in accordance with organisational procedures and instructions
	3.7	Determine and either provide or request support requirements in accordance with organisational procedures
	3.8	Provide reports in accordance with operational guidelines
4 Conclude processes	**4.1**	Process production in accordance with organisational instructions and procedures
	4.2	Debrief supervisors on the performance of their process
	4.3	Relocate resources in accordance with organisational instructions and procedures
	4.4	Document explosive ordnance processes to meet organisational requirements

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to DEFEO210C Manage explosive ordnance engineering and logistics processes.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFEXO210 Manage explosive ordnance engineering and logistics processes

Modification History

Release 2. Modifications made to Assessment Conditions.

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- adjusting processes to reflect changed circumstances
- communicating with supervisors, suppliers, clients and subordinates
- concluding explosive ordnance processes
- following safety, legislative and statutory requirements relevant to the risk assessment
- identifying, interpreting and analysing risk assessment requirements relevant to explosive ordnance engineering and logistics processes
- identifying, sourcing and allocating relevant resources to the processes
- managing explosive ordnance processes efficiently and effectively
- planning for the conduct of explosive ordnance processes
- preparing complex documents, includes reports, feasibility assessments and organisational plans
- using effective techniques to support teams

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- acquisition processes
- composition of teams, and roles and responsibilities of team members
- explosive ordnance engineering and logistics processes
- feasibility assessment requirements
- instructions and procedures relating to the performance of the processes
- inventory control
- operational safety associated with the explosive ordnance process
- organisational procedures for budgets and financial management
- relevant legislation, organisational policies, procedures and instructions, including work health and safety

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- relevant organisational reporting requirements and procedures
- resource and other requirements for the engineering and logistics processes

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in simulated workplace operational situations that reflect workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or simulations
- acceptable means of simulation assessment
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and PPE currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFEXO215 Operate lighterage equipment

Modification History

Release 2. Modifications made to Assessment Conditions.

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Application

This unit specifies the skills and knowledge required to operate lighterage (also called lightering) ammunition equipment.

It includes the requirement to inspect, operate and maintain the lighter and to communicate with the tug boat operator during towing operations. It also includes completing lighter equipment housekeeping activities.

It does not include the requirement to load or unload the lighter.

This unit applies to persons who are required to operate an ammunition lighter in order to move ammunition.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

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

Pre-requisite Unit

Not applicable

Competency Field

Explosive Ordnance

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS **PERFORMANCE CRITERIA**

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Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.
1	**Prepare for lighter operations**	**1.1** Identify and confirm requirements to operate a lighter in accordance with organisational procedures
		1.2 Apply work health and safety (WHS) requirements and recognise safety precautions throughout the operation
		1.3 Inspect lighter for safe operation in accordance with organisational procedures
		1.4 Identify, obtain and prepare equipment and stores required for operation in accordance with operational guidelines
2	**Operate lighter**	**2.1** Moor and manoeuvre lighter in accordance with organisational requirements
		2.2 Open, close and secure hatches in accordance with work requirements and operational procedures
		2.3 Identify and maintain load security and protection throughout the operation
		2.4 Establish and maintain communication with tow boat operators throughout the towing operation
3	**Maintain lighter**	**3.1** Conduct minor repairs and maintenance in accordance with organisational work procedures
		3.2 Erect and pull-down bird nets in accordance with operational procedures
		3.3 Clean lighter in accordance with safety and organisational guidelines
4	**Complete housekeeping activities**	**4.1** Maintain equipment and tools in accordance with operational guidelines
		4.2 Finalise records and documentation, as required

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to DEFEO215A Operate lighterage equipment.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFEXO215 Operate lighterage equipment

Modification History

Release 2. Modifications made to Assessment Conditions.

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant emergency response procedures
- applying relevant organisational policies and procedures, including work health and safety
- applying relevant security and protection
- completing housekeeping activities
- conducting relevant lighter and equipment inspection, maintenance and repairs
- identifying, selecting and using equipment, stores and tools
- maintaining relevant records and documentation
- preparing for lighter operations
- undertaking operations with lighters, including:
  - mooring and manoeuvring lighters
  - moving and manoeuvring operating lighter
  - operating hatches
  - operating the lighter

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- emergency response procedures
- equipment inspection requirements
- maintenance and repair procedures
- mooring and manoeuvring procedures
- relevant documentation requirements
- relevant legislation, regulatory codes, organisational policies and procedures
- relevant lighter and equipment manufacturer specifications
- relevant marine orders
- security and protection procedures.

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Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in simulated workplace operational situations that reflect workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or simulations
- acceptable means of simulation assessment
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and PPE currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFEXO509 Perform purging

Modification History

Release 2. Modifications made to Assessment Conditions.

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Application

This unit specifies the skills and knowledge required to purge explosive ordnance or containers.

It includes preparing for explosive ordnance testing, conducting and monitoring purging and finalising purging procedures.

This unit applies to persons who are required to purge explosive ordnance or containers.

Purging of explosive ordnance or containers is required to be performed on a range of explosive ordnance and specialised containers during maintenance processes.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

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

Pre-requisite Unit

Not applicable

Competency Field

Explosive Ordnance

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1	**Prepare for testing**	**1.1**	Identify and confirm purging requirements from work requests/instructions
		1.2	Apply relevant work health and safety (WHS) requirements, including those contained in organisational procedures, throughout the operation
		1.3	Identify, acquire and prepare technical references, tools and equipment required for the tests
		1.4	Identify, acquire, prepare, move and position explosive ordnance or containers in preparation for the task, in accordance with operational procedures
		1.5	Prepare purging equipment and set required flow and pressure specifications in accordance with operational procedures
		1.6	Identify, calculate, assess and apply net explosive quantities and compatibility throughout the operation in accordance with organisational procedures
		1.7	Monitor and maintain environmental conditions in accordance with organisational procedures
2	**Conduct and monitor purging**	**2.1**	Monitor purging process in accordance with organisational procedures
		2.2	Purge explosive ordnance or container in accordance with organisational policy and procedures
		2.3	Apply emergency response and contingency procedures, as required
3	**Finalise purging procedures**	**3.1**	Process explosive ordnance or containers in accordance with tasking requirements
		3.2	Maintain equipment/tools in accordance with organisational procedures
		3.3	Maintain documentation and records in accordance with statutory, organisational and workshop requirements

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to DEFEO509D Perform purging.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFEXO509 Perform purging

Modification History

Release 2. Modifications made to Assessment Conditions.

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant compatibility and environmental constraints
- applying relevant legislation, statutory requirements, organisational policies, procedures and structures
- calculating and applying net explosive quantity
- communicating effectively orally and in writing
- preparing for testing
- reading, accessing, interpreting and applying technical instructions and drawings related to purging
- undertaking purging activities including:
  - conducting and monitoring purging
  - finalising purging procedures
  - maintaining documentation
  - monitoring pressures
  - operating purging equipment

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- assessment of compatibility
- calculation of net explosive quantity
- characteristics and limitations of purging equipment
- effects of environmental conditions
- operability and compatibility of purging equipment
- organisational documentation requirements
- organisational safety information sources
- relevant legislation, regulatory codes, organisational safety policies, procedures and structures

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Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in simulated workplace operational situations that reflect workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or simulations
- acceptable means of simulation assessment
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and PPE currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFEXO510 Maintain small arms ammunition

Modification History

Release 2. Modifications made to Assessment Conditions.

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Application

This unit specifies the skills and knowledge required to maintain small arms ammunition to depot level maintenance requirements as specified by the Australian Defence Force.

It includes preparing for and maintaining small arms ammunition, and completing maintenance activity. It also includes identifying and selecting tools and equipment, and applying organisational safety requirements and appropriate legislative and regulatory requirements.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

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

Pre-requisite Unit

Not applicable

Competency Field

Explosive Ordnance

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Prepare for small arms	**1.1** Identify, analyse and confirm small arms ammunition

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	ammunition maintenance		maintenance requirements from work requests/instructions
		1.2	Apply work health and safety (WHS) requirements in accordance with organisational procedures throughout the operation
		1.3	Identify, confirm and obtain small arms ammunition to be maintained, in accordance with technical documentation
		1.4	Identify, obtain and prepare technical references, tools, equipment, consumables and packaging components in accordance with organisational procedures
		1.5	Identify, calculate, assess and apply net explosive quantities and compatibility throughout the operation
		1.6	Monitor and maintain environmental conditions, as required
2	**Maintain small arms ammunition**	**2.1**	Inspect small arms ammunition in accordance with organisational procedures
		2.2	Conduct relevant maintenance in accordance with organisational procedures, technical specifications and drawings
		2.3	Apply emergency and contingency procedures, as required
		2.4	Conduct and record relevant small arms ammunition tests in accordance with organisational procedures, technical specifications and drawings
3	**Complete maintenance activity**	**3.1**	Process small arms ammunition in accordance with the work requests/instructions
		3.2	Maintain equipment/tools in accordance with organisational procedures and guidelines
		3.3	Conduct housekeeping procedures in accordance with workshop requirements
		3.4	Maintain documentation and records in accordance with statutory, organisational and workshop requirements

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to DEFEO510C Maintain small arms ammunition.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFEXO510 Maintain small arms ammunition

Modification History

Release 2. Modifications made to Assessment Conditions.

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant operational policies and procedures
- applying relevant work health and safety requirements
- applying safety, legislative and statutory requirements relevant to the risk assessment
- assessing and applying compatibility to identify and calculate net explosive quantities
- calculating net explosive quantity
- completing maintenance activity
- conducting relevant small arms ammunition tests
- identifying, selecting and using appropriate tools and equipment
- maintaining documentation
- preparing for and maintaining small arms ammunition.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- assessment of compatibility
- effects of environmental conditions
- net explosive quantity calculations
- operational maintenance procedures
- operations, characteristics and limitations of small arms ammunition to be maintained
- operations, characteristics and limitations of tools and equipment used in maintenance
- relevant documentation requirements
- relevant operational policies and procedures, including work health and safety
- small arms ammunition maintenance including:
  - cleaning
  - components change out
  - fuzing and defuzing

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  - painting
- small arms ammunition testing procedures
- storage, distribution or maintenance of explosive ordnance
- technical references including:
  - relevant orders and instructions.
  - relevant publications
  - technical drawings
  - technical reference pamphlets

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in simulated workplace operational situations that reflect workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or simulations
- acceptable means of simulation assessment
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and PPE currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFEXO603 Conduct explosive ordnance trials

Modification History

Release 2. Modifications made to Assessment Conditions.

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Application

This unit specifies the skills and knowledge required to conduct trials in an explosive ordnance research environment.

Explosive ordnance trials are normally conducted to select new weapons systems or explosive ordnance for introduction into the Australian Defence Force.

It includes preparing for and conducting explosive ordnance trials and reporting on trial results.

This unit applies to persons who are required to prepare and conduct trials in an explosive ordnance research environment.

Trials are a common component of explosive ordnance research and involve a large number of personnel both in their planning and implementation. Persons however, may not necessarily be involved in both planning and implementing the research. It is common that persons involved in the implementation phase of the trials are not involved in the planning phase. In other instances, persons may be involved with both the planning phase and the implementation phase of the trial.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

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

Pre-requisite Unit

Not applicable

Competency Field

Explosive Ordnance

Unit Sector

Not applicable.

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Prepare for explosive ordnance trial	**1.1** Obtain and confirm information about resource requirements and availability in accordance with organisational procedures
	1.2 Prepare information support systems for explosive ordnance trial including achievable reporting and recording processes, in accordance with resource requirements
	1.3 Negotiate and resolve coordination issues with others affected by explosive ordnance trial
	1.4 Identify and observe health and safety (WHS)/occupational health and safety (OHS) principles and requirements throughout the trial process work
2 Conduct explosive ordnance trial	**2.1** Identify and liaise with explosive ordnance trial planners in accordance with organisational policy and procedures
	2.2 Implement, monitor and amend explosive ordnance trial plan based on changing circumstances, in accordance with methodologies and organisational procedures
	2.3 Allocate resources to trial tasks in accordance with plan and available resources
	2.4 Record data being generated by trial in accordance with agreed methodology and organisational procedures
3 Report on explosive ordnance trial results	**3.1** Collect and report data generated by explosive ordnance trial in accordance with organisational policy and procedures
	3.2 Provide options and recommendations resulting from explosive ordnance trial in a clear and comprehensive format
	3.3 Produce and maintain post-trial reports, statistical reports and other records in accordance with requirements and organisational procedures

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to DEFEO603C Conduct explosive ordnance trials.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFEXO603 Conduct explosive ordnance trials

Modification History

Release 2. Modifications made to Assessment Conditions.

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying organisational safety policies and structures, including work health and safety (WHS)/occupational health and safety (OHS) requirements
- applying relevant organisational policies and procedures
- applying safety, legislative and statutory requirements relevant to the risk assessment
- communicating clearly and effectively
- coordinating relevant activities
- documenting and reporting trial results
- evaluating information
- identifying and allocating resources
- identifying hazards, assessing risks and implementing control measures
- identifying issues, interpreting and analysing risk assessment requirements relevant to explosive ordnance trial work being performed
- implementing trial methodologies and procedures
- recording trial data

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- evaluation processes
- explosive ordnance trials including:
  - environmental testing
  - organisational trials
  - proof testing
  - research group or divisional trials
  - specific field testing which is not a normal component of laboratory testing
- information support systems

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- organisational safety policies and structures
- organisational WHS/OHS requirements
- relevant organisational methodologies, policies and procedures
- resource requirements and allocation guidelines
- risk assessment
- trialling methodologies

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in simulated workplace operational situations that reflect workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or simulations
- acceptable means of simulation assessment
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and PPE currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFGEN002 Work independently

Modification History

Release 2. Modifications made to the Assessment Conditions.

Release 1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

Application

This unit describes the skills required to work as a member of a team or as an individual for periods of time without direct supervision.

This unit applies to Defence personnel on operations.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work autonomously, performing complex tasks, in a broad range of contexts that could be hostile, while maintaining personal safety.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

General

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1	**Undertake work activities**	**1.1**	Identify and undertake work requirements
		1.2	Implement instructions and directions
		1.3	Maintain communication with chain of command, advising of progress of task/activity and of any legal requirements and/or ramifications of activities
2	**Accept responsibilities**	**2.1**	Accept responsibilities referring to supervisor for any activity that exceeds the scope of the defined task
		2.2	Determine performance requirements based on objectives and goals and validate with supervisor
3	**Maintain team performance**	**3.1**	Monitor individual performance against defined performance requirements and take action as required
		3.2	Monitor and lead performance of others to meet team objectives and goals
		3.3	Refer issues which cannot be rectified or addressed
		3.4	Notify chain of command of any changes in priorities or tasks
		3.5	Recognise and adhere to level of authority
		3.6	Complete required documentation

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

No equivalent unit.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFGEN002 Work independently

Modification History

Release 2. Modifications made to Assessment Conditions.

Release 1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and includes:

- communicating instructions and directions
- communicating performance expectations
- completing a range of documentation
- encouraging team members
- providing informal performance counselling
- providing feedback on performance to team members
- representing issues to management

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- legal requirements and ramifications of team activities
- method of monitoring performance
- relevant policies and procedures
- team members' duties and responsibilities

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in simulated workplace operational situations that reflect workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy

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requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or simulations
- acceptable means of simulation assessment
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and PPE currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFGEN009 Analyse causes and identify countermeasures for injuries in physical activities

Modification History

Release	Comments
1	This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to DEFCM003B Analyse causes and identify countermeasures for injuries in physical activities. • Unit code updated • Content and formatting updated to comply with new standards • All PC transitioned from passive to active voice

Application

This unit describes the skills required to establish the root cause/s of injuries occurring in physical activity, to develop countermeasures, to report the analysis, and to make recommendations to supervisors.

This unit was developed for Defence workers involved in analysing causes and identifying countermeasures for injuries in physical activities as a workplace responsibility, but may be relevant to others who work in this field.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work independently or as part of a team, under direct supervision, while performing complex tasks, in a range of contexts. They must be able to use discretion and judgement and take responsibility for the quality of their outputs.

No licensing, legislative or certification requirements apply to unit at the time of publication.

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Competency Field

General

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Prepare for a causal analysis	1.1 Identify, obtain and assemble background documentation to collate all relevant facts and information that may guide and contribute to the causal analysis. 1.2 Identify relevant personnel and request them to provide input to the causal analysis. 1.3 Identify and assemble other relevant sources of information regarding injury causation. 1.4 Identify, specify and prepare methods and tools to be used in the analysis.
2. Identify the contributing factors involved in causing injury	2.1 Review relevant information sources to determine contributing factors typically involved in causing injury. 2.2 Observe activities and review if needed. 2.3 Conduct interviews with relevant personnel. 2.4 Review contexts in which the activities are commonly conducted. 2.5 Analyse components and aspects of activities which appear to be associated with greater risk of injury in detail. 2.6 Record data using organisational analytical tools in order to compile inputs to the analysis. 2.7 Determine, validate and record final list of contributing factors involved in injury causation by cross referencing results from all causal analysis activities.
3. Undertake a root cause analysis	3.1 Determine root causes of injury in the activity through further analysis of the final list of contributing factors in the light of contextual information. 3.2 Determine, validate and record list of root causes of injury.
4. Recommend countermeasures	4.1 Identify countermeasures where possible, for each root cause of injury, from available information and subject matter experts. 4.2 Develop countermeasures from first principles, in consultation with subject matter experts, where no proven countermeasure can be identified. 4.3 Prepare written and oral causal analysis report, including details of recommended countermeasures, and deliver to decision

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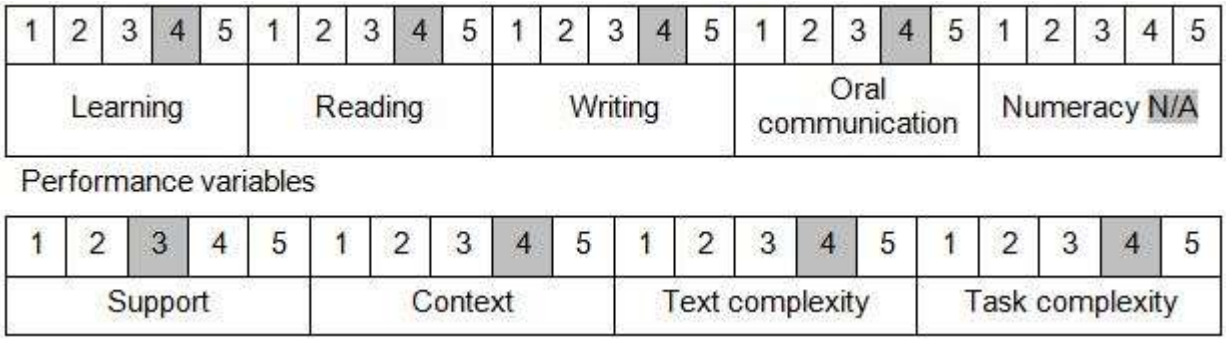
	makers for consideration.

Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

ACSF levels indicative of performance:



Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

Unit Mapping Information

This unit supersedes and is equivalent to DEFCM003B Analyse causes and identify countermeasures for injuries in physical activities.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFGEN009 Analyse causes and identify countermeasures for injuries in physical activities

Modification History

Release	Comments
1	These Assessment Requirements were released in DEF Defence Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- strong communication skills to elicit and convey information through:
  - listening
  - questioning
  - paraphrasing
  - clarifying
  - summarising
- seeking and analysing information
- preparing for a causal analysis
- identifying contributing factors involved in causing injury
- identifying root causes of injury
- recommending countermeasures
- identifying analysis tools and methods appropriate to the workplace
- identifying intervention points for advice to assist in work and to guide problem solving

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- causation models and definitions
- cause and effect diagrams

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- data collection and management procedures
- format of a brief
- format of an oral presentation
- hierarchy of controls
- organisational policies, procedures and guidelines
- organisational structure and function
- safety risk and Haddon's Matrices

Assessment Conditions

Competency should be assessed in an actual workplace or in a simulated environment, with access to equipment and infrastructure appropriate to the outcome. Competency should be demonstrated over time to ensure the candidate is assessed across a variety of situations.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFGEN016 Administer personnel

Modification History

Release	Comments
1	This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to DEFCM306A Administer personnel. • Unit code updated • Content and formatting updated to comply with the new standards • All PC transitioned from passive to active voice • PC 1.2 and 1.9 revised • Element 1 reworded

Application

This unit describes the skills required to administer personnel. The application of this unit in the workplace includes supervising a designated team of personnel in their administration and compliance with organisational administrative policy and procedures. It includes aspects of supervising personnel readiness for work, welfare, entitlements, discipline and competency.

Supervisors may be at the middle to senior line-management level or junior management level. The number of personnel being administered will vary greatly but will usually be ten to thirty personnel.

This unit applies to those leading and managing others in an operational environment where the normal access to a personnel administrative support network is not available.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work autonomously, with supervising responsibilities. They would perform complex tasks in a range of contexts.

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No licensing, legislative or certification requirements apply to unit at the time of publication.

Competency Field

General

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Ensure personnel readiness	1.1 Obtain detailed knowledge of personnel information to enable an appreciation of individual circumstances. 1.2 Access information about readiness requirements from organisational information systems. 1.3 Monitor accessible information to ensure the state of personnel readiness is known. 1.4 Inform personnel of their readiness obligations to the organisation to ensure compliance through self-management. 1.5 Gather and review readiness records and documentation to determine personnel progress with readiness maintenance requirements. 1.6 Plan and implement opportunities to maintain personnel readiness. 1.7 Seek technical advice on readiness policy and procedure to enable administrative actions. 1.8 Report information on personnel readiness to designated authorities including specific information on and strategies planned to address personnel who are ‘not ready’. 1.9 Implement administrative actions for personnel identified as permanently ‘not ready’. 1.10 Identify personnel entitled to readiness waivers by designated authorities. 1.11 Compile and submit waiver documentation for consideration.
2. Administer personnel entitlements	2.1 Obtain and review organisational policies and procedures relevant to personnel entitlements using information systems. 2.2 Identify entitlements against personnel individual circumstances using personnel information. 2.3 Access entitlement application forms to be completed by personnel and provide general instructions and guidance to personnel.

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	2.4 Monitor progress of entitlement applications to ensure timely and efficient handling by the administrative stream of the organisation.
3. Ensure personnel welfare	3.1 Inform personnel of welfare requirements specific to their employment, and of welfare support services available to them. 3.2 Maintain welfare related documentation. 3.3 Respect religious preferences and, where suitable to organisational requirements, facilitate opportunities to participate in religious events.
4. Administer personnel discipline	4.1 Communicate standards of organisational discipline to personnel in order to promote appropriate behaviour and conduct. 4.2 Recognise and respond to behaviour in contradiction of organisational disciplinary standards. 4.3 Take organisational discipline administrative actions in response to significant breaches of organisational policies and procedures or disciplinary standards. 4.4 Counsel personnel to improve behaviour of and compliance with disciplinary standards. 4.5 Monitor own behaviour in order to ensure conduct is in accordance with organisational policies and procedures or disciplinary standards.

Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

ACSF levels indicative of performance:

1 2 3 4 **5**	1 2 3 **4** 5	1 2 3 **4** 5	1 2 3 **4** 5	1 2 3 4 5
Learning	Reading	Writing	Oral communication	Numeracy NA

Performance variables:

1 2 3 4 **5**	1 2 3 **4** 5	1 2 3 **4** 5	1 2 3 **4** 5
Support	Context	Text complexity	Task complexity

Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

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Unit Mapping Information

This unit supersedes and is equivalent to DEFCM306A Administer personnel.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFGEN016 Administer personnel

Modification History

Release	Comments
1	These Assessment Requirements were released in DEF Defence Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- accessing and compiling complex organisational forms and applications
- analysing and validating information
- conducting interviews to obtain detailed personal information
- transacting a range of administrative actions including:
  - administrative warning
  - notice to show cause
  - pay adjustment

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- counselling techniques
- organisational disciplinary standards and laws
- organisational information systems
- organisational personnel entitlements
- organisational readiness requirement specific to individual service
- organisational support
- organisational welfare infrastructure, policy and procedures
- organisational writing standards
- personnel support agencies

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Assessment Conditions

Competency should be assessed in an actual workplace or in a simulated environment, with access to equipment and infrastructure appropriate to the outcome. Competency should be demonstrated over time to ensure the candidate is assessed across a variety of situations.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFGEN028 Assist in managing production processes

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Application

This unit specifies the skills and knowledge required to assist in the routine operations involved in the production of a Defence news publication.

It includes analysing and interpreting incoming material for newsworthiness and distributing the material for response from the relevant sectors within Defence.

This unit applies to reporters who are required to be involved in the day-to-day operation of a unit that has responsibility for the production of Defence publications, such as services newspapers, magazines and internet sites. All reporters will be involved with this activity on an asneeds basis; this competency is required by all Defence reporters.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Persons undertaking this unit act in a broad range of contexts under limited supervision as part of a team, and perform specific tasks. Assistance and direction from senior reporters or editors would be provided.

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

Pre-requisite Unit

Not applicable

Competency Field

General

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS **PERFORMANCE CRITERIA**

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Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.
1	**Manage incoming material**	**1.1** Collect and record incoming material
		1.2 Make an assessment of new material to determine its newsworthiness and make recommendations to the editor
		1.3 Classify and archive material of potential value for future reference in accordance with operational procedures
2	**Assist in managing daily operations**	**2.1** Register letters to the editor and forward to the relevant personnel for response
		2.2 Complete production tasks as directed by supervisor in accordance with organisational procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to DEFPR307B Assist in managing production processes.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFGEN028 Assist in managing production processes

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying safety, legislative and statutory requirements
- assessing and making a fair and impartial judgement about the newsworthiness of material with full consideration of Defence public affairs objectives and communications ethics relevant to the audience and organisation
- assisting in managing daily news publication operations
- composing factual news publication information into a story
- managing incoming news publication material
- prioritising news publication information for relevance and accuracy
- relating effectively with contributors and stakeholders
- responding to readers' letters.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- Australian Defence Force public affairs objectives and the characteristics of Defence public affairs organisations
- Australian journalists' association code of ethics
- Defence news editorial board guidelines, and publishing procedures and deadlines
- news publications and the types of stories relevant for Defence publications
- reader and organisational interests
- relevant legislation
- relevant public affairs organisational policies and procedures
- security requirements, conditions on reporting sensitive issues, Defence issues, current affairs issues
- standard news production tasks and processes.

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Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in a range of workplace operational situations, with particular emphasis placed on the assessment of a variety of incoming material and recommendations, where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations
- an office with operational conditions or a simulated environment that re-creates realistic office and operational scenarios in a wide range of situations that may be encountered by a Defence reporter
- relevant and appropriate materials, tools and equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFGEN307 Maintain logistic support in an adverse environment

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Application

This unit specifies the skills and knowledge required to maintain the delivery of logistics in an adverse environment.

It includes preparing for logistics operations in an adverse environment, and protecting logistics road movement and site.

An adverse environment typically involves threats and armed conflict.

This unit applies to logistics persons who have a responsibility to organise and manage the delivery of logistic support in an adverse environment.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Typically, persons undertaking this unit work independently or as part of a team under direct and/or indirect supervision, use discretion and judgement, undertake complex tasks and take responsibility for the quality of their specialised outputs.

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

Pre-requisite Unit

Not applicable

Competency Field

General

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS **PERFORMANCE CRITERIA**

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Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.
1	**Prepare for logistics operations in an adverse environment**	**1.1** Source and analyse intelligence to define the environment in which logistic support is to be provided, in accordance with organisational procedures
		1.2 Identify adverse circumstances that could negatively impact on the delivery of logistic support
		1.3 Analyse and assess adverse circumstances for their potential for occurrence and subsequent consequence to logistics operations
		1.4 Develop and integrate risk management control measures into planning considerations
		1.5 Integrate risk management control measures into logistics operations and communicate to all relevant logistics elements
2	**Protect a logistics site**	**2.1** Plan protection of logistics site taking into account the technical requirements of delivering service support and siting requirements
		2.2 Liaise with other logistics organisations to establish shared responsibilities and mutual support arrangements
		2.3 Select and integrate protective control measures into protection plan
		2.4 Develop and communicate protection plan to all relevant personnel in accordance with organisational procedures
3	**Protect logistics road movement**	**3.1** Oversee and monitor road movement vehicle preparation to ensure vehicles are prepared for movement through an adverse environment
		3.2 Liaise with vehicle escorts, as required, to establish common protocols for the road movement protection plan, communications arrangements and actions to be taken by personnel in adverse circumstances
		3.3 Apply convoy protection control measures during road movement in accordance with organisational procedures and protection plan
		3.4 Respond to emergency or threatening situations in accordance with organisational procedures and

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protection plan

3.5 Maintain communication links with the control centre and within the road convoy during road movement, as required, in accordance with agreed protocols

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to DEFCM307A Maintain logistic support in an adverse environment.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFGEN307 Maintain logistic support in an adverse environment

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- adapting to plans during implementation to suit the changing nature of the environment and operation
- planning and preparing processes to develop suitable logistics courses of action in an adverse environment
- applying relevant legislation and organisational policies and procedures
- communicating instructions to implement protection plans and tasks
- developing protection plan and relevant control measures
- drafting and releasing complex forms of written communication
- employing strategies to protect logistics personnel and equipment when stationary and when moving by road
- identifying adverse circumstances accurately within the logistics operating environment
- identifying, interpreting and analysing risk assessment requirements relevant to work being performed
- liaising with other agencies to integrate protection plan
- planning and coordinating vehicle road movement
- protecting logistics site and road movements.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- adverse circumstances, hazard and protection plan control measures
- convoy protection control measures and protocols
- escorts for relevant vehicles including:
  - aircraft
  - armed helicopters
  - armed road vehicles
  - emergency services vehicles
  - police vehicles

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- emergency or threatening situations
- functional and technical siting requirements of specialist logistics elements
- interrelationship between specialist logistics elements within an integrated logistics team
- logistics elements including:
  - catering
  - health
  - maintenance
  - supply
  - transport
- logistics planning processes and support concepts
- protective measures in a Defence environment
- protective siting requirements of logistics elements
- regulatory, technical and industry standards, and organisational policies and procedures as they relate to logistics
- risk management control measures for deployed logistics elements.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations
- equipment used to conduct logistics operations in an adverse environment
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including organisational policies, procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFGEN308 Provide specialist technical regulatory framework advice

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Application

This unit specifies the skills and knowledge required to provide specialist advice related to the technical regulatory framework.

It includes identifying complex issues, providing technical advice, formulating options and selecting the preferred option to address identified issues. It specifically addresses advice that is relevant to technical regulatory framework activity and is not intended to cover technical advice that is provided in a broader context of the organisational endeavour or a professional discipline.

This unit applies to technical regulatory framework specialists working in Defence materiel logistics but is applicable to any persons in this field of work.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Typically, persons undertaking this unit work independently or as part of a team under direct and indirect supervision, use discretion and judgement, and take responsibility for the quality of their outputs.

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

Pre-requisite Unit

Not applicable

Competency Field

General

Unit Sector

Not applicable.

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Identify and analyse issue/s	**1.1** Observe, receive and clarify circumstances that require provision of advice relating to the technical regulatory framework
	1.2 Identify and confirm issues, as required, through consultation with relevant personnel
	1.3 Analyse circumstances, and interpret and clearly define issue/s in accordance with task requirements
	1.4 Conduct research related to issue/s and seek advice of relevant personnel to clarify unclear findings
	1.5 Document research outcomes and feedback received from relevant personnel, in accordance with operational procedures
2 Formulate options for technical regulatory framework advice	**2.1** Identify and evaluate appropriate options related to the provision of advice
	2.2 Prioritise identified options and make recommendations in accordance with task requirements and regulatory framework
3 Provide specialist technical regulatory framework advice	**3.1** Finalise draft advice and discuss with relevant stakeholders in accordance with organisational policies
	3.2 Negotiate, document and incorporate stakeholder requirements within proposed advice
	3.3 Report finalised advice in accordance with ethical and practical guidelines and within specified resource constraints

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to DEFCM308A Provide specialist technical regulatory framework advice.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFGEN308 Provide specialist technical regulatory framework advice

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- analysing and evaluating information
- applying relevant legislation, regulations, statutory requirements and organisational policies and procedures
- communicating effectively with colleagues and stakeholders
- conducting research into identified issues and identifying relevant information
- formulating and prioritising options for technical regulatory framework advice, and selecting the most appropriate option
- identifying and analysing issue/s surrounding the provision of advice
- identifying, interpreting and analysing risk assessment requirements relevant to work being performed
- preparing and presenting advice reports
- providing specialist technical regulatory framework advice.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- analysis process
- configuration management
- ethical and practical guidelines
- integrated logistic support
- relevant organisational policies, procedures, guidelines and industry standards
- product knowledge related to systems and/or equipment in service in the organisation
- professional codes of practice
- relevant research techniques and information sources
- specialist technical regulatory framework advice and protocols.

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Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools and equipment currently used in industry
- applicable documentation including organisational policies, protocols, procedures, regulations, guidelines, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFGEN310 Establish technical risk management systems

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Application

This unit specifies the skills and knowledge required to manage the factors that might adversely affect the technical integrity of the organisation's materiel, program and organisational outcomes.

It includes directing the planning and management of technical risks, managing risks to the risk management plan requirements, and assessing technical risk management outcomes associated with materiel. It also includes developing and establishing a technical risk management strategy.

This unit applies to technical regulatory framework specialists working in Defence materiel logistics but is applicable to any individual in this field of work.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Typically, persons undertaking this unit work independently or as part of a team under direct and/or indirect supervision, use discretion and judgement, and take responsibility for the quality of their outputs.

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

Pre-requisite Unit

Not applicable

Competency Field

General

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS **PERFORMANCE CRITERIA**

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Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Direct planning of technical risk management	**1.1** Direct potential, perceived and actual technical risks for identification, documentation and analysis, in consultation with managers and relevant stakeholders, as the basis for technical risk management planning
	1.2 Select and modify risk management methods, techniques and tools for managers to analyse information, evaluate options and determine preferred risk approaches within the overall organisational environment
	1.3 Direct the development, communication and implementation of risk management plans and strategies to ensure clarity of business objectives in accordance with technical regulatory framework requirements
	1.4 Identify, develop and maintain the technical risk management system to enable effective management and communication of technical risk activities and outcomes, responses and results to relevant stakeholders
2 Direct management of technical risk and manage technical risk	**2.1** Manage technical risk in accordance with agreed risk management plans and organisational procedures
	2.2 Review progress, analyse variance and initiate risk responses to achieve objectives in changing environments
	2.3 Identify and assign risk levels to planned technical outcomes to facilitate monitoring and authorisation of remedial actions
3 Assess technical risk management systems	**3.1** Review and analyse technical risk management outcomes to assess the effectiveness of the risk management plan in maintaining the integrity of materiel
	3.2 Aggregate and report lessons learned for feedback to managers and senior management for strategic review and future planning

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of

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competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to DEFCM310A Establish technical risk management systems.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFGEN310 Establish technical risk management systems

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- analysing data and information
- applying legislative, regulatory and organisational policies and procedures
- applying technical risk management and organisational procedures
- applying, monitoring and reporting on relevant implementation processes
- assessing technical risk management systems
- identifying, interpreting and analysing risk assessment requirements relevant to work being performed
- interpreting organisational role relevant to technical risk management plans
- modifying activities for variations in workplace context and environment
- planning and determining technical risk management plans
- planning, directing and managing technical risk
- working and communicating effectively with relevant stakeholders.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- implementation processes
- monitoring processes
- relevant legislation, regulations and organisational policies, guidance and procedures
- relevant risk management methodologies, capabilities, limitations, applicability and outcomes
- relevant technical risk management context in the materiel life cycle and other risk management functions
- relevant work content, risk, processes, tools and techniques that apply in the various phases of the materiel life cycle and the program cycle, and how these relate to business cycles, particularly financial cycles
- role of the technical regulatory framework and the organisation’s risk management plan.

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Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including relevant:
  - information about technical risk management systems and requirements
  - legislation, guidelines, procedures and protocols
  - operational plans
  - documentation
  - workplace procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFGEN311 Implement and manage technical risk management

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Application

This unit specifies the skills and knowledge required to manage risk within the organisation's environment in order to avoid adverse effects on the technical integrity of the organisation's materiel.

It includes determining, monitoring and controlling risks, and assessing technical risk management outcomes.

This unit applies to technical regulatory framework specialists working in Defence materiel logistics but is applicable to any individual in this field of work.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Typically, persons undertaking this unit work independently or as part of a team under direct and/or indirect supervision, use discretion and judgement, undertake complex tasks and take responsibility for the quality of their outputs.

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

Pre-requisite Unit

Not applicable

Competency Field

General

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS **PERFORMANCE CRITERIA**

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Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Determine risks	**1.1** Identify, document and analyse technical risks as a basis for risk planning, in consultation with relevant stakeholders and higher technical/engineering authorities
	1.2 Use established risk management techniques and tools to analyse risks and assess options, in accordance with delegated technical authority
	1.3 Recommend preferred risk approaches to relevant authority to meet task requirements, in accordance with delegated technical authority and organisational procedures
	1.4 Develop plans, seek stakeholder agreement about plans and communicate plans effectively to ensure clarity of understanding and ongoing management of technical risk factors
	1.5 Determine designated risk management processes and procedures to enable effective management and communication of risk events, responses and results
2 Monitor and control risk	**2.1** Manage activities in accordance with organisational engineering management plan to ensure a common approach to achieving objectives
	2.2 Monitor progress against organisational engineering management plan and risk management plan to identify variances and recommend responses to higher technical authority for remedial action
	2.3 Implement agreed risk responses and modify plans to reflect changing project objectives in changing work contexts and environments
3 Assess risk management outcomes	**3.1** Review outcomes of technical/engineering risk management activities to determine effectiveness of risk management processes and procedures
	3.2 Identify, document and report risk issues and recommend improvements to relevant authorities to inform future applications

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to DEFCM311A Implement and manage technical risk management.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFGEN311 Implement and manage technical risk management

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- adhering to relevant data collection, storage and retrieval requirements
- applying relevant legislation, regulations and organisational policies and procedures
- applying technical risk management procedures
- assessing risk management outcomes
- determining and assessing technical risks
- identifying critical indicators of technical risk and assessing the risk management system's performance appropriate to the organisational context including:
  - determining, monitoring and controlling risks
  - assessing technical risk management outcomes
- identifying, interpreting and analysing risk assessment requirements relevant to work being performed
- interpreting organisational role relevant to technical risk management
- modifying activities to manage variations in workplace context and environment
- monitoring and controlling relevant risk management
- operating equipment and systems relevant to technical risk management activities
- working and communicating effectively with stakeholders and technical authorities.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- relevant legislation, regulations and organisational policies and procedures
- relevant risk management in the context of the materiel life cycle
- relevant risk management methodologies, their capabilities, limitations, applicability and outcomes
- technical regulatory framework, organisational engineering management plan and risk management plan
- technical risk management including application in the technical/engineering context of principles, tools, techniques, standards, and processes.

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Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools and equipment currently used in industry
- applicable documentation including workplace procedures, protocols, regulations, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFGEN313 Establish technical data and information management systems

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Application

This unit specifies the skills and knowledge required to establish the technical data and information management systems framework for a particular organisational context or environment in which specific technical data and information are created, used and maintained.

It includes identifying technical context of the organisation to establish technical creator's accountability requirements and developing a management system framework. It also includes identifying and responding to contextual changes over a system project life cycle.

This unit applies to technical regulatory framework specialists working in Defence materiel logistics but is applicable to any individual in this field of work.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Typically, persons undertaking this unit work independently or as part of a team under direct and/or indirect supervision, use discretion and judgement, and take responsibility for the quality of their outputs.

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

Pre-requisite Unit

Not applicable

Competency Field

General

Unit Sector

Not applicable.

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Identify technical context of the organisation	**1.1** Determine and document technical context, nature of the jurisdiction and nature of the organisation
	1.2 Identify and interpret technical regulatory framework specific to the organisation and clarify, as required
2 Establish technical creator's accountability requirements	**2.1** Identify the creator of technical data and information by determining all parts of the organisation that create technical data and information
	2.2 Determine and document accountability requirements and functional responsibilities of the creators of technical data and information
	2.3 Verify sources used in research as authentic and document in accordance with organisational procedures and relevant industry standards
3 Develop management system framework	**3.1** Develop a management system framework from a review and synthesis of individual technical creator requirements
	3.2 Trial proposed system framework to ensure functionality, maintainability and growth potential, and make adjustments as required
	3.3 Document system framework, its protocols and guidelines to ensure consistency of application by users
4 Identify and respond to contextual changes over time	**4.1** Map system functions generating technical data and information and the technical framework governing them, to organisational structures
	4.2 Identify and document changes to the administrative and system functional context over time
	4.3 Analyse and respond to the effects of changes on technical data and information management system structures
	4.4 Review and update documentation taking identified changes into consideration in accordance with organisational procedures and relevant industry

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standards

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to DEFCM313A Establish technical data and information management systems.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFGEN313 Establish technical data and information management systems

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- analysing system data and information
- applying relevant legislative, regulatory and organisational policies and procedures
- applying technical data and information management knowledge relevant to work being performed
- applying, monitoring and reporting on relevant information management system implementation processes
- developing management system framework
- defining technical creator's accountability requirements
- identifying and responding to contextual changes over project life cycle
- identifying technical context of the organisation
- identifying, interpreting and analysing risk assessment requirements relevant to work being performed
- interpreting organisational role relevant to technical risk management system plans
- planning and developing technical data and information management system plans.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- relevant Australian and international industry standards
- relevant legislation and organisational policies and procedures
- research methods and techniques suitable for information management systems
- sources of data relevant to information management system research
- technical regulatory framework compliance management systems, and must include one or more of the following:
  - breach management policies and processes including the identification, classification, investigation, rectification and reporting of breaches in compliance requirements
  - compliance related management information systems
  - compliance reporting procedures

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- continuous improvement processes for information management systems including monitoring, evaluation and review
- documentation of compliance requirements relevant to the organisation
- processes for the internal and external promulgation and promotion of information on compliance requirements and a compliance program management system
- record-keeping systems required for compliance management
- specification of compliance management functions, accountabilities and responsibilities under the technical regulatory framework
- techniques and performance indicators for monitoring the operation of an information management system.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and workplace documentation currently used in industry
- relevant guidelines and organisational procedures relating to system test and evaluation processes
- applicable documentation including organisational procedures, protocols, regulations, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFINT015 Locate electromagnetic emissions

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Application

This unit specifies the skills and knowledge required to establish the direction from which a received emission was transmitted (‘direction finding’) from the clandestine or overt interception of a transmitted electromagnetic emission (‘intercept’). This unit also covers the production and reporting of a triangulated emission point-of-origin assessment.

It includes preparing for direction finding activities, and intercepting and locating an electromagnetic emission. It also includes reporting a triangulated emission point-of-origin assessment.

This unit applies to Defence personnel working in electronic warfare and signals intelligence fields but may be applicable to any persons working in a similar role.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Typically, persons undertaking this unit work independently with indirect supervision, and undertake complex tasks within familiar and unfamiliar contexts.

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

Pre-requisite Unit

Not applicable

Competency Field

Intelligence

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS **PERFORMANCE CRITERIA**

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Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.
1	**Prepare for direction finding activities**	**1.1** Develop a direction finding task plan, detailing key tasks and timelines in accordance with organisational procedures
		1.2 Prepare direction finding equipment considering task requirements and duration in accordance with manufacturer specifications
		1.3 Obtain and clarify tasks and orders, as required
		1.4 Undertake engagement with all identified stakeholders, in accordance with task requirements and operational procedures
2	**Intercept electromagnetic emission**	**2.1** Operate direction finding equipment in accordance with manufacturer specifications and organisational procedures
		2.2 Intercept target electromagnetic emission in accordance with direction finding task
		2.3 Confirm identity of target electromagnetic emission in accordance with organisational procedures
		2.4 Identify relevant legal requirements and apply during interception activities
3	**Locate electromagnetic emission**	**3.1** Determine a line of bearing to target emission
		3.2 Recognise and apply methods to improve accuracy of direction finding measurements
		3.3 Validate electromagnetic emission and report direction finding measurement in accordance with organisational procedures
		3.4 Apply direction finding processes to multiple direction finding sites to meet task requirements
		3.5 Determine a best point estimate of electromagnetic emission point of origin, using lines of bearing communicated from multiple sensors
		3.6 Document and report electromagnetic direction finding outcomes to relevant personnel in accordance with

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organisational procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to DEFIN015 Locate electromagnetic emissions.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFINT015 Locate electromagnetic emissions

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant organisational policies, procedures and protocols
- applying safety, legislative and statutory requirements relevant to the risk assessment
- communicating effectively within the workplace
- converting a magnetic line of bearing to a grid line of bearing for triangulation compilation
- following instructions, protocols and directives
- identifying, interpreting and analysing risk assessment requirements relevant to work being performed
- listening effectively
- locating and intercepting emission
- reporting information appropriate to the situation
- triangulating the location of the isolated electromagnetic emission within a specified and acceptable margin of error
- using specialist sensor equipment.
- using organisational systems and equipment to conduct direction finding.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- calculations to convert a magnetic line of bearing to a grid line of bearing for triangulation compilation
- communication network systems and architecture
- compliance principles
- direction finding and geolocation principles and procedures
- direction finding systems and equipment
- electromagnetic spectrum
- international time zones and date lines
- magnetic to grid conversion
- manufacturer specifications for relevant locating electromagnetic emissions equipment

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- radio frequency propagation
- relevant direction finding task plan
- relevant legislation and organisational policies and procedures including:
  - telecommunications legislation
  - privacy legislation and protocols
- relevant reporting procedures and formats
- triangulation mathematical equations.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including organisational guidelines, protocols, procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFINT016 Log target communications

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Application

This unit specifies the skills and knowledge required to record the details of intercepted target communications.

It includes logging intercepted communications and reporting items of interest.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

This unit applies to Defence persons working in electronic warfare and signals intelligence fields but may be applicable to any persons working in a similar role.

Typically, persons undertaking this unit work independently with indirect supervision, and perform complex tasks in familiar and unfamiliar contexts.

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

Pre-requisite Unit

Not applicable

Competency Field

Intelligence

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1	**Log intercepted communications**	**1.1** Log intercept details or provide the gist of the intercept in accordance with organisational procedures
		1.2 Identify and flag information of situational value contained within intercept
		1.3 Use approved organisational abbreviations for brevity in accordance with organisational protocols
		1.4 Take appropriate actions to identify and remedy, or report problems encountered during logging process
		1.5 Maintain security of information in accordance with organisational procedures
		1.6 Identify and apply relevant legal requirements for intercept activities during logging process in accordance with organisational policy and task requirements
2	**Report items of interest**	**2.1** Conduct, annotate and report situational analysis of information, as required
		2.2 Prioritise situational information in accordance with task requirements
		2.3 Report situational information to relevant personnel in accordance with organisational procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to DEFIN016 Log target communications.

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Links

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Assessment Requirements for DEFINT016 Log target communications

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant organisational policies and procedures
- applying legislative and statutory requirements relevant to targeted communications
- assessing the situational value of information
- communicating effectively
- following instructions, protocols and directives
- identifying information of value contained within an intercepted communication
- identifying, interpreting and analysing requirements relevant to target communications
- logging intercepted communications
- prioritising and reporting identified information of value relevant to the operation
- using current specialist sensor equipment and procedures across a range of logging activities involving a variety of relevant workplace situations, collection systems and target communications environments.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- communication network systems and architecture
- gist protocols
- international time zones and date lines
- relevant legal requirements including:
  - telecommunications legislation
  - privacy legislation
- relevant organisational policies, protocols, guidelines and procedures
- reporting procedures and formats
- situational value protocols.

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Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and systems currently used in industry
- applicable documentation including organisational guidelines, procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFINT017 Analyse information for situational value

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Application

This unit specifies the skills and knowledge required to organise and perform the rapid analysis of information in order to determine its situational value.

It includes organising and interpreting data into information to assess and report situational value outcomes in an intelligence environment.

This unit applies to Defence personnel working in electronic warfare and signals intelligence fields but may be applicable to any persons working in a similar role.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Typically, persons undertaking this unit work independently with indirect supervision, and perform complex tasks in unfamiliar contexts, with a high level of analysis and risk assessment required.

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

Pre-requisite Unit

Not applicable

Competency Field

Intelligence

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential	Performance criteria describe the performance needed to

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outcomes.	demonstrate achievement of the element.
1 Organise information for analysis	**1.1** Clearly define objectives of analysis in accordance with organisational procedures
	1.2 Collate situational data and prepare information in a format suitable for analysis in accordance with task requirements
2 Analyse and interpret information	**2.1** Select reliable and suitable methods of information analysis to determine situational value
	2.2 Examine data, comparing and evaluating information for content and situational value in accordance with task requirements and operational procedures
	2.3 Make rational assessments of situational value that are justified and supported by evidence
	2.4 Record analysed information in accordance with organisational procedures
3 Report outcomes	**3.1** Report situational value assessment determination to relevant personnel in accordance with organisational procedures
	3.2 Maintain and report information from data repositories

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to DEFIN017 Analyse information for situational value.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFINT017 Analyse information for situational value

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- analysing data and interpreting information including:
  - applying critical analysis techniques
- applying relevant organisational policies and procedures
- assessing the situational value of information
- communicating effectively with relevant stakeholders
- identifying, interpreting and analysing risk assessment requirements relevant to situational value
- maintaining records, information and repositories
- organising information/data for analysis
- reporting information and outcomes appropriate to the situation.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- Defence electronic warfare and signals intelligence field context
- methods of information analysis including:
  - association matrices
  - collaborative analysis
  - critical analysis techniques
  - historical analysis
  - link analysis
  - qualitative analysis
  - quantitative analysis
  - trend analysis
- relevant organisational policies and procedures
- relevant reporting protocols and requirements
- situational value of information.

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Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, office equipment and resources currently used in industry
- electronic information/record management systems
- relevant information and data for situational value analysis
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFINT018 Collect radio frequency emissions

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Application

This unit specifies the skills and knowledge required to collect radio frequency emissions.

It includes the actions to search for, intercept (clandestinely or overtly) and report targeted radio frequency emissions.

It also includes preparing and operating collection equipment to search the electromagnetic spectrum and to collect target emissions.

This unit applies to Defence personnel working in electronic warfare and signals intelligence fields but may be applicable to any persons working in a similar role.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Typically, persons undertaking this unit work independently with indirect supervision, and perform complex tasks in unfamiliar contexts.

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

Pre-requisite Unit

Not applicable

Competency Field

Intelligence

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential	Performance criteria describe the performance needed to

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outcomes.	demonstrate achievement of the element.
1 Prepare for collection activities	**1.1** Develop a collection plan, detailing key tasks and timelines in accordance with organisational procedures
	1.2 Prepare collection equipment considering the task requirements and duration
	1.3 Receive and clarify tasks and orders, as required
	1.4 Undertake engagement with all identified stakeholders in accordance with task requirements
2 Search for radio frequency emission	**2.1** Operate radio collection equipment in accordance with manufacturer specifications and organisational procedures
	2.2 Apply search methodologies to meet task requirements
	2.3 Search frequency spectrum for target activity in accordance with collection plan
	2.4 Identify relevant legal requirements and apply to radio frequency emission collection activities
3 Intercept target emission	**3.1** Intercept target radio emissions in accordance with collection plan
	3.2 Complete target identity assessment by examining emission characteristics in accordance with organisational guidelines and protocols
	3.3 Record target radio emission in accordance with organisational procedures
	3.4 Review relevant radio emission recording/s in accordance with collection plan
4 Report intercept	**4.1** Report intercept to relevant personnel in accordance with collection plan
	4.2 Record and report intercept assessments to meet task requirements

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to DEFIN018 Collect radio frequency emissions.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFINT018 Collect radio frequency emissions

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying legislation, statutory requirements and organisational policies, protocols and procedures relevant to radio frequency emissions
- communicating effectively
- following collection plan, instructions, protocols and directives when collecting radio frequency emissions
- identifying, interpreting and analysing assessment requirements relevant to collecting radio frequency emissions
- intercepting target radio frequency emission
- listening effectively to radio frequency emissions
- preparing for collection activities
- reporting information and radio frequency intercepts appropriate to the situation
- using organisational systems and equipment to conduct collection activities in accordance to manufacturer specifications
- using current specialist sensor equipment and procedures across a range of relevant workplace situations, collection systems and target communications environments.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- collection plan including:
  - activity duration
  - activity parameters
  - organisational priorities
  - required equipment
  - situational considerations
  - software requirements
- collection and compliance principles and procedures including:
  - compliance and privacy principles

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- collection systems and equipment
- communication network systems and architecture
- electromagnetic spectrum
- international time zones and date lines
- search methodology including:
  - channel
  - frequency band
  - search by selector including:
    - signal strength
    - spectrum surveys
    - target
- radio frequency propagation
- relevant equipment manufacturer specifications
- relevant legislation and organisational policies and procedures including:
  - telecommunications
  - work health and safety/occupational health and safety
  - privacy principles.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and systems currently used in industry
- applicable documentation including workplace procedures, guidelines, regulations, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFLAW008 Conduct a Defence administrative inquiry

Modification History

Release 2. Modifications made to Assessment Conditions.

Release 1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFCM127A Conduct a Defence administrative inquiry.

- Unit code updated
- Content and formatting updated to comply with new standards
- All PC transitioned from passive to active voice

Application

This unit describes the skills required to conduct administrative inquiries under the inherent authority of commanders and under the Defence (Inquiry) Regulations. Staff may be appointed to conduct administrative inquiries to determine the facts and circumstances surrounding an incident or situation so that an informed decision may be taken about the action required including, where appropriate, action to avoid a recurrence.

This unit applies to those working as warrant officers and officers of the Australian Defence Force (ADF), and some civilian staff of the Australian Defence Organisation.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work under indirect supervision, while performing sophisticated tasks in a broad range of contexts. The type of inquiry conducted will be dependent on the level of authority, rank or position.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

Military Justice

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Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS		PERFORMANCE CRITERIA	
Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Prepare to conduct an inquiry**	**1.1**	Receive and acknowledge appointment as inquiry officer from appointing authority
		1.2	Analyse and discuss inquiry circumstances if necessary, with the appointing authority
		1.3	Confirm and acknowledge independence
		1.4	Determine course of action by referring to the appropriate Defence publications
2	**Plan an inquiry**	**2.1**	Identify, analyse and clarify inquiry Terms of Reference
		2.2	Develop an inquiry plan
		2.3	Seek advice where appropriate
3	**Gather and analyse evidence**	**3.1**	Conduct interviews
		3.2	Identify, acquire, confirm and analyse evidence
		3.3	Provide progress reports in accordance with the Terms of Reference and appointing authority requirements
		3.4	Suspend inquiry and notify appointing authority when Defence Force Discipline Act (DFDA) offence or other notifiable incident is suspected
4	**Present inquiry findings**	**4.1**	Draw conclusions and recommendations, based on the evidence gathered and within the boundaries of the Terms of Reference
		4.2	Present inquiry findings in accordance with the Terms of Reference and appointing authority requirements

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit supersedes and is equivalent to DEFCM127A Conduct a Defence administrative inquiry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFLAW008 Conduct a Defence administrative inquiry

Modification History

Release 2. Modifications made to Assessment Conditions.

Release 1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFCM127A Conduct a Defence administrative inquiry.

- Unit code updated
- Content and formatting updated to comply with new standards
- All PC transitioned from passive to active voice

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and includes:

- analysing evidence to form conclusions and recommendations
- communicating ideas, arguments and conclusions logically
- conducting interviews
- interpreting policies
- preparing complex documents
- identifying the issues surrounding the inquiry

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- Defence (Inquiry) Regulations
- inquiry processes
- interview techniques
- relevant Defence publications
- relevant legislation, policies and procedures
- scope of authority of an investigating officer undertaking an administrative inquiry

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training

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Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in simulated workplace operational situations that reflect workplace conditions.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or simulations
- relevant materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- acceptable means of simulation assessment.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFMIL010 Operate a 22 gauge rifle

Modification History

Release	Comments
1	This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to DEFCM006B Operate a 22 gauge rifle. • Unit code updated • Content and formatting updated to comply with the new standards • All PC transitioned from passive to active voice • PC 1.1 removed • Elements 3 and 4 merged

Application

This unit describes the skills required to operate a single bolt action 22 calibre long rifle on a legal range. Operating a 22 gauge rifle involves the ability to safely handle, maintain, operate and fire the 22 gauge rifle. The operator must be familiar with the characteristics and capabilities of the rifle.

This unit applies to those required to operate a 22 gauge rifle.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work under supervision and will always operate under direct orders. They would perform specific tasks in a known context.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Competency Field

Military Skills

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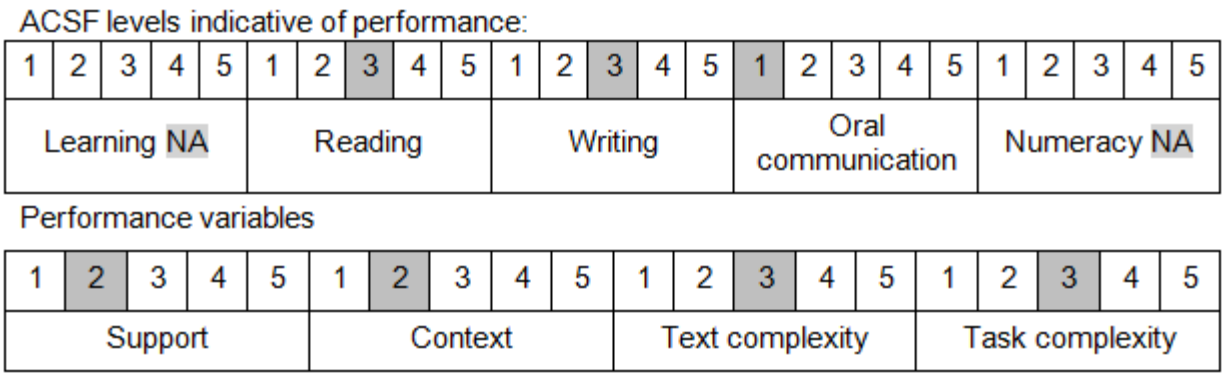
Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Safely handle a 22 gauge rifle	1.1 Handle and carry a 22 gauge rifle. 1.2 Identify, select and handle ammunition. 1.3 Secure a 22 gauge rifle.
2. Safely maintain a 22 gauge rifle	2.1 Strip and assemble a 22 gauge rifle. 2.2 Clean and service a 22 gauge rifle and associated equipment. 2.3 Identify and rectify defects within limits of authority or report to supervisor. 2.4 Complete documentation.
3. Safely operate a 22 gauge rifle	3.1 Conduct weapon drills. 3.2 Apply marksmanship principles. 3.3 Employ weapon equipment. 3.4 Fire a 22 gauge rifle 3.5 Comply with range safety brief and practice brief when firing a 22 gauge rifle. 3.6 Recognise problems and take actions. 3.7 Identify and engage targets.

Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.



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Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

Unit Mapping Information

This unit supersedes and is equivalent to DEFCM006B Operate a 22 gauge rifle.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFMIL010 Operate a 22 gauge rifle

Modification History

Release	Comments
1	These Assessment Requirements were released in DEF Defence Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- applying recognised safety precautions
- interpreting fire control orders
- conducting the following firearm drills:
  - degrees of weapon readiness
  - immediate action and stoppage
  - safety precautions including checking clearances
- recognising the limit of own authority

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- characteristics, technical capabilities, effects, employment and limitations of the rifle and ammunition
- degrees of weapon readiness
- marksmanship principles
- safety precautions of the 22 gauge rifle
- types of targets

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Assessment Conditions

Competency should be assessed in an actual workplace or in a simulated environment, with access to equipment and infrastructure appropriate to the outcome. Competency should be demonstrated over time to ensure the candidate is assessed across a variety of situations.

Competency should be assessed using live ammunition on a live firing range.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFMIL011 Conduct individual and collective ceremonial drill

Modification History

Release	Comments
1	This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to DEFCM132 Conduct individual and collective ceremonial drill. • Unit code updated • Content and formatting updated to comply with the new standards • All PC transitioned from passive to active voice

Application

This unit describes the skills required to supervise groups in the conduct of collective ceremonial drill movements and to perform specific individual drill movements with a cane, including:

- advance in review order
- change from slow to quick time and quick to slow time
- form two ranks from three and three ranks from two
- forms in slow and quick time
- march in line in slow and quick time
- open and close order on the march

Collective ceremonial drill fosters discipline, team work and a sense of collective identity while providing an appropriate means to physically commemorate the unique history, customs and traditions of military service.

This unit was developed for Defence personnel who are required to participate in and lead ceremonial drill, but is applicable to any individual in this field of work.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

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Those undertaking this unit would work independently. They use discretion and judgement, and take responsibility for the quality of their outputs. They would perform routine tasks in mainly predictable contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Competency Field

Military Skills

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Supervise collective ceremonial drill	1.1 Identify appropriate type of collective ceremonial drill activity. 1.2 Plan for a collective ceremonial drill activity. 1.3 Conduct collective drill instruction in accordance with prescribed format. 1.4 Set and display standards of dress, bearing and collective drill movements.
2. Perform cane drill	2.1 Rehearse cane drill movements and correct faults. 2.2 Perform cane drill movements in accordance with the manual.

Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

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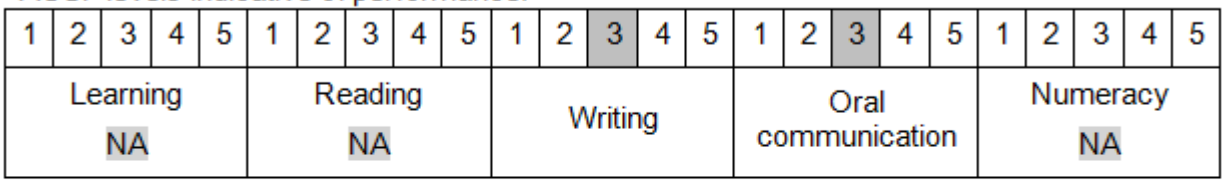
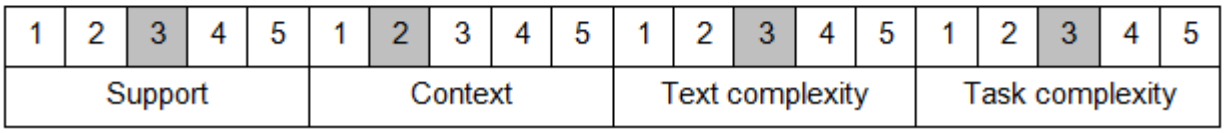
ACSF levels indicative of performance:



Performance variables:



Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

Unit Mapping Information

This unit supersedes and is equivalent to DEFCM132 Conduct individual and collective ceremonial drill.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFMIL011 Conduct individual and collective ceremonial drill

Modification History

Release	Comments
1	These Assessment Requirements were released in DEF Defence Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- communicating interactively with others using words of command
- leading by example
- performing drill movements
- controlling a team/group

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- drill and ceremonial orders of dress
- format for the conduct of collective drill lessons
- formations for ceremonial drill
- work health and safety (WHS)
- protocol for funerals and guards of honour
- purpose of national flag and methods of paying compliments
- types of colours, flags and banners; entitlements, display and paying of compliments
- words of command required to direct ceremonial occasions

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Assessment Conditions

Competency should be assessed in the workplace or in a simulated workplace environment and must be demonstrated over time covering all of the following drill movements:

- beating the retreat
- birthday, graduation and passing out parades
- catafalque parties
- freedom of entry to towns or cities
- funerals
- guards
- presentation of colours, guidons or banners
- unit parades

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFMIL021 Observe and monitor hostile areas to detect targets

Modification History

Release	Comments
1	This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to DEFCA001B Operate remote sensors to detect targets. • Unit code updated • Content and formatting updated to comply with the new standards • All PC transitioned from passive to active voice

Application

This unit describes the skills required to observe and/or listen for targets remote from the target acquisition assets and to provide information to stakeholders. This observation is normally conducted by at least two people; one person will be the observer and one will record the data. This unit covers both roles.

This unit was developed for those working in Defence as combat arms personnel required to observe and/or listen for targets remote from the target acquisition assets and to provide information to stakeholders in a deployed operational environment but is applicable to any individual in this field of work.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work in pairs under direct and/or indirect supervision, use discretion and judgement, and take responsibility for the quality of their outputs. They would perform specific tasks in a broad range of unpredictable contexts.

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

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Competency Field

Military Skills

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Occupy and prepare a location	1.1 Occupy vantage point and maintain concealment. 1.2 Establish occupied position. 1.3 Establish reference points and document information. 1.4 Observe and monitor possible threats so that an appropriate plan of action can be prepared.
2. Detect target/s	2.1 Establish target position via aural and visual observation, and estimate bearing and distance. 2.2 Identify and classify threat (if present) through visual or aural recognition, or by crater analysis. 2.3 Estimate enemy capability. 2.4 Monitor hostile action from prepared position. 2.5 Maintain communications with stakeholders.
3. Provide information on target to stakeholders	3.1 Describe target to stakeholders. 3.2 Maintain records.

Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

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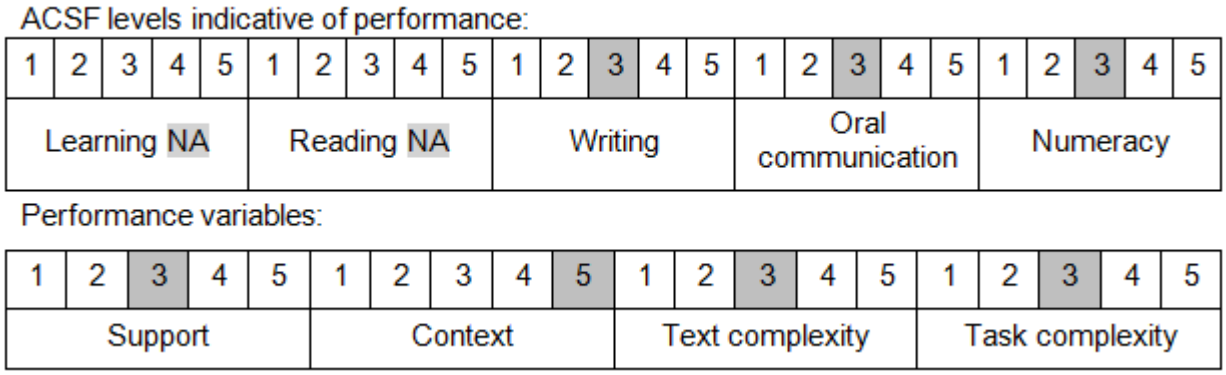

Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

Unit Mapping Information

This unit supersedes and is equivalent to DEFCA001B Operate remote sensors to detect targets.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFMIL021 Observe and monitor hostile areas to detect targets

Modification History

Release	Comments
1	These Assessment Requirements were released in DEF Defence Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- occupying and establishing a vantage point/observation post
- observing and monitoring a selected area
- identifying a threat through visual or aural means

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- communication procedures
- safety associated with the operations
- situational awareness

Assessment Conditions

Competency should be assessed in an actual workplace or in a simulated environment, with access to equipment and infrastructure appropriate to the outcome. Competency should be demonstrated over time to ensure the candidate is assessed across a variety of situations.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFMIL022 Operate remote sensors to detect targets

Modification History

Release	Comments
1	This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to DEFCA002B Operate remote sensors to detect targets. • Unit code updated • Content and formatting updated to comply with the new standards • All PC transitioned from passive to active voice

Application

This unit describes the skills required to install sensors as directed by the operational plan in order to detect targets and to provide information to a remote control facility.

This unit was developed for those working in Defence as combat arms personnel required to install sensors as directed by the operational plan in order to detect targets and to provide information to a remote control facility in a deployed operational environment but is applicable to any individual in this field of work.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work as part of a team and will be under direct and/or indirect supervision. They would use discretion and judgement, and take responsibility for the quality of their outputs. They would perform specific tasks in a broad range of unpredictable contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

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Competency Field

Military Skills

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Prepare for operation	1.1 Receive purpose and requirement of the surveillance activity from written or verbal instructions issued by supervisor. 1.2 Confirm task specifications and clarify where necessary with supervisor. 1.3 Identify and select surveillance equipment required for the task. 1.4 Check surveillance equipment for serviceability.
2. Prepare and maintain a location	2.1 Occupy designated position, establish reference points and document information. 2.2 Deploy surveillance equipment. 2.3 Confirm optimal configuration with supervisor. 2.4 Test equipment to ensure functionality. 2.5 Camouflage site. 2.6 Maintain communications with stakeholders. 2.7 Conduct operational maintenance.

Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

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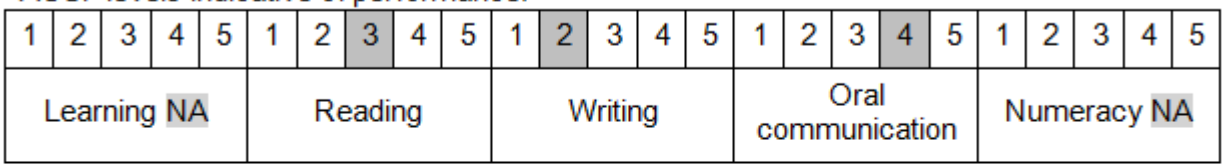
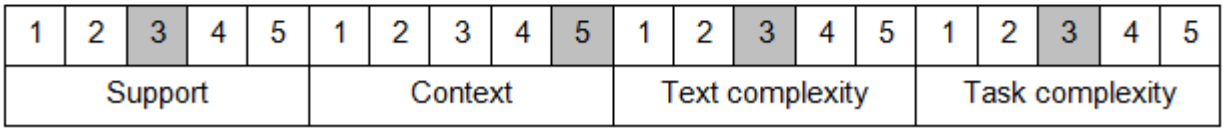
ACSF levels indicative of performance:



Performance variables:



Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

Unit Mapping Information

This unit supersedes and is equivalent to DEFCA002B Operate remote sensors to detect targets.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFMIL022 Operate remote sensors to detect targets

Modification History

Release	Comments
1	These Assessment Requirements were released in DEF Defence Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- applying operational safety
- conducting equipment maintenance
- applying fieldcraft skills including tactical movement and camouflage
- selecting the appropriate configuration and location of remote sensors
- installing and maintaining remote sensors physically
- maximising the desired coverage of hostile areas

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- characteristics and effects of hostile and friendly equipment and weapons
- nature of the threat environment
- relevant WHS constraints
- Rules of Engagement
- sensor equipment characteristics and limitations
- tactical techniques and procedures
- target recognition

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Assessment Conditions

Competency should be assessed in an actual workplace or in a simulated environment, with access to equipment and infrastructure appropriate to the outcome. Competency should be demonstrated over time to ensure the candidate is assessed across a variety of situations.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFMIL025 Operate Defence communications equipment

Modification History

Release	Comments
1	This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to DEFCA011 Operate Defence communications equipment. • Unit code updated • Content and formatting updated to comply with the new standards • All PC transitioned from passive to active voice • PC 2.1 removed • Elements 1 and 2 merged

Application

This unit describes the skills required to select, set up, inspect, operate and maintain communications equipment prior to deployment and once in location. 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. The individual will also be responsible for establishing and maintaining communications. Compliance with radio telephone procedure, including authentication procedures, is an essential part of this unit.

This unit was developed for those working as combat arms personnel required to operate communications equipment in a deployed operational environment but is applicable to any individual in this field of work.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

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Those undertaking this unit would work independently and as part of a team, under direct and/or indirect supervision. They would use discretion and judgement, and take responsibility for the quality of their outputs while performing specific tasks in a broad range of unpredictable contexts.

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

Competency Field

Military Skills

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Use communications systems and equipment	1.1 Select, inspect and test communication equipment appropriate to the task and report faults. 1.2 Set up and operate communication equipment using authorised radio telephone procedure. 1.3 Utilise communication systems to facilitate the transmission and reception of voice and data. 1.4 Acknowledge contact, confirm communication and take action as required. 1.5 Manage communication faults and deficiencies and utilise alternative communication strategies when required. 1.6 Process and record communications.
2. Maintain communications equipment	2.1 Apply fault finding techniques and conduct basic maintenance and routine servicing. 2.2 Identify faulty equipment, note for repair by completing documentation.

Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

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ACSF levels indicative of performance:

1	2	**3**	4	5	1	2	3	**4**	5	1	2	**3**	4	5	1	2	**3**	4	5	1	2	3	4	5
Learning					Reading					Writing					Oral communication					Numeracy NA					

Performance variables:

1	2	**3**	4	5	1	2	3	4	**5**	1	2	**3**	4	5	1	2	**3**	4	5
Support					Context					Text complexity					Task complexity				

Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

Unit Mapping Information

This unit supersedes and is equivalent to DEFCA011 Operate Defence communications equipment.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFMIL025 Operate Defence communications equipment

Modification History

Release	Comments
1	These Assessment Requirements were released in DEF Defence Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- identifying basic equipment faults
- operating current radio equipment, including secure equipment
- reporting communications faults and deficiencies
- using radio telephone procedure, including codes
- utilising communications systems
- setting up and operating the current in-service, secure and insecure, communications equipment
- utilising correct radio telephone procedure
- maintaining communications using alternative strategies when contact is lost

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- classified material handling procedures
- communications protocols, policy and procedures relevant to the operation of communications equipment
- composition of teams and roles and responsibility of team members
- message formats
- principles of teamwork and teams, aims and objectives
- radiation hazard (RADHAZ) awareness

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- radio telephone procedure, including the use of codes
- range of communications equipment and accessories available
- security procedures

Assessment Conditions

Competency should be assessed in an actual workplace or in a simulated environment, with access to equipment and infrastructure appropriate to the outcome. Competency should be demonstrated over time to ensure the candidate is assessed across a variety of situations.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFMIL026 Perform an individual static line parachute descent

Modification History

Release	Comments
1	This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to DEFCA012 Perform an individual static line parachute descent. • Unit code updated • Content and formatting updated to comply with the new standards • All PC transitioned from passive to active voice • PC 4.5 removed • PC 4.6 revised

Application

This unit describes the skills required to perform static line parachute descents carrying combat equipment by day or night. The addition of combat equipment adds considerable weight and bulk which affects all aspects of the descent.

This unit was developed for Defence personnel required to perform static line parachute descents carrying combat equipment in a deployed operational environment but is applicable to any individual in this field of work.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work independently and as part of a team under direct and/or indirect supervision. They would use discretion and judgement, and take responsibility for the quality of their outputs while performing specific tasks in a broad range of unpredictable contexts.

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

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Competency Field

Military Skills

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Prepare for static line parachute descent carrying combat equipment	1.1 Confirm instructions to conduct a static line parachute descent with combat equipment. 1.2 Select and fit equipment and inspect for serviceability. 1.3 Quarantine and report unserviceable equipment.
2. Complete on board aircraft procedures carrying combat equipment	2.1 Board aircraft with equipment and position and secure both self and equipment. 2.2 Communicate verbally and non-verbally with other personnel on board. 2.3 Carry out safety checks.
3. Exit from the aircraft and descend carrying combat equipment	3.1 Exit aircraft carrying combat equipment using approved techniques. 3.2 Conduct relevant drills to detect and rectify malfunctions. 3.3 Maintain situational awareness maintained during day or night descents. 3.4 Communicate verbally and non-verbally with other paratroopers as required. 3.5 Control canopy using basic flight and canopy control techniques. 3.6 Carry out in flight combat equipment drills. 3.7 Assess emergency situations and apply the correct drills to rectify the situation.
4. Land on a drop zone with combat equipment	4.1 Identify designated drop zone. 4.2 Lower combat equipment. 4.3 Apply landing and/or emergency landing techniques to land in accordance with environmental conditions. 4.4 Apply harness release and drag procedures. 4.5 Clear drop zone.
5. Complete static line post descent procedures	5.1 Review performance during the individual static line parachute descent. 5.2 Complete log card.

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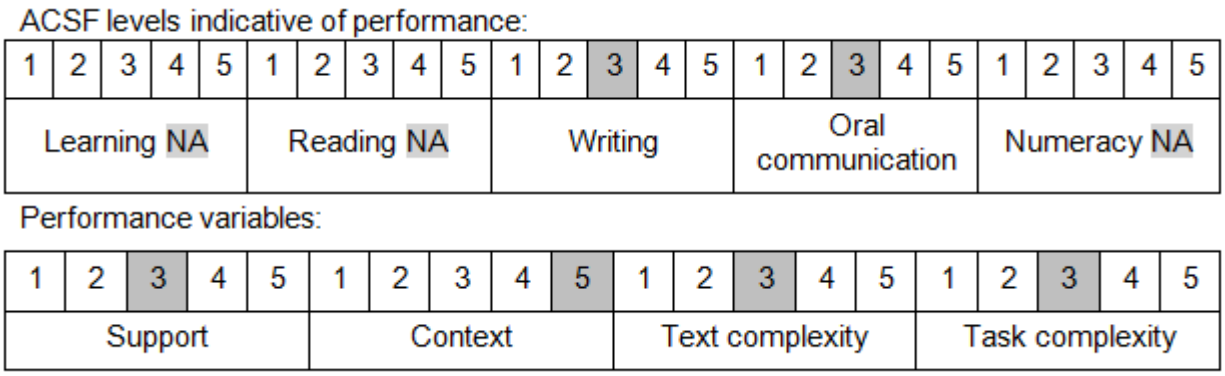
Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.



Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

Unit Mapping Information

This unit supersedes and is equivalent to DEFCA012 Perform an individual static line parachute descent.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFMIL026 Perform an individual static line parachute descent

Modification History

Release	Comments
1	These Assessment Requirements were released in DEF Defence Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- applying situational awareness during canopy flight
- using exit techniques canopy control techniques landing techniques
- carrying out basic flight drills malfunction drill
- applying harness release and drag procedures
- conducting individual safety checks
- undertaking day or night static line parachute descents while carrying combat equipment
- applying approved procedures, techniques and drills for exiting aircraft, canopy flight and landing while carrying combat equipment
- applying correct drills for emergency situations while carrying combat equipment

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- emergency situations

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Assessment Conditions

Competency should be demonstrated over time and across a range of simulated or actual workplace situations, including a number of individual static line parachute descents with combat equipment and including at least one night descent, supported by simulated malfunctions and other emergencies.

Competency must be assessed during the preparation and performance of actual static line parachute descents by day or night carrying combat equipment, although due to safety limitations, assessment of the individual's response to malfunctions and other emergencies will need to be undertaken in a simulated environment.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFMIL027 Perform a team free fall parachute descent

Modification History

Release	Comments
1	This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to DEFCA013 Perform a team free fall parachute descent. • Unit code updated. • Content and formatting updated to comply with the new standards • All PC transitioned from passive to active voice • PC 3.2 and 3.3 merged • Element 5 all PC reordered

Application

This unit describes the skills required to perform a free fall parachute descent, carrying combat equipment, as part of a team. Descents commence from an altitude below 12 000 feet above mean sea level and land on a drop zone during day and night. Team military free fall parachute descents are a method of deploying a team from an aircraft into an operational area and involve the exercise of both individual and team responsibilities.

This unit was developed for military personnel required to perform a free fall parachute descent in a deployed operational environment but is applicable to any individual in this field of work.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work as part of a team, under direct and/or indirect supervision. They would use discretion and judgement, and take responsibility for the quality of their outputs while performing specific tasks in a broad range of unpredictable contexts.

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

Competency Field

Military Skills

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Prepare for a team free fall parachute descent with combat equipment	1.1 Confirm instructions to conduct a team free fall parachute descent. 1.2 Select, fit and pack equipment and inspect for serviceability. 1.3 Quarantine and report unserviceable equipment. 1.4 Rehearse conduct of the descent with team members prior to boarding the aircraft.
2. Complete on board aircraft procedures with combat equipment	2.1 Board aircraft with equipment and position and secure self and equipment. 2.2 Communicate verbally and non-verbally with other personnel on board. 2.3 Carry out safety checks.
3. Exit from the aircraft and descend by free fall as a member of a team while carrying combat equipment	3.1 Exit the aircraft using team techniques. 3.2 Establish and maintain stability in free fall flight and recover from instability when necessary. 3.3 Establish and maintain relative position within the team. 3.4 Maintain situational awareness during day and night descents. 3.5 Carry out individual and team free fall positions and manoeuvres. 3.6 Communicate verbally and non-verbally with other paratroopers as required.
4. Control a ram air canopy descent as a member of a team while carrying combat equipment	4.1 Activate parachute to open at a designated time or height. 4.2 Conduct relevant drills to detect and rectify malfunctions and routine opening problems. 4.3 Identify team leader and team members after canopy opening during day and night descents. 4.4 Maintain team day and night descent using canopy control and manoeuvre techniques. 4.5 Conduct controllability checks and malfunction drills.

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	4.6 Assess contingency and emergency situations and apply the correct drills to rectify the situation.
5. Land on a drop zone as a member of a team while carrying combat equipment	5.1 Identify designated drop zone marking and wind indicators for day and night descents and plan target approach. 5.2 Lower combat equipment at the correct height during approach. 5.3 Apply target approach techniques to land in accordance with environmental conditions. 5.4 Complete emergency landings drills. 5.5 Apply harness release and drag procedures. 5.6 Clear drop zone without adversely affecting other team members.
6. Complete free fall post descent procedures	6.1 Review performance during team free fall parachute descent. 6.2 Complete documentation.

Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

ACSF levels indicative of performance:

1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Learning					Reading NA					Writing					Oral communication					Numeracy				

Performance variables:

1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Support					Context					Text complexity					Task complexity				

Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

Unit Mapping Information

This unit supersedes and is equivalent to DEFCA013 Perform a team free fall parachute descent.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFMIL027 Perform a team free fall parachute descent

Modification History

Release	Comments
1	These Assessment Requirements were released in DEF Defence Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- maintaining situational awareness during free fall descent and canopy flight
- using exit techniques, canopy control techniques, landing techniques
- maintaining free fall positions
- carrying out activation drills, malfunction drills, emergency drills

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- controllability checks
- effect of environmental conditions on parachuting
- contingency and emergency situations while carrying combat equipment

Assessment Conditions

Competency should be demonstrated over time and across a range of simulated or actual workplace situations involving a number of team parachute descents carrying combat equipment, supported by simulated opening problems, malfunctions and other contingencies and emergencies.

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Competency must be assessed during the preparation and performance of actual free fall parachute descents as part of a team, carrying combat equipment, although due to safety limitations, assessment of the individual's response to routine problems, malfunctions and other contingencies and emergencies will need to be undertaken in a simulated environment.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFMIL028 Navigate in remote and unmodified landscapes

Modification History

Release	Comments
1	This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to DEFCA014 Navigate in remote and unmodified landscapes. • Unit code updated • Content and formatting updated to comply with the new standards • All PC transitioned from passive to active voice

Application

This unit describes the skills required to navigate in remote and unmodified landscapes. In the context of this unit an unmodified landscape is one with few modifications to the natural surface or the natural environment so that track alignment is indistinct and signage is generally not provided. The area may include steep sections of unmodified surfaces and other difficult terrain and man-made hazards. In a military context the navigation can be conducted on foot (for example; infantry) or by vehicle (for example; armour). This unit of competency requires the individual to navigate by both day and night to a destination, within standard tolerances of accuracy, without the use of electronic navigation aids such as GPS.

This unit was developed for military personnel required to operate in remote and unmodified landscapes usually in a deployed operational environment, but is applicable to any individual who is required to navigate in remote and unmodified landscapes.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work independently and as part of a team under direct and/or indirect supervision. They would use discretion and judgement, and take responsibility for the quality of their outputs while performing specific tasks in a broad range of unpredictable contexts.

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

Competency Field

Military Skills

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Use a map	1.1 Select the type of map(s) suitable for the activity. 1.2 Identify possible sources of error and inaccuracies on the map. 1.3 Identify symbols and information contained on the map that may be used in navigation. 1.4 Identify the way in which relevant symbols and information on the map can be used in navigation.
2. Use a compass	2.1 Identify the essential features of a compass. 2.2 Use a compass to maintain a designated course. 2.3 Use a compass to reflect understanding of factors which affect accuracy.
3. Plan a route in unmodified landscapes	3.1 Apply symbols and information contained on the map to plan an efficient route/course suitable to navigation and equipment. 3.2 Obtain additional information to assist in the preparation of a navigation data sheet from the map and from other suitable sources of information. 3.3 Identify hazards and obstacles to the route. 3.4 Prepare a navigation data sheet/route card. 3.5 Identify emergency or contingency routes.
4. Navigate in unmodified landscapes	4.1 Maintain orientation of map to surroundings. 4.2 Identify possible sources of navigation error in specific locations. 4.3 Demonstrate combined use of map, compass and other techniques whilst following a route in unmodified landscapes. 4.4 Demonstrate techniques for distance estimations of travel in the absence of identifying features. 4.5 Maintain the designated course whilst bypassing hazards and obstacles.

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	4.6 Demonstrate maintenance of a course in unmodified landscapes. 4.7 Fix position accurately and regularly using a combination of appropriate navigation techniques. 4.8 Choose route for the surroundings and conditions. 4.9 Fix position and identify unknown features using navigation techniques when lost.

Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

ACSF levels indicative of performance:

1	2	**3**	4	5	1	2	**3**	4	5	1	2	3	**4**	5	1	2	3	4	5	1	2	**3**	4	5
Learning					Reading					Writing					Oral communication NA					Numeracy					

Performance variables:

1	2	**3**	4	5	1	2	3	4	**5**	1	2	**3**	4	5	1	2	**3**	4	5
Support					Context					Text complexity					Task complexity				

Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

Unit Mapping Information

This unit supersedes and is equivalent to DEFCA014 Navigate in remote and unmodified landscapes.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFMIL028 Navigate in remote and unmodified landscapes

Modification History

Release	Comments
1	These Assessment Requirements were released in DEF Defence Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- applying problem solving techniques
- maintaining a compass bearing in poor visibility and/or extreme conditions
- observing surroundings
- making decisions
- plotting a navigation route accurately and within accepted tolerances when following a route
- maintaining positional awareness
- reacting effectively to changes in the operating environment that require re-planning
- navigating both by day and night
- navigating without the use of electronic navigation aids such as GPS
- calculating speed, distance and estimating time taken

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- cartographic symbols and legends
- grid/magnetic conversion
- map and chart types
- methods for determining current location
- route planning techniques and calculations

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- factors affecting navigation techniques in extreme environmental conditions
- map types and sources of error
- use of a compass and factors that affect their accuracy
- route planning and issues that should be considered in extreme environmental conditions
- estimation of travelling times in unmodified landscape and/or difficult terrain/conditions
- techniques for estimating distance travelled in poor visibility
- back bearings and resections
- techniques to navigate around obstacles

Assessment Conditions

Competency should be demonstrated navigating a route on a minimum of three occasions; with at least two navigations being conducted at night. The route should contain a number of legs requiring one or more changes in direction.

Competency must be assessed in an area that has an unmodified landscape.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFMIL030 Use individual protective equipment in a CBRN threat environment

Modification History

Release	Comments
1	This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to DEFCA016 Use individual protective equipment in a CBRN threat environment. • Unit code updated • Content and formatting updated to comply with the new standards • All PC transitioned from passive to active voice

Application

This unit describes the skills required to prepare and utilise individual protective equipment in chemical, biological, radiological or nuclear (CBRN) threat environment. The individual will be responsible for preparing the protective equipment prior to deployment and once in location utilising the equipment to provide individual protection from a CBRN threat. Compliance with procedures, including the functional testing of the equipment, is an essential part of this unit.

This unit was developed for military personnel required to operate in CBRN threat environment usually in a deployed operational environment, but is applicable to any individual who is required to complete this type of work.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work independently and as part of a team under direct and/or indirect supervision. They would use discretion and judgement, and take responsibility for the quality of their outputs while performing specific tasks in a broad range of unpredictable contexts.

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

Competency Field

Military Skills

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Prepare respirator and protective clothing and equipment ensemble to meet CBRN threat	1.1 Identify, prepare, assemble and function test respirator and ensemble requirements. 1.2 Conduct user maintenance on respirator and ensemble. 1.3 Reject and/or report faulty equipment.
2. Plan and prepare for combat arms tasks	2.1 Use equipment to meet operational tasking and workplace requirements. 2.2 Work within a CBRN environment using authorised procedures to complete tasks including: decontamination reduction, detection of hazards. 2.3 Conduct confirmatory function testing of equipment periodically during operations.

Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

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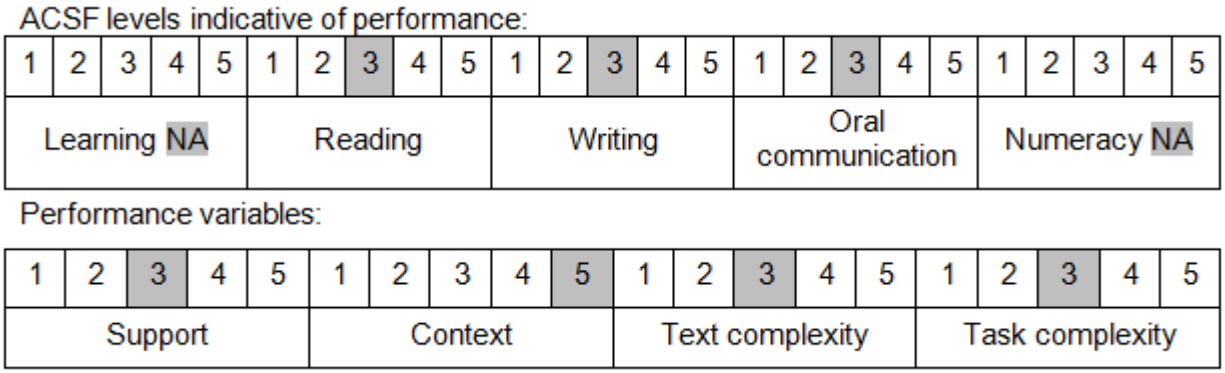

Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

Unit Mapping Information

This unit supersedes and is equivalent to DEFCA016 Use individual protective equipment in a CBRN threat environment

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFMIL030 Use individual protective equipment in a CBRN threat environment

Modification History

Release	Comments
1	These Assessment Requirements were released in DEF Defence Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- identifying, inspecting, preparing and cleaning respirator and clothing and equipment ensemble
- identifying basic equipment faults
- using respirator and ensemble
- providing reports on faulty equipment
- using authorised CBRN drills to detect threats/hazards
- carrying out decontamination hazard reduction measures
- preparing and utilising equipment to meet changes in the operating environment, changes in threat, detection of hazards and the occurrence of an CBRN incident

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- equipment preparation and handling procedures
- policy and procedures relevant to the operation of NBC equipment
- responsibilities of individuals for operating equipment
- CBRN threat awareness
- CBRN individual protective procedures
- respirator and clothing and PPE available for use

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Assessment Conditions

Competency should be demonstrated over time and across a range of simulated or actual workplace situations and is to include exposure to CS gas or a similar non-lethal chemical agent.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFMIL041 Operate and maintain an armoured vehicle

Modification History

Release	Comments
1	This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to DEFCA104 Operate and maintain an armoured vehicle. • Unit code updated • Content and formatting updated to comply with the new standards • All PC transitioned from passive to active voice • PC 1.4 removed • PC 1.1 and 1.2 revised

Application

This unit describes the skills required to operate and perform operational level maintenance on an armoured vehicle.

This unit applies to those working as combat arms soldiers, who are part of an armoured fighting vehicle crew, within an operational zone in Defence.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work as individuals and as part of an armoured vehicle crew, under direct and/or indirect supervision. They would use discretion and judgement, and take responsibility for the quality of their outputs while performing specific tasks in a broad range of unpredictable contexts.

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

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Competency Field

Military Skills

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Prepare armoured vehicle for operations	1.1 Check armoured vehicle for operation and prepare for battle. 1.2 Complete documentation and stow equipment. 1.3 Identify, report and/or rectify armoured vehicle faults.
2. Operate armoured vehicle	2.1 Apply road laws and other legislative requirements. 2.2 Drive armoured fighting vehicle and negotiate complex terrain using driving techniques. 2.3 Apply tactical operating techniques. 2.4 React to faults. 2.5 Operate vehicle communications systems. 2.6 Apply navigational techniques.
3. Conduct operator maintenance	3.1 Conduct inspections and checks to maintain armoured fighting vehicle performance. 3.2 Test, adjust or replace armoured vehicle sub systems and ancillary equipment. 3.3 Complete and store documentation.

Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

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ACSF levels indicative of performance:

1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Learning NA					Reading					Writing					Oral communication					Numeracy					

Performance variables:

1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Support					Context					Text complexity					Task complexity				

Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

Unit Mapping Information

This unit supersedes and is equivalent to DEFCA104 Operate and maintain an armoured vehicle.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFMIL041 Operate and maintain an armoured vehicle

Modification History

Release	Comments
1	These Assessment Requirements were released in DEF Defence Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- driving a vehicle
- employing relevant vehicle equipment
- using navigation techniques

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- armoured vehicle tactics, techniques and procedures
- characteristics and employment of vehicle weapon systems
- characteristics, technical capabilities, maintenance requirements and employment of vehicle communication systems
- characteristics, technical capabilities, maintenance requirements, effects, employment and limitations of vehicle
- current operational environment
- navigation techniques
- operational safety
- specific civil and military regulations relevant to the operation of the vehicle
- vehicle documentation

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Assessment Conditions

Competency should be assessed in an actual workplace or in a simulated environment, with access to equipment and infrastructure appropriate to the outcome. Competency should be demonstrated over time to ensure the candidate is assessed across a variety of situations.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFMIL042 Operate and maintain armoured vehicle weapon systems

Modification History

Release	Comments
1	This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to DEFCA105 Operate and maintain armoured vehicle weapon systems • Unit code updated • Content and formatting updated to comply with the new standards • All PC transitioned from passive to active voice • PC 1.3 removed

Application

This unit describes the skills required to operate armoured vehicle direct fire weapon systems to effectively produce fire. Direct fire weapon systems are integral to, and operated in conjunction with, armoured vehicles. Direct fire is primarily used during conventional operations to establish fire supremacy in order to destroy the enemy's will to operate. It can also be applied in accordance with the Rules of Engagement during security operations.

This unit applies to those working as combat arms soldiers working within an operational zone in Defence.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit work independently and as part of a team under direct and/or indirect supervision, use discretion and judgement, and take responsibility for the quality of their outputs. They would perform specific tasks in a broad range of unpredictable contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

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Competency Field

Military Skills

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Prepare weapon systems for operations	1.1 Prepare armoured vehicle direct fire weapon systems for the conduct of operations. 1.2 Identify in-service ammunition.
2. Operate armoured vehicle weapon systems	2.1 Operate equipment to support weapon functions. 2.2 Conduct weapon drills. 2.3 Identify, acquire and engage targets in accordance with fire control orders. 2.4 Apply effective fire.
3. Maintain armoured vehicle weapon systems	3.1 Clean weapon systems. 3.2 Maintain weapon systems. 3.3 Complete documentation.

Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

ACSF levels indicative of performance:

1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Learning NA					Reading					Writing					Oral communication					Numeracy NA				

Performance variables:

1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Support					Context					Text complexity					Task complexity				

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Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

Unit Mapping Information

This unit supersedes and is equivalent to DEFCA105 Operate and maintain armoured vehicle weapon systems.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFMIL042 Operate and maintain armoured vehicle weapon systems

Modification History

Release	Comments
1	These Assessment Requirements were released in DEF Defence Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- applying operational safety
- applying relevant WHS requirements
- carrying out weapon drills
- conducting equipment maintenance
- identifying regional armoured fighting vehicles and aircraft
- responding to fire control orders
- selecting and preparing ammunition
- using communication systems
- using equipment/instruments
- reacting instinctively to fire orders
- working as an effective member of the crew
- operating the system without a breach of safety procedures

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- armoured fighting vehicle weapons drills and procedures
- characteristics, technical capabilities, effects, employment and limitations of relevant ammunition

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- characteristics, technical capabilities, effects, employment and limitations of relevant armoured fighting vehicle weapon systems
- characteristics, technical capabilities, effects, employment and limitations of relevant equipment
- fire control orders and fire discipline
- WHS requirements
- regional armoured fighting vehicles and aircraft recognition reporting requirements and procedures associated with the operation of equipment
- safety precautions associated with the equipment

Assessment Conditions

Competency should be assessed in an actual workplace or in a simulated environment, with access to equipment and infrastructure appropriate to the outcome. Competency should be demonstrated over time to ensure the candidate is assessed across a variety of situations.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFMIL043 Supervise an armoured vehicle and crew

Modification History

Release	Comments
1	This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to DEFCA106 Supervise an armoured vehicle and crew. • Unit code updated • Content and formatting updated to comply with the new standards • All PC transitioned from passive to active voice • PC 2.1, 2.2, 2.4, 2.5 and 2.8 removed • PC 2.11 and 2.12 merged

Application

This unit describes the skills required to command, lead and manage an armoured vehicle and its crew on operations under extreme conditions in a high risk environment. Command is the authority a commander in the military service lawfully exercises over subordinates by virtue of rank or assignment.

This unit applies to combat arms soldiers working within an operational zone in Defence.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work as individuals and as part of an armoured vehicle crew, under direct and/or indirect supervision while supervising others. They would use discretion and judgement, and take responsibility for the quality of their outputs. They would perform complex tasks in a broad range of contexts that can be unpredictable.

No licensing, legislative or certification requirements apply to unit at the time of publication.

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Competency Field

Military Skills

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Prepare the armoured vehicle for operation	1.1 Assess and maintain crew competence. 1.2 Ensure crew is prepared. 1.3 Manage crew personnel administration. 1.4 Receive, interpret and accept requirement to supervise the crew, its weapons, and ancillary equipment. 1.5 Ensure vehicle is checked for serviceability and prepared for operations. 1.6 Determine and manage constraints and risks relevant to the task. 1.7 Supervise identification, handling and preparation of in service ammunition. 1.8 Determine resources required for the performance of the task. 1.9 Report identified problems/shortfalls to supervisor. 1.10 Supervise deployment of the armoured fighting vehicle into areas of operations.
2. Supervise and command the operation of the armoured vehicle	2.1 Coordinate and conduct battle procedure. 2.2 Drive the vehicle at a basic level in accordance with standing orders for vehicle operations. 2.3 Supervise crew tasks when employing the vehicle. 2.4 Apply vehicle tactical operating techniques. 2.5 Supervise the operation of the vehicle communications systems. 2.6 Assess incidents, deal with minor incidents, report major ones to manager and take appropriate actions.
3. Supervise the completion of armoured vehicle tasks	3.1 Complete and maintain documentation including reports and returns. 3.2 Supervise and ensure maintenance is conducted. 3.3 Debrief crew on completed operations.

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Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

ACSF levels indicative of performance:

1	2	**3**	4	5	1	2	**3**	4	5	1	2	**3**	4	5	1	2	**3**	4	5	1	2	3	4	5
Learning					Reading					Writing					Oral communication					Numeracy NA					

Performance variables:

1	2	3	**4**	5	1	2	3	4	**5**	1	2	3	**4**	5	1	2	3	**4**	5
Support					Context					Text complexity					Task complexity				

Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

Unit Mapping Information

This unit supersedes and is equivalent to DEFCA106 Supervise an armoured vehicle and crew.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFMIL043 Supervise an armoured vehicle and crew

Modification History

Release	Comments
1	These Assessment Requirements were released in DEF Defence Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- operating armoured fighting vehicle weapon systems and ancillary equipment
- applying the authority and responsibility for effective supervision using available resources and for planning the employment of, organising, directing, coordinating and controlling the crew in the accomplishment of assigned tasks
- liaising with staff and delivering orders

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- armoured tactics and standing operating procedures
- characteristics, technical capabilities, effects, employment and limitations of relevant:
  - ammunition
  - communications equipment
  - drive trains and sub systems
  - specialist equipment
  - weapons
- command and control procedures
- WHS requirements
- procedures and requirements in the performance of the task
- reporting requirements and procedures

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- resource allocation processes
- safety precautions associated with the task
- vehicle documentation and record compilation

Assessment Conditions

Competency should be assessed in an actual workplace or in a simulated environment, with access to equipment and infrastructure appropriate to the outcome. Competency should be demonstrated over time to ensure the candidate is assessed across a variety of situations.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFMIL061 Operate indirect fire weapons

Modification History

Release	Comments
1	This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to DEFCA201B Operate indirect fire weapons . • Unit code updated • Content and formatting updated to comply with the new standards • All PC transitioned from passive to active voice • PC 1.3 and 1.4 removed • Elements 1 and 2 merged

Application

This unit describes the skills required to safely handle, aim, fire, manoeuvre and maintain indirect fire weapons. The candidate must be thoroughly familiar with characteristics and capabilities of the weapon and competent in the application of fire in an operational environment.

This unit was developed for those working as combat arms personnel required to safely handle, aim, fire, manoeuvre and maintain indirect fire weapons in a deployed operational environment, but is applicable to any individual in this field of work.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work as part of a team, under direct supervision and receive orders that dictate all actions. They would use discretion and judgement, and take responsibility for the quality of their outputs while performing specific tasks in a broad range of unpredictable contexts.

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

Competency Field

Military Skills

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Prepare for firing	1.1 Move weapon into position. 1.2 Prepare weapon for firing. 1.3 Prepare ancillary equipment for use and operate. 1.4 Aim and adjust indirect fire weapon. 1.5 Maintain aiming calculations and recordings.
2. Fire the weapon	2.1 Handle ammunition. 2.2 Inspect ammunition visually, report defects to supervisor and quarantine defective ammunition. 2.3 Prepare ammunition selected by the supervisor. 2.4 Load and unload ammunition. 2.5 Fire weapon. 2.6 Complete misfire drills. 2.7 Unload ammunition residue or remove after firing.
3. Maintain the serviceability of the weapon	3.1 Report defects. 3.2 Conduct operating maintenance.

Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

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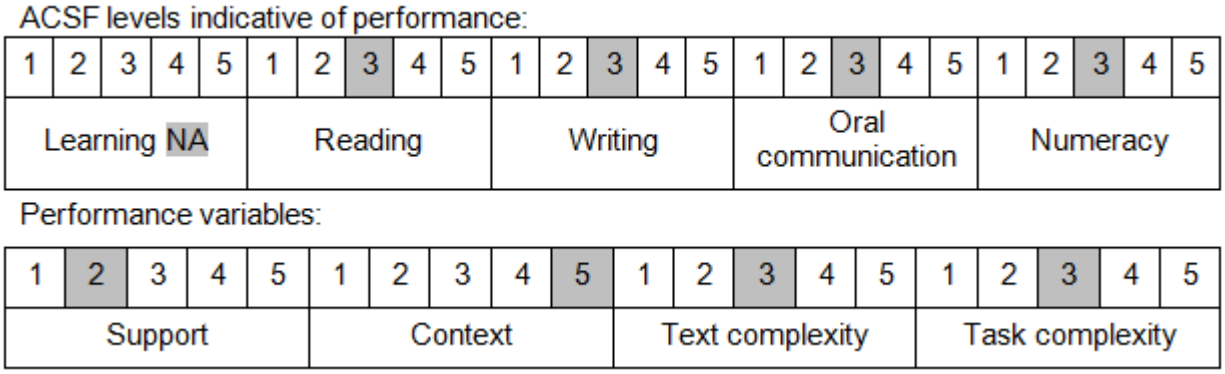

Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

Unit Mapping Information

This unit supersedes and is equivalent to DEFCA201B Operate indirect fire weapons .

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFMIL061 Operate indirect fire weapons

Modification History

Release	Comments
1	These Assessment Requirements were released in DEF Defence Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- demonstrating hand eye coordination and manual dexterity
- using communication equipment
- working in a stressful environment
- using ancillary equipment including at least one of:
  - collimator/aiming devices
  - fuse setters
  - orientation and positioning equipment
  - weapon sights
- identifying ammunition defects including at least two of:
  - corrosion
  - cracks
  - damaged packaging
  - dented cartridge cases
  - fluting of the cartridge case
  - incorrect fuse projectile combinations
  - incorrect propellants
  - proud or recessed primer
  - rust
  - weeping

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Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- characteristics and technical capabilities of the system
- WHS requirements
- safety precautions associated with the equipment

Assessment Conditions

Competency should be assessed in an actual workplace or in a simulated environment, with access to equipment and infrastructure appropriate to the outcome. Competency should be demonstrated over time to ensure the candidate is assessed across a variety of situations.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFMIL064 Destroy hostile air targets using line of sight ground based air defence weapon systems

Modification History

Release	Comments
1	This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to DEFCA204B Destroy hostile air targets using line of sight ground based air defence weapon systems. • Unit code updated • Content and formatting updated to comply with the new standards • All PC transitioned from passive to active voice • PC 1.3 removed • PC 3.1 revised

Application

This unit describes the skills required to safely handle, aim, fire, manoeuvre and maintain line of sight ground based air defence weapon systems designed to destroy hostile aircraft. The operator must be thoroughly familiar with the characteristics and capabilities of the missile system and competent in the application of fire in an operational or simulated operational environment.

This unit applies to those working as combat arms personnel required to operate line of sight ground based air defence weapon systems in a deployed operational environment.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work as part of a team and be under supervision for the whole operation except during the period of firing where the operator will be under direct control and receive orders that dictate all actions. They use discretion and judgement, and take responsibility for the quality of their outputs. They would perform specific tasks in a broad range of unpredictable contexts.

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

Competency Field

Military Skills

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Manoeuvre the weapon	1.1 Prepare line of sight ground based air defence weapon system for movement. 1.2 Position weapon as directed.
2. Prepare the weapon for firing	2.1 Handle ammunition. 2.2 Inspect ammunition visually, notify supervisor of ammunition defects and quarantine defective ammunition. 2.3 Load and unload ammunition. 2.4 Position and operate ancillary equipment.
3. Engage aerial targets	3.1 Identify aerial targets. 3.2 Request confirmation of identified aerial targets by supervisor. 3.3 Sight and track targets. 3.4 Fire weapon as ordered by supervisor. 3.5 Notify supervisor of defects with firing and take corrective action. 3.6 Initiate aim off drills on dispute of aircraft identification.
4. Maintain the serviceability of the weapon	4.1 Notify supervisor of maintenance defects. 4.2 Conduct operating maintenance.

Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

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ACSF levels indicative of performance:

1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Learning NA					Reading					Writing NA					Oral communication					Numeracy				

Performance variables:

1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Support					Context					Text complexity					Task complexity				

Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

Unit Mapping Information

This unit supersedes and is equivalent to DEFCA204B Destroy hostile air targets using line of sight ground based air defence weapon systems.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFMIL064 Destroy hostile air targets using line of sight ground based air defence weapon systems

Modification History

Release	Comments
1	These Assessment Requirements were released in DEF Defence Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- demonstrating hand eye coordination and manual dexterity
- recognising aerial targets appropriately
- using binoculars
- identifying the number of aerial targets specified by CATC
- tracking and engaging targets using very short range air defence systems and short range air defence systems

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- aircraft types
- characteristics, technical capabilities of the system
- characteristics of a range of aerial targets likely to be encountered
- methods of range estimation
- WHS requirements
- safety precautions associated with the equipment

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Assessment Conditions

Competency should be assessed in an actual workplace or in a simulated environment, with access to equipment and infrastructure appropriate to the outcome. Competency should be demonstrated over time to ensure the candidate is assessed across a variety of situations.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFMIL065 Observe targets and direct single asset firepower on a single target

Modification History

Release	Comments
1	This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to DEFCA205B Observe targets and direct single asset firepower on a single target. • Unit code updated • Content and formatting updated to comply with the new standards • All PC transitioned from passive to active voice • PC 3.1 and 3.2 merged

Application

This unit describes the skills required to observe targets remotely from the firepower locations and to direct firepower to destroy/neutralise a single target. Firepower will normally be limited to the following assets:

- small arms
- indirect weapons

This unit applies to those working as combat arms personnel required to observe targets and to direct firepower to destroy/neutralise a single target in a deployed operational environment.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work as part of a team under direct and/or indirect supervision. While this work will be undertaken as part of a team and under the commander's direction, the capacity to act independently may also be required should communications with the commander breakdown. They would use discretion and judgement, and take responsibility for the quality of their outputs while performing specific tasks in a broad range of unpredictable contexts.

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

Competency Field

Military Skills

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Occupy and prepare a location	1.1 Occupy an appropriate vantage point and maintain concealment throughout the operation. 1.2 Establish occupied position. 1.3 Establish reference points and document information. 1.4 Observe and monitor possible threats so that an appropriate plan of action can be prepared by relevant authority.
2. Plan the engagement of firepower	2.1 Establish target location via a grid reference. 2.2 Determine altitude of the target from the map. 2.3 Determine direction from the observer to the target by compass or laser. 2.4 Describe target to command post. 2.5 Determine type and number of weapons. 2.6 Maintain communications with stakeholders throughout the operation and monitor personnel safety.
3. Direct fire on a target	3.1 Transmit planning information and direction to fire to the command post. 3.2 Conduct target analysis after impact and refer to supervisor where appropriate. 3.3 Provide adjustment and advice to terminate as required. 3.4 Maintain records.
4. Withdraw from an occupied location	4.1 Recondition occupied position and remove all evidence of occupation. 4.2 Withdrawal from the occupied position.

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Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

ACSF levels indicative of performance:

1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Learning NA					Reading					Writing					Oral communication					Numeracy				

Performance variables:

1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Support					Context					Text complexity					Task complexity				

Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

Unit Mapping Information

This unit supersedes and is equivalent to DEFCA205B Observe targets and direct single asset firepower on a single target.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFMIL065 Observe targets and direct single asset firepower on a single target

Modification History

Release	Comments
1	These Assessment Requirements were released in DEF Defence Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- maintaining situational awareness
- recognising without exceeding own level of authority

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- characteristics, technical capabilities, effects, employment and limitations of weapons and weapon platforms
- communication procedures
- reporting requirements and procedures for multi-agency operations
- safety associated with the operations
- safety distances for various situations

Assessment Conditions

Competency should be assessed in an actual workplace or in a simulated environment, with access to equipment and infrastructure appropriate to the outcome. Competency should be demonstrated over time to ensure the candidate is assessed across a variety of situations.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFMIL066 Observe targets and direct multi asset firepower on multiple targets

Modification History

Release	Comments
1	This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to DEFCA206B Observe targets and direct multi asset firepower on multiple targets. • Unit code updated • Content and formatting updated to comply with the new standards • All PC transitioned from passive to active voice • PC 3.2 removed

Application

This unit describes the skills required to observe targets remotely from the firepower locations and to provide advice so that firepower can be employed to engage targets. Firepower will normally be limited to the following assets:

- small arms
- indirect weapons

This unit applies to those working as combat arms personnel required to observe targets and to direct multi-asset firepower to destroy/neutralise multiple targets in a deployed operational environment.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work as part of a team under direct and/or indirect supervision. While this work will be undertaken as part of a team and under the commander's direction, the individual must also have the authority to act independently. They would use discretion and judgement, and take responsibility for the quality of their outputs while performing specific tasks in a broad range of unpredictable contexts.

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

Competency Field

Military Skills

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Occupy and prepare a location	1.1 Occupy an appropriate vantage point and maintain concealment throughout the operation. 1.2 Establish occupied position. 1.3 Establish reference points and document information. 1.4 Observe and monitor possible threats so that an appropriate plan of action can be prepared by relevant authority.
2. Plan the engagement of firepower	2.1 Interpret received advice on overall operational plan that will inform the planning process. 2.2 Transmit warning order for intent of operations to the command post. 2.3 Send request to the command post for resources outside own organisation when required. 2.4 Establish and record target data. 2.5 Calculate rate of movement of own personnel from available data. 2.6 Calculate resources for effective fire on targets and rates of fire. 2.7 Prioritise targets. 2.8 Develop and transmit schedule to the command post or liaise directly with other agency to organise engagement schedule.
3. Monitor fire on target	3.1 Maintain communications with stakeholders throughout the operation. 3.2 Complete target analysis after impact and if required refer to agency command centre. 3.3 Amend schedule after analysis as required, and transmit to the command post. 3.4 Provide advice to terminate as required.

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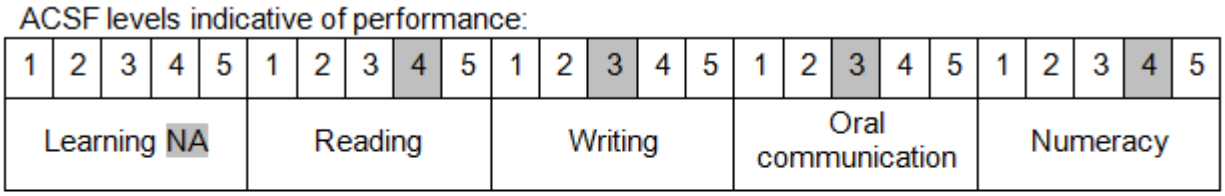
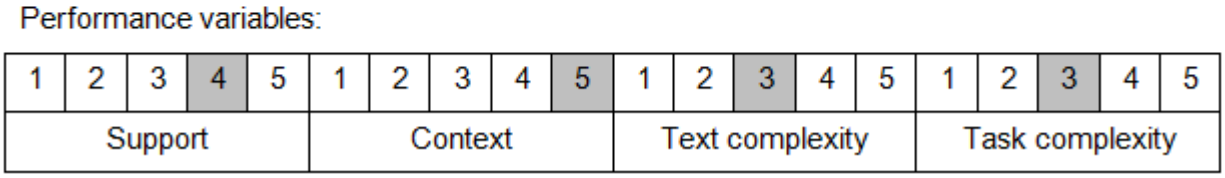
	3.5 Maintain records.
4. Withdraw from an occupied location	4.1 Recondition occupied position and remove all evidence of occupation. 4.2 Withdraw from the occupied position.

Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.





Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

Unit Mapping Information

This unit supersedes and is equivalent to DEFCA206B Observe targets and direct multi asset firepower on multiple targets.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFMIL066 Observe targets and direct multi asset firepower on multiple targets

Modification History

Release	Comments
1	These Assessment Requirements were released in DEF Defence Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- allocating appropriate resources to the operation
- maintaining situational awareness
- providing reports and appropriate documentation
- maintaining awareness of safety of friendly personnel at all times
- recognising without exceeding own level of authority

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- characteristics, technical capabilities, effects, employment and limitations of weapons and weapon platforms
- communication procedures
- reporting requirements and procedures for multi-agency operations
- safety associated with the operations
- safety distances for various situations

Assessment Conditions

Competency should be assessed in an actual workplace or in a simulated environment, with access to equipment and infrastructure appropriate to the outcome. Competency should be demonstrated over time to ensure the candidate is assessed across a variety of situations.

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Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFMIL068 Select sites for deployment in a threat environment

Modification History

Release	Comments
1	This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to DEFCA209B Select sites for deployment in a threat environment. • Unit code updated • Content and formatting updated to comply with the new standards • All PC transitioned from passive to active voice

Application

This unit describes the skills required to select a work site in a threat environment through an independent reconnaissance to determine the most suitable location for deployment.

This unit applies to combat arms personnel required to select sites for deployment in an operational environment.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would normally work within a team providing protection from possible threats, but also must be prepared to act independently. They use discretion and judgement, and take responsibility for the quality of their outputs. They would perform specific tasks in a broad range of unpredictable contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Competency Field

Military Skills

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Prepare for site selection	1.1 Confirm orders with supervisor. 1.2 Prepare a reconnaissance plan. 1.3 Select equipment and check for serviceability.
2. Select sites	2.1 Review possible sites from appropriate areas. 2.2 Evaluate possible sites for suitability. 2.3 Select most suitable site and record relevant data. 2.4 Conduct post-site selection activities.

Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

ACSF levels indicative of performance:

1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Learning NA					Reading NA					Writing					Oral communication					Numeracy				

Performance variables:

1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Support					Context					Text complexity					Task complexity				

Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

Unit Mapping Information

This unit supersedes and is equivalent to DEFCA209B Select sites for deployment in a threat environment.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFMIL068 Select sites for deployment in a threat environment

Modification History

Release	Comments
1	These Assessment Requirements were released in DEF Defence Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- calculating mathematical data
- navigating
- using communications systems
- working in a team environment
- recording data accurately

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- characteristics and capabilities of the equipment to be deployed
- use of an appreciation process

Assessment Conditions

Competency should be assessed in an actual workplace or in a simulated environment, with access to equipment and infrastructure appropriate to the outcome. Competency should be demonstrated over time to ensure the candidate is assessed across a variety of situations.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFMIL070 Observe targets and engage with joint asset firepower from any agency

Modification History

Release	Comments
1	This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to DEFCA212 Observe targets and engage with joint asset firepower from any agency. • Unit code updated • Content and formatting updated to comply with the new standards • All PC transitioned from passive to active voice • PC 3.3 removed

Application

This unit describes the skills required to observe targets remotely from the firepower locations and to provide advice so that single or multi-agency firepower can be employed to engage target/s. Agencies may include armour, artillery, coalition forces, close air support, helicopters, mortars, naval gun support, and tactical unmanned aerial vehicle.

While this work will be undertaken as part of a team and under the commander's direction, the capacity to act independently may also be required should communications with the commander breakdown.

This unit applies to combat arms personnel required to observe targets and to direct joint asset firepower from any agency to destroy/neutralise multiple targets in a deployed operational environment.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

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Those undertaking this unit would typically work as part of a team under direct and/or indirect supervision, but also must be prepared to act independently. They use discretion and judgement, and take responsibility for the quality of their outputs. They would perform routine tasks in a broad range of unpredictable contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Competency Field

Military Skills

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Occupy and prepare a location	1.1 Occupy an appropriate vantage point and maintain concealment throughout the operation. 1.2 Establish occupied position. 1.3 Establish reference points and document information. 1.4 Observe and monitor possible threats so an appropriate plan of action can be prepared.
2. Plan the engagement of firepower	2.1 Transmit a warning order for intent of operations to the command post. 2.2 Use advice on overall operational plan to inform the planning process. 2.3 Make requests for resources outside own organisation to the command post when required. 2.4 Establish and record target data. 2.5 Calculate rate of movement of own personnel from available data. 2.6 Calculate resources for effective fire on targets and rates of fire. 2.7 Prioritise targets. 2.8 Develop and transmit schedule to the command post or liaison with other agency to organise engagement schedule.
3. Monitor fire on target	3.1 Communicate directly with other agencies to coordinate engagement procedures. 3.2 Maintain communications with stakeholders throughout operation.

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	3.3 Complete target analysis after impact and if necessary, refer to appropriate agency command centre. 3.4 Provide advice to terminate as required. 3.5 Maintain records.
4. Withdraw from an occupied location	4.1 Recondition occupied position and remove all evidence of occupation. 4.2 Conduct a secure withdrawal from the occupied position.

Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

ACSF levels indicative of performance:

1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
Learning NA	Reading NA	Writing	Oral communication	Numeracy

Performance variables:

1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
Support	Context	Text complexity	Task complexity

Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

Unit Mapping Information

This unit supersedes and is equivalent to DEFCA212 Observe targets and engage with joint asset firepower from any agency.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFMIL070 Observe targets and engage with joint asset firepower from any agency

Modification History

Release	Comments
1	These Assessment Requirements were released in DEF Defence Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- allocating appropriate resources to the operation
- interpreting orders
- maintaining situational awareness
- providing reports and appropriate documentation
- working in a team
- maintaining awareness of safety of friendly personnel at all times
- recognising but not exceed own level of authority

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- characteristics, technical capabilities, effects, employment and limitations of weapons and weapon platforms
- communication procedures
- reporting requirements and procedures for multi-agency operations
- safety associated with the operations
- standard procedures and special requirements
- teamwork principles

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Assessment Conditions

Competency should be assessed in an actual workplace or in a simulated environment, with access to equipment and infrastructure appropriate to the outcome. Competency should be demonstrated over time to ensure the candidate is assessed across a variety of situations.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFMIL071 Supervise the destruction of hostile air targets using line of sight ground based AD weapon systems

Modification History

Release	Comments
1	This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to DEFCA213 Supervise the destruction of hostile air targets using line of sight ground based air defence weapon systems. • Unit code updated • Content and formatting updated to comply with the new standards • All PC transitioned from passive to active voice

Application

This unit describes the skills required to supervise and control all aspects of the operation of a direct fire ground based missile system designed to destroy hostile aircraft. It is specifically written for visual range ground based air defence weapon systems. The control of the ground based missile system requires target interrogation, analysis, engagement and decision making based on tactical information, situational awareness and observed target activity.

This unit applies to combat arms personnel involved in the operation of a direct fire ground based missile system in a deployed operational environment.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work under the commander’s direction, however they must be able to act independently. They use discretion and judgement, and take responsibility for the quality of their outputs. They would perform specific tasks in a broad range of unpredictable contexts.

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No licensing, legislative or certification requirements apply to unit at the time of publication.

Competency Field

Military Skills

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Prepare and deploy	1.1 Determine and organise resources required for the performance of the task in accordance with orders. 1.2 Report identified problems/shortfalls to immediate supervisor. 1.3 Move to a directed location and maintain concealment, in accordance with orders. 1.4 Deploy ground based air defence system in accordance with orders. 1.5 Establish and integrate system and check for functionality.
2. Control the engagement of targets	2.1 Analyse advice on the operational situation to inform the engagement process. 2.2 Direct and control ground based air defence system operations in accordance with orders. 2.3 Transmit operational data to the command post. 2.4 Rectify minor incidents. 2.5 Report major incidents beyond own level of authority or competence to manager/s and take action as directed.
3. Conduct maintenance	3.1 Supervise operator maintenance activities. 3.2 Perform maintenance activities.
4. Redeploy	4.1 Prepare for redeployment. 4.2 Move from one directed location to another in accordance with orders.

Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

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ACSF levels indicative of performance:

1	2	3	**4**	5	1	2	**3**	4	5	1	2	**3**	4	5	1	2	**3**	4	5	1	2	3	4	5
Learning					Reading					Writing					Oral communication					Numeracy NA					

Performance variables:

1	2	3	**4**	5	1	2	3	4	**5**	1	2	**3**	4	5	1	2	**3**	4	5
Support					Context					Text complexity					Task complexity				

Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

Unit Mapping Information

This unit supersedes and is equivalent to DEFCA213 Supervise the destruction of hostile air targets using line of sight ground based air defence weapon systems.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFMIL071 Supervise the destruction of hostile air targets using line of sight ground based AD weapon systems

Modification History

Release	Comments
1	These Assessment Requirements were released in DEF Defence Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- communicating effectively
- interpreting orders, instructions and directions
- managing a small team
- operating communication equipment
- recognising aerial targets
- recognising own level of authority
- identifying correctly a number of different types of aerial targets
- prioritising targets in a high intensity situation encountered in a threat environment
- directing fire in a clear and concise manner
- taking appropriate action in the event of misfire and cancelling missile in flight

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- airspace control measures
- characteristics, technical capabilities, effects and limitations of air defence systems
- communication networks
- ground based air defence command structure
- principles of camouflage

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- radar principles
- relevant WHS requirements

Assessment Conditions

Competency should be assessed in an actual workplace or in a simulated environment, with access to equipment and infrastructure appropriate to the outcome. Competency should be demonstrated over time to ensure the candidate is assessed across a variety of situations.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Confidential Content

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DEFMIL083 Collect environmental information

Modification History

Release	Comments
1	This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to DEFCA310B Collect environmental information. • Unit code updated • Content and formatting updated to comply with the new standards • All PC transitioned from passive to active voice • PC 2.1 removed • PC 1.4 and 2.2 merged • Elements 1 and 2 merged

Application

This unit describes the skills required to collect meteorological, hydrographic, geospatial and geological information for an area.

This unit was developed for combat engineer personnel required to collect environmental information for an area in a deployed operational environment, but is applicable to any individual in this field of work.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would typically work as part of a team under direct supervision. They use discretion and judgement, and take responsibility for the quality of their outputs while performing routine tasks in a broad range of unpredictable contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

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Competency Field

Military Skills

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Plan, prepare and collect information and data	1.1 Identify, interpret and confirm requirement to collect information from instructions. 1.2 Determine appropriate collection methods. 1.3 Develop collection plan and consult with supervisor. 1.4 Identify resources allocated for the task. 1.5 Identify, source and collect information and data in accordance with the plan.
2. Record and report information	2.1 Record information in the organisational format. 2.2 Communicate information to a higher authority. 2.3 Disseminate information as directed by supervisor. 2.4 Complete and maintain documentation and records.

Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

ACSF levels indicative of performance:

1	2	3	4	5	1	2	**3**	4	5	1	2	**3**	4	5	1	2	**3**	4	5	1	2	**3**	4	5
Learning NA					Reading					Writing					Oral communication					Numeracy				

Performance variables:

1	2	**3**	4	5	1	2	3	4	**5**	1	2	**3**	4	5	1	2	**3**	4	5
Support					Context					Text complexity					Task complexity				

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Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

Unit Mapping Information

This unit supersedes and is equivalent to DEFCA310B Collect environmental information.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFMIL083 Collect environmental information

Modification History

Release	Comments
1	These Assessment Requirements were released in DEF Defence Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- analysing information and data
- communicating information and data
- conducting research
- using questioning techniques
- conducting tactical and technical reconnaissance
- taking measurements using a laser range finder, tape measure, ruler
- using communications equipment
- using global positioning systems
- using optical enhancement tools such as binoculars
- collecting information and data that is relevant and appropriate to the specific operation

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- basic research and analysis techniques
- collection methods
- communication requirements and equipment
- indigenous inhabitants and culture
- intelligence cycle – direction, collection, processing and dissemination
- legal responsibilities

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- navigation
- operational environment
- relevant legislation and procedures in relation to environmental requirements
- relevant WHS regulations/requirements, equipment, material and personal safety requirements
- site, personnel and information security
- terrain types and terrain analysis
- urban and rural demographics
- weather effects

Assessment Conditions

Competency should be assessed in an actual workplace or in a simulated environment, with access to equipment and infrastructure appropriate to the outcome. Competency should be demonstrated over time to ensure the candidate is assessed across a variety of situations.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFMIL084 Operate an inland tug boat

Modification History

Release	Comments
1	This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to DEFCA328B Operate an inland tug boat. • Unit code updated • Content and formatting updated to comply with the new standards • All PC transitioned from passive to active voice

Application

This unit describes the skills required to operate an inland tug boat, specifically a purpose built motorised vessel up to ten metres in length capable of manoeuvring pontoons and rafts, with a maximum of five crew. It covers the operation of the tug while towing/pushing unloaded pontoons of up to thirty ton. The watercraft will normally be driven in an environment of protected or inland waterways, while conducting a range of tasks including transporting personnel and/or equipment.

While the technical aspects of this competency are concerned with ‘operating a boat’, the specialisation of the skill, and safety issues associated with waterborne operations confer additional responsibilities upon the operator.

To operate an inland tug boat, relevant state/territory and Commonwealth licensing requirements must be met.

This unit was developed for combat engineer personnel required to operate an inland tug boat in a deployed operational environment, but is applicable to any individual in this field of work.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

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The individual will usually operate the boat independently or under indirect supervision and may command a crew of up to five persons. The individual must demonstrate sound judgement in the use of authority, and where possible, work within the existing lines of authority. They use discretion and judgement, and take responsibility for the quality of their outputs while performing routine tasks in a broad range of unpredictable contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Competency Field

Military Skills

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Prepare for tug boat operations	1.1 Interpret operating instructions to determine the task, the cargo, the destination and route, and compile navigation data. 1.2 Check cargo weight is within the safe operating limit of the craft and complete manifests to ensure passengers and cargo are safe to move. 1.3 Check equipment for serviceability and replace or reject and report unserviceable items. 1.4 Conduct shore preparation and prepare watercraft for launch and watercraft operations. 1.5 Select and wear personal protective equipment.
2. Drive tug boat	2.1 Brief passengers and crew on safety issues prior to embarking. 2.2 Launch tug in accordance with local conditions. 2.3 Load and trim tug to ensure safety of crew and craft. 2.4 Drive tug consistent with hazards and environmental conditions. 2.5 Provide directions to passengers in order to maintain safety and efficient boat operation. 2.6 Conduct contingency and emergency drills to minimise threat to personnel and equipment.
3. Manoeuvre pontoon using tug boat	3.1 Direct crew to assist with securing and manoeuvring of pontoon. 3.2 Capture, secure and control uncontrolled pontoons. 3.3 Manoeuvre and assemble pontoons.

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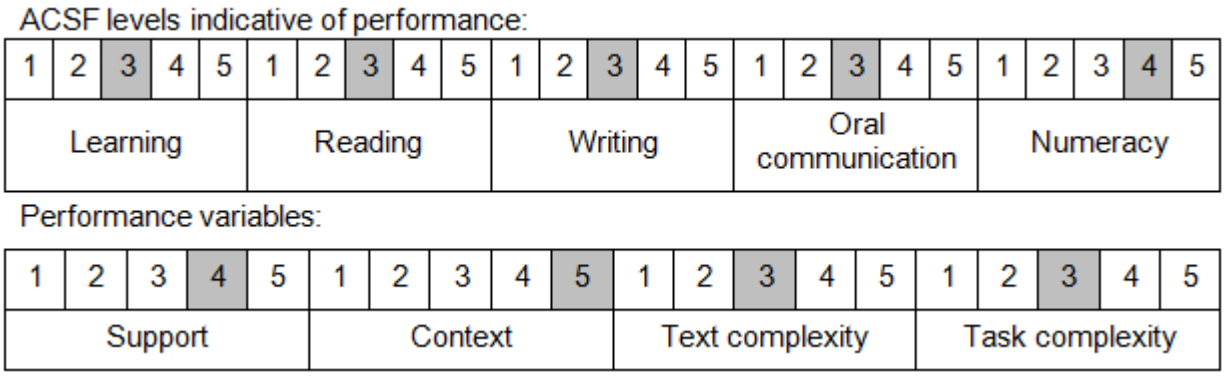
	3.4 Comply with supervisor's directions/commands to control the movement and momentum of the pontoon.
4. Recover and restore tug boat	4.1 Disembark personnel and unload equipment. 4.2 Recover tug from a ramp or expedient landing site. 4.3 Check tug and associated equipment for serviceability, clean and service, report defects and complete documentation. 4.4 Complete debriefings. 4.5 Complete post activity reports and documentation.

Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.



Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

Unit Mapping Information

This unit supersedes and is equivalent to DEFCA328B Operate an inland tug boat.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFMIL084 Operate an inland tug boat

Modification History

Release	Comments
1	These Assessment Requirements were released in DEF Defence Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- applying launch and recovery procedures
- applying pre start, start and stop procedures
- calculating and record number and weight of passengers, stores and equipment
- capturing and controlling free launched pontoons without damage to equipment
- monitoring hazards and applying safety principles to operations
- reading and interpreting navigation charts
- using clear interpersonal communication as operator of the vessel
- using communications equipment
- using knots and lashings to secure watercraft
- providing directions to personnel within the boat concerning specific safety matters such as seating, movement and actions on incidents such as ‘man overboard’ and ‘capsize’
- managing the contingency and emergency drills:
  - abandon ship drills
  - action on capsize
  - diagnosing and rectifying minor engine faults
  - fire drills
  - man overboard drills
  - propeller replacement
  - towing vessels
  - use of improvised rudder
  - use of oars/improvised oars

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- manoeuvring a pontoon, with a minimum weight of five ton, by:
  - towing
  - pushing
  - effectively directing crew

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- anchorage methods and systems
- applicable statutory waterways rules for watercraft operation
- boat orders
- boat specific safety requirements and fire suppressant system
- complete equipment schedule list and locations
- controls and indicators
- effects of water moving over objects and obstacles
- emergency procedures
- environmental hazards of refuelling over water
- forces acting on boats
- hasty buoyancy/floatation calculations
- launch and recovery procedures
- legal responsibilities
- methods for towing/pushing pontoons
- methods of connection/securing to pontoons
- night operation constraints
- operating boundaries
- pre start, start, stop procedures

Assessment Conditions

Competency should be demonstrated over a time frame that allows for the preparation, launch, recovery, driving and maintenance of watercraft under a range of water operating conditions carrying personnel and cargo.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFMIL085 Construct equipment bridging

Modification History

Release	Comments
1	This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to DEFCA312B Construct equipment bridging. • Unit code updated • Content and formatting updated to comply with the new standards • All PC transitioned from passive to active voice • PC 1.10 removed

Application

This unit describes the skills required to facilitate the movement of personnel, vehicles, cargo and equipment through bridging. Equipment bridging is constructed from designed and certified bridge modules and parts to provide a temporary or permanent bridge over a gap.

Bridges will normally be constructed on a temporary basis under field conditions to meet the operational need to provide a crossing point over a gap for personnel and equipment. When the crossing is no longer required the bridge is either recovered to storage or redeployed to another crossing.

This unit applies to combat engineer personnel who are required to construct and recover gap crossing bridging equipment in a deployed operational environment.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work independently and lead a team. They use discretion and judgement, and take responsibility for the quality of their outputs. They would perform routine tasks in a broad range of unpredictable contexts.

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No licensing, legislative or certification requirements apply to unit at the time of publication.

Competency Field

Military Skills

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Prepare and plan for gap crossing	1.1 Receive and process requirement and confirm with higher authority as necessary. 1.2 Identify resource availability and serviceability and determine constraints. 1.3 Conduct site survey, risk and environmental assessment. 1.4 Select suitable bridge design based on site survey and available resources. 1.5 Develop construction/dismantle plan in accordance with design, resources, risks and environmental considerations. 1.6 Refer problems that cannot be resolved locally to higher authority for resolution. 1.7 Confirm and monitor competence of team members. 1.8 Brief construction team. 1.9 Liaise with outside agencies.
2. Construct gap crossing	2.1 Direct and supervise construction team. 2.2 Recognise and respond to unexpected situations that require a quick and decisive response. 2.3 Check security, alignment and stability. 2.4 Organise and direct support from outside agencies. 2.5 Provide technical advice to higher authority or support agencies. 2.6 Maintain gap crossing site and gap crossing.
3. Dismantle gap crossing and refurbish site and equipment	3.1 Direct and supervise construction team in accordance with dismantle plan. 3.2 Recover, clean and maintain gap crossing equipment, tools and materials. 3.3 Store or redeploy gap crossing equipment, tools and materials. 3.4 Refurbish site in accordance with environmental requirements.

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	3.5 Complete documentation. 3.6 Conduct post activity analysis and make recommendations.

Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

ACSF levels indicative of performance:

1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Learning					Reading					Writing					Oral communication					Numeracy					

Performance variables:

1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Support					Context					Text complexity					Task complexity				

Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

Unit Mapping Information

This unit supersedes and is equivalent to DEFCA312B Construct equipment bridging.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFMIL085 Construct equipment bridging

Modification History

Release	Comments
1	These Assessment Requirements were released in DEF Defence Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- commanding and controlling situations and people
- managing resources
- operating optical levelling and surveying devices
- producing design/plans
- producing written and verbal reports
- recording and processing data and information
- taking and recording accurate measurements
- leading a team to construct, maintain and dismantle a multi span bridging of not less than thirty metres made from modularised or improvised means

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- anchorages
- booming procedures and centre of gravity
- equipment bridge design features/requirements:
  - site requirements (reconnaissance):
    - location
    - gap width, depth, obstacles, etc.
    - current and direction

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    - angle of repose
    - abutment design or enhancement
    - soils testing and compaction methods
    - routes in/out
  - parts
  - specifications
  - user manual,
  - material handling equipment requirements and support
  - construction sequence
  - designed traffic/load (MLC/tonnage)
  - above ground or surface (stepped abutment)
- equipment bridge types:
  - medium girder bridge (MGB)
  - air portable bridge (APB)
  - rapid emplacement bridge (REB)
  - line of communication bridge (LOC)
  - bailey bridge, acrow bridge (FMB)
- jacking system
- mathematics to a level necessary to meet all design and construction requirements
- types of bridge category:
  - single span, multi span,
  - simply supported or continuous
- variations in construction sequences:
  - restricted sites
  - floating piers
  - multiple piers

Assessment Conditions

Competency should be assessed in an actual workplace or in a simulated environment, with access to equipment and infrastructure appropriate to the outcome. Competency should be demonstrated over time to ensure the candidate is assessed across a variety of situations.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFMIL086 Supervise engineering operations

Modification History

Release	Comments
1	This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to DEFCA315B Supervise engineering operations. • Unit code updated • Content and formatting updated to comply with the new standards • All PC transitioned from passive to active voice • PC 1.6 and 2.3 removed

Application

This unit describes the skills required to command, lead and manage an engineering organisation of up to thirty personnel on operations. Command is the authority a commander in the military service lawfully exercises over subordinates by virtue of rank or assignment.

It includes the skills and knowledge required to lead and manage under extreme conditions in a high risk environment. It therefore requires individuals to be incisive in a fluid and demanding environment, to act independently, and to lead by example.

This unit applies to land engineering personnel required to deploy in an operational environment.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work independently and lead a team under direct and/or indirect supervision. They use discretion and judgement, and take responsibility for the quality of their outputs. They would perform routine tasks in a broad range of unpredictable contexts.

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No licensing, legislative or certification requirements apply to unit at the time of publication.

Competency Field

Military Skills

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Prepare and plan for engineering operations	1.1 Confirm and maintain competence of subordinates. 1.2 Maintain personnel administration. 1.3 Receive and clarify orders to determine commander's intent. 1.4 Determine and manage constraints and risks relevant to the task. 1.5 Assemble appropriate resources for the task and report any shortfalls that limit capability to the chain of command. 1.6 Make planning decisions based on a logical process to solve operational problems. 1.7 Conduct battle procedures.
2. Conduct engineering operations	2.1 Prepare and deliver orders. 2.2 Direct and supervise subordinates. 2.3 Organise and direct support from outside agencies.
3. Finalise engineering operations	3.1 Conduct debriefs. 3.2 Conduct post activity analysis and make recommendations. 3.3 Recondition, replace or return equipment, stores and ammunition. 3.4 Complete documentation. 3.5 Monitor subordinates' health and wellbeing and take appropriate action.

Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

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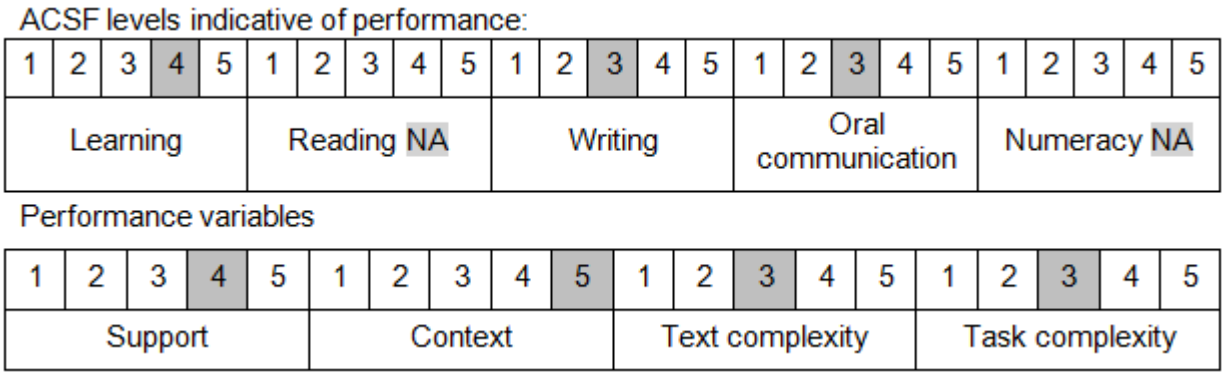

Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

Unit Mapping Information

This unit supersedes and is equivalent to DEFCA315B Supervise engineering operations.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFMIL086 Supervise engineering operations

Modification History

Release	Comments
1	These Assessment Requirements were released in DEF Defence Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- demonstrating combat engineer skills
- developing instructions from given orders
- drawing simple construction plans
- operating Global Positioning System (GPS)
- operating weapons
- conducting simple levelling for construction tasks
- supervising subordinates
- writing reports
- supervising general construction of pre designed timber structures, sandbag walls, obstacles, expedient structures and field defences using techniques, including:
  - construction design and plans
  - excavation
  - revetment
  - basic carpentry
  - concreting
- designing and using field machines (including at least one of: slings, gyns, derricks and sheers) to move a load of at least three tonne
- supervising search of:
  - an occupied building
  - an unoccupied building
  - a vehicle (may include aircraft, boat, truck, train etc.)

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  - route (road)
  - area
- liaising with a higher authority (search advisor, cordon commander, police, explosive ordnance disposal)
- supervising offensive, defensive and security tasks (including patrolling, attacking or withdrawing) involving activities such as:
  - navigation (day, night, vehicle, foot)
  - tracking and patrolling
  - employment of unit weapon systems:
  - individual weapons
  - crew served weapons
  - direct fire support weapons
  - communications
  - living in the field

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- combat communications
- combat engineer skill sets and equipment
- chemical, biological, radiological and nuclear warfare (CBRN)
- combat skills
- emergency response engineering
- geometric engineering
- legal and organisational requirements in relation to environmental requirements and Rules of Engagement
- risk assessment techniques

Assessment Conditions

Competency should be assessed in an actual workplace or in a simulated environment, with access to equipment and infrastructure appropriate to the outcome. Competency should be demonstrated over time to ensure the candidate is assessed across a variety of situations.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFMIL087 Supervise the construction of short term roads or tracks

Modification History

Release	Comments
1	This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to DEFCA316B Supervise the construction of short term roads or tracks. • Unit code updated • Content and formatting updated to comply with the new standards • All PC transitioned from passive to active voice • PC 1.13 removed • Element 1 reworded

Application

This unit describes the skills required to plan and direct the construction and to ensure the maintenance of a short-term road or track. It includes repairs to all weather dirt roads to prepare them for sealing without additional construction and repairs, that would normally involve:

- potholes that cause the slowing of traffic
- removal and replacement of culverts emergency repairs to bomb damaged airfield runway, taxi-way and hard standings
- small scale stabilisation tasks
- construction of short distance emergency bypass routes
- expedient roadways

This unit applies to combat engineer personnel who are required to plan and direct the construction and to ensure the maintenance of, a short term road or track in a deployed operational environment.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

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Those undertaking this unit would work independently and lead a team under direct and/or indirect supervision. They use discretion and judgement, and take responsibility for the quality of their outputs. They would perform complex tasks in a broad range of unpredictable contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Competency Field

Military Skills

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Plan road or track construction	1.1 Interpret road requirements and restrictions from instructions, expected time frame for usage and likely weather conditions. 1.2 Seek assistance to survey road location. 1.3 Survey water courses and other ground obstacles and note their impact on road design. 1.4 Plan crossing or entry points for other roads and tracks. 1.5 Investigate soil conditions to establish profile to sub-base level. 1.6 Plan extent and depth of clearing and cutting. 1.7 Plan soil dumping or storage areas to accommodate volume of soil to be removed, access and restoration. 1.8 Develop construction plan in accordance with design, resources, risks and environmental considerations. 1.9 Confirm availability of required road base and additional material. 1.10 Confirm and monitor competence of team members. 1.11 Brief construction team. 1.12 Liaise with outside agencies.
2. Supervise road or track construction	2.1 Direct and supervise construction team in accordance with the construction plan. 2.2 Recognise and respond to unexpected situations that require a quick and decisive response. 2.3 Check drainage, levelling, road alignment and soil stability.

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	2.4 Organise and direct support from outside agencies. 2.5 Provide technical advice to higher authority or support agencies.
3. Supervise maintenance of road or track	3.1 Monitor condition of road/track in relation to volume of traffic and expected future requirements. 3.2 Identify and repair, or report to controlling body, specific damage likely to lead to safety or environmental issues. 3.3 Plan and carry out normal wear and damage repair with minimal disruption. 3.4 Note and modify ineffective drainage. 3.5 Redesign and remake areas of consistent damage.
4. Finalise the task	4.1 Conduct post activity analysis and make recommendations. 4.2 Recondition, replace or return equipment and stores. 4.3 Complete documentation.

Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

ACSF levels indicative of performance:

1 2 3 **4** 5	1 2 **3** 4 5	1 2 3 **4** 5	1 2 **3** 4 5	1 2 **3** 4 5
Learning	Reading	Writing	Oral communication	Numeracy

Performance variables:

1 2 3 **4** 5	1 2 3 4 **5**	1 2 3 **4** 5	1 2 3 **4** 5
Support	Context	Text complexity	Task complexity

Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

Unit Mapping Information

This unit supersedes and is equivalent to DEFCA316B Supervise the construction of short term roads or tracks.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFMIL087 Supervise the construction of short term roads or tracks

Modification History

Release	Comments
1	These Assessment Requirements were released in DEF Defence Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- analysing pavement using cone penetrometer
- conducting reconnaissance for quarries and gravel pits
- conducting route reconnaissance:
  - route formula symbols
  - limiting factors
  - construction materials
  - overhead obstructions
  - tunnels and underpasses
  - map overlays
- conducting soils testing (CBR)
- designing and constructing culverts:
  - determining ground bearing pressure and angle of repose
  - determining soil characteristics and properties
  - employing geo textiles
  - employing soil stabilisation methods
- measuring roadway parts:
  - pavement widths and thickness
  - shoulders
  - camber and crossfall
  - drainage
- preparing terrain analysis

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- constructing roads and track to a standard that they could be classified as all-weather dirt roads and tracks capable of sustained heavy vehicle traffic
- constructing roads or tracks able to be sealed without further construction

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- techniques of:
  - compaction
  - pavement analysis using cone penetrometer
  - route reconnaissance
  - soil stabilisation methods
  - soil testing
  - terrain analysis
- construction standards
- types of:
  - geo textiles
  - ground bearing pressure and angle of repose
  - quarries and gravel pits
  - road systems and their relevant parts
  - soil characteristics and properties

Assessment Conditions

Competency should be demonstrated over a time frame that encompasses all aspects of the unit, in the workplace or in a simulated work environment. Assessment need only be conducted supervising the construction of one road or track due to the high cost and complex nature of the task. Specifically, access is required to the following resources:

- construction equipment and materials
- communications equipment
- suitable site
- construction team

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFMIL090 Assist in the preparation, construction, operation and maintenance of a field water-point

Modification History

Release	Comments
1	This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to DEFCA319 Assist in the preparation, construction, operation and maintenance of a field water point. • Unit code updated • Content and formatting updated to comply with the new standards • All PC transitioned from passive to active voice • PC 3.4 removed • PC 1.4 reworded

Application

This unit describes the skills required to assist in testing for water quality, selecting a suitable work site and preparing, constructing and operating a field water point. The unit also includes the assembly and operation of water purification equipment, and the production and storage of potable water to meet the requirements of personnel and equipment deployed into an area without adequate water supply.

This unit applies to combat engineer personnel required to assist in testing for water quality, selecting a suitable work site and preparing, constructing and operating a field water point in a deployed operational environment.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would typically work as part of a team under direct supervision, but may be responsible for completing individual tasks. They use discretion and judgement, and take responsibility for the quality of their outputs while performing complex tasks in a broad range of unpredictable contexts.

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No licensing, legislative or certification requirements apply to unit at the time of publication.

Competency Field

Military Skills

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Locate a supply of water	1.1 Locate a water supply within a designated area. 1.2 Test water for compliance with quality standards. 1.3 Assess suitability of water sources to be used for collection, treatment and storage. 1.4 Prepare site after gaining approval.
2. Prepare a field water point	2.1 Select and wear personal protective equipment. 2.2 Check equipment, tools and materials for serviceability and report faults. 2.3 Locate and mark local utility assets such as water, electricity and gas pipelines to prevent damage and liaise with local authorities as required. 2.4 Handle, prepare, test and store water point chemicals in accordance with standard procedures and report faults. 2.5 Establish and maintain contact with appropriate agencies to facilitate construction activities, when mechanical excavation equipment is required. 2.6 Construct water point and compact/backfill site using manual or mechanical equipment. 2.7 Construct structures such as water towers and storage tanks. 2.8 Assemble, operate and maintain field water supply equipment and accessories.
3. Operate a water point to produce potable water	3.1 Produce, store and distribute potable water. 3.2 Calibrate, service, operate and maintain water treatment and testing equipment. 3.3 Collect and test water samples. 3.4 Record information related to chemical supply, usage and disposal.

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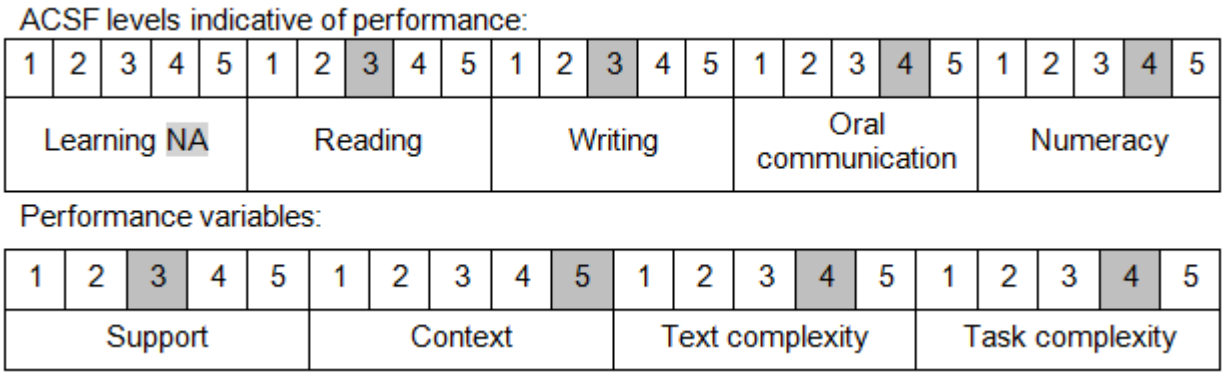
	3.5 Collect, record, maintain and report process and performance data. 3.6 Inspect and maintain equipment in accordance with manufacturer's instructions.
4. Refurbish water point site	4.1 Restore work site to normal, when required. 4.2 Dispose of chemicals.

Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.



Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

Unit Mapping Information

This unit supersedes and is equivalent to DEFCA319 Assist in the preparation, construction, operation and maintenance of a field water-point.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFMIL090 Assist in the preparation, construction, operation and maintenance of a field water-point

Modification History

Release	Comments
1	These Assessment Requirements were released in DEF Defence Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit.

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- assembling, operating and disassembling water supply and purification equipment
- calculating and recording water flows
- following instructions/directives and reporting information
- analysing water quality data
- handling water purification chemicals

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- WHS requirements
- effects of weather on water quality and the operation of the site and plant
- risk factors and potential hazards of surface water systems
- safe handling and disposal of chemicals
- team work principles and strategies
- composition of teams and roles and responsibilities of team members
- verbal and non-verbal communication techniques
- written communication to a level required to complete workplace forms and reports
- basic numeracy, such as addition, subtraction and multiplication
- formulae and method for calculating water flow and volume

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Assessment Conditions

Competency should be assessed in an actual workplace or in a simulated environment, with access to equipment and infrastructure appropriate to the outcome. Competency should be demonstrated over time to ensure the candidate is assessed across a variety of situations.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFMIL091 Prepare, operate and maintain small watercraft

Modification History

Release	Comments
1	This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to DEFCA320 Prepare, operate and maintain small watercraft. • Unit code updated • Content and formatting updated to comply with the new standards • All PC transitioned from passive to active voice • PC 2.2 removed • Elements 2 and 3 merged

Application

This unit describes the skills required to operate small watercraft. The watercraft will normally be operated in an environment of protected or calm inland waterways, conducting a range of tasks including the transport of personnel and/or equipment.

Examples of small watercraft may include:

- motorised and non-motorised boats up to five metres in length capable of accommodating a maximum ten personnel and the operator and crewman
- motorised and non-motorised rigid and non-rigid inflatable craft
- powered by outboard motors of up to 40 hp
- motorised and non-motorised bridge and ferry construction craft

While the technical aspects of this competency are concerned with ‘operating a boat’, the specialisation of the skill, and safety issues associated with waterborne operations confer additional responsibilities upon the operator.

This unit applies to those working as combat arms personnel required to operate small watercraft in a deployed operational environment, but is applicable to any individual in this field of work.

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The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work under supervision but may need to provide directions. They must demonstrate sound judgement in the use of authority, and where possible, work within the existing lines of authority. They would perform routine tasks in a broad range of contexts, such as protected or calm inland waterways or in a threat environment.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Competency Field

Military Skills

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Prepare for watercraft operations	1.1 Interpret operating instructions to determine the task, the cargo, the destination and route, and compile navigation data. 1.2 Complete hasty buoyancy/floatation calculations to ensure passengers and cargo are safe to move. 1.3 Select and check equipment is for serviceability and replace or reject unserviceable items, and report to the supervisor. 1.4 Conduct shore preparation and ensure watercraft is ready for launch. 1.5 Select and apply personal protective equipment. 1.6 Conduct a safety briefing for passengers and crew prior to embarking on watercraft operations.
2. Control operation of small watercraft	2.1 Construct improvised flotation craft, when required, in accordance with technical specifications and supervisor's instructions. 2.2 Launch in accordance with standard procedures and local conditions. 2.3 Load and trim watercraft to ensure safety of crew and load.

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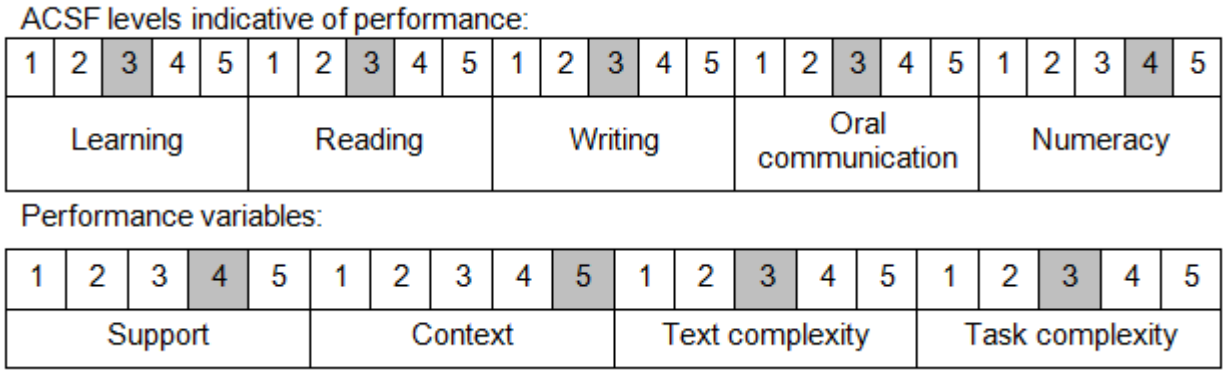
	2.4 Operate watercraft consistent with hazards and environmental conditions. 2.5 Direct passengers in order to maintain safety and efficient boat operation. 2.6 Carry out contingency and emergency drills to minimise threat to personnel and equipment. 2.7 Disembark and/or unload personnel and/or loads.
3. Recover and restore vessel	3.1 Recover watercraft from a ramp or improvised landing site. 3.2 Check, clean and service watercraft and associated equipment, report defects and complete documentation. 3.3 Debrief staff and/or management.

Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.



Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

Unit Mapping Information

This unit supersedes and is equivalent to DEFCA320 Prepare, operate and maintain small watercraft.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFMIL091 Prepare, operate and maintain small watercraft

Modification History

Release	Comments
1	These Assessment Requirements were released in DEF Defence Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit.

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- using knots and lashings
- monitoring hazards and applying safety principles to operations
- calculating and recording number and weight of passengers, stores and equipment
- carrying both equipment and personnel
- managing the full range of contingency and emergency actions
- providing directions to personnel within the boat concerning specific safety matters such as seating, movement and actions on incidents including man overboard and capsize

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- applicable statutory waterways rules for watercraft operation
- local water hazards and environmental conditions
- effects of water moving over objects and obstacles
- hasty buoyancy/floatation calculations

Assessment Conditions

Competency should be assessed in an actual workplace or in a simulated environment, with access to equipment and infrastructure appropriate to the outcome. Competency should be demonstrated over time to ensure the candidate is assessed across a variety of situations.

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Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFMIL092 Assist in the construction of wet gap crossings

Modification History

Release	Comments
1	This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to DEFCA321 Assist in the construction of wet gap crossings. • Unit code updated • Content and formatting updated to comply with the new standards • All PC transitioned from passive to active voice • PC 2.3 removed • PC 1.3 and 3.2 revised

Application

This unit describes the skills required to plan and prepare for wet gap crossing operations, construct gap crossing equipment, and maintain and clean up site and equipment.

Equipment may include:

- floating support bridges
- fixed floating span equipment
- ferry equipment (captive and free)
- floating support bridge
- rafts
- improvised floating structures
- any other to cross rivers and other wet gaps to facilitate the movement of personnel, vehicles, cargo and equipment

Wet gap crossing is defined as a bridge that is physically supported by the water, i.e. through pontoons and associated buoyancy measures. Bridges will normally be constructed on a temporary basis to meet the operational need to provide a crossing point over a gap for personnel and equipment. When the crossing is no longer required the bridge is either recovered to storage or redeployed to another crossing.

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This unit applies to those working as combat engineer personnel required to assist in the preparation, construction, operation and recovery of wet gap crossing bridging equipment, including floating support bridges, to cross rivers and other wet gaps to facilitate the movement of personnel, vehicles, cargo and equipment in a deployed operational environment.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work as part of a team, under supervision, but may undertake some autonomous tasks. They would perform routine tasks in a broad range of contexts that could be unpredictable.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Competency Field

Military Skills

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Plan and prepare for wet gap crossing operations	1.1 Select and wear appropriate personal protective equipment. 1.2 Conduct site layout and preparation. 1.3 Check all wet gap crossing bridging components against the inventory and materials list and prepare for operation. 1.4 Report component, tool and equipment faults and deficiencies to the supervisor. 1.5 Select tools and equipment required for the task, check them for serviceability.
2. Construct a wet gap crossing	2.1 Assemble and adjust jigs, fixtures and equipment to be used in construction. 2.2 Assemble and check bridge components for compliance, accuracy and alignment.
3. Maintain and clean up site and	3.1 Maintain gap crossing sites and crossing systems. 3.2 Recover, clean and maintain gap crossing equipment, tools and

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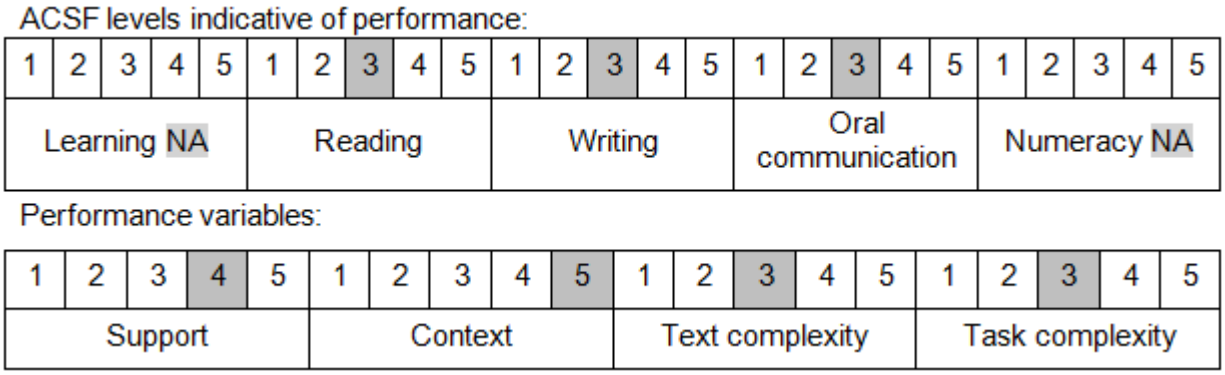
equipment	unused materials. 3.3 Document and report faults and deficiencies in gap crossing equipment, tools and unused materials. 3.4 Store or redeploy to another site gap crossing equipment, tools and materials.

Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.



Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

Unit Mapping Information

This unit supersedes and is equivalent to DEFCA321 Assist in the construction of wet gap crossings.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFMIL092 Assist in the construction of wet gap crossings

Modification History

Release	Comments
1	These Assessment Requirements were released in DEF Defence Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- interpreting plans and job instructions
- manually handling construction materials and heavy bridging components
- working with plant
- following instructions/directives and report information
- participating in teams
- encouraging other team members
- using a variety of verbal and non-verbal communication techniques including language style, active listening
- assisting in the construction of at least two wet gap crossings anchorages
- participating in the construction of:
  - one gap crossing with a span of at least thirty metres
  - one crossing at night
- preparing a crossing site
- checking components, tools and equipment for serviceability and completeness
- participating in the assembly, construction operation and recovery of various types of crossing systems
- communicating effectively and work as part of a team
- operating construction equipment

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Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- WHS workplace and equipment safety requirements
- materials handling while operating tools
- site safety while working with plant
- anchorage systems, knots and lashings
- techniques for supporting others
- composition of teams and roles and responsibilities of team members
- verbal and non-verbal communication techniques including language style, active listening

Assessment Conditions

Competency should be assessed in an actual workplace or in a simulated environment, with access to equipment and infrastructure appropriate to the outcome. Competency should be demonstrated over time to ensure the candidate is assessed across a variety of situations.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFMIL093 Assist in the construction of dry gap crossings

Modification History

Release	Comments
1	This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to DEFCA322 Assist in the construction of dry gap crossings. • Unit code updated • Content and formatting updated to comply with the new standards • All PC transitioned from passive to active voice • PC 2.3 removed • PC 1.3 and 3.2 revised

Application

This unit describes the skills required to assist in the preparation, construction, maintenance and recovery of dry gap crossing bridging equipment to cross any form of gap, including rivers and streams, to facilitate the movement of personnel, vehicles, cargo and equipment. When the crossing is no longer required the bridge is either recovered to storage or redeployed to another crossing.

This unit applies to for combat engineer personnel involved in the construction of dry gap crossings in a deployed operational environment.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would usually be engaged in bridge construction as part of a team under supervision, but may undertake some autonomous tasks. They would perform routine tasks in a broad range of unpredictable contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

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Competency Field

Military Skills

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Plan and prepare for dry gap crossing operations	1.1 Select and wear appropriate personal protective equipment. 1.2 Conduct site layout and preparation. 1.3 Check dry gap crossing bridging components against inventory and materials list for completeness and prepare for operation. 1.4 Report faults and deficiencies in bridging components. 1.5 Select tools and equipment, check for serviceability and report faults.
2. Construct a dry gap crossing	2.1 Assemble and adjust ready for use jigs, fixtures and tools to be used in construction. 2.2 Assemble bridge components and check for compliance, accuracy and alignment.
3. Maintain and clean-up site and equipment	3.1 Maintain gap crossing sites and crossing systems. 3.2 Recover, clean and maintain gap crossing equipment, tools and unused materials. 3.3 Document and report faults and deficiencies in gap crossing equipment, tools and unused materials. 3.4 Store or redeploy gap crossing equipment, tools and materials.

Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

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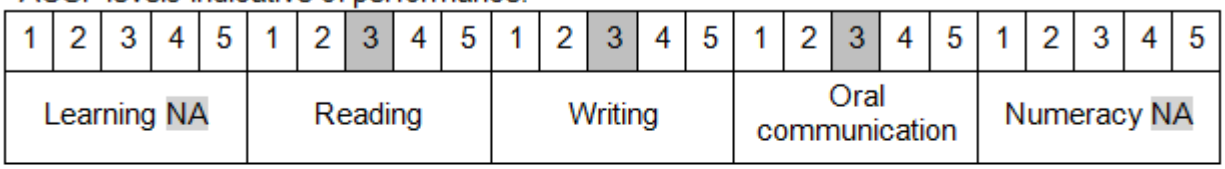
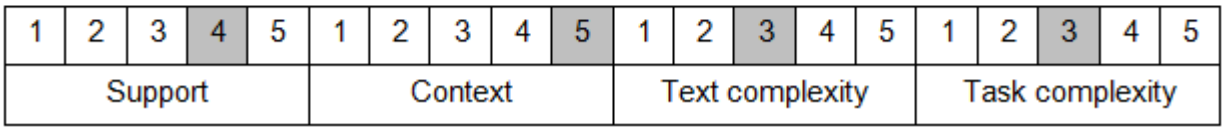
ACSF levels indicative of performance:



Performance variables:



Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

Unit Mapping Information

This unit supersedes and is equivalent to DEFCA322 Assist in the construction of dry gap crossings.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFMIL093 Assist in the construction of dry gap crossings

Modification History

Release	Comments
1	These Assessment Requirements were released in DEF Defence Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- selecting and using tools and equipment appropriate to the task
- following instructions/directives and reporting information
- assisting in the construction of at least two dry gap crossings using two types of dry gap crossing bridging equipment:
  - multiple or single span gap crossing equipment
  - fixed clear span equipment
  - non equipment bridging
  - improvised and/or expedient materials
  - suspended cable equipment
  - aerial ropeways
- participating in the construction of:
  - at least one bridge of not less than fifteen metres span
  - at least one bridge constructed at night
- preparing the work site
- checking components, tools and equipment
- operating construction equipment

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

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- WHS workplace and equipment safety requirements
- materials handling while operating tools
- site safety while working with plant
- composition of teams and roles and responsibilities of team members

Assessment Conditions

Competency should be demonstrated under field conditions over a time frame that allows for individuals to be assessed in the various tasks related to the construction of at least two dry gap crossings using two types of equipment, in the workplace or in a simulated workplace environment. Specifically, access is required to the following resources:

- selected dry gap crossing equipment and components (multiple or single span gap crossing equipment, fixed clear span equipment, non-equipment bridging, improvised and/or expedient materials, suspended cable equipment, aerial ropeways)
- tools, equipment and materials required to support the construction and operation of dry gap crossing equipment
- suitable dry gap training area

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFMIL094 Assist in the preparation, construction and maintenance of roads and tracks

Modification History

Release	Comments
1	This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to DEFCA323 Assist in the preparation, construction and maintenance of roads and tracks. • Unit code updated • Content and formatting updated to comply with the new standards • All PC transitioned from passive to active voice

Application

This unit describes the skills required to assist in the preparation, construction and maintenance of minor roads and tracks to provide access to work sites, camps and other installations. The minor roads and tracks will normally be of a temporary nature and can be expected to carry only a moderate amount of vehicular traffic without major upgrading, construction and maintenance work to bring it up to a permanent standard. Roads and tracks will normally be constructed in field conditions.

This unit was developed for combat engineer personnel required to assist in the preparation, construction and maintenance of minor roads and tracks to provide access to work sites, camps and other installations in a deployed operational environment, but is applicable to any individual in this field of work.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would usually work as part of a team under supervision, but may undertake some tasks independently. They must use discretion and judgement, and take responsibility for the quality of their outputs. They would perform routine tasks in a broad range of unpredictable contexts.

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No licensing, legislative or certification requirements apply to unit at the time of publication.

Competency Field

Military Skills

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Plan and prepare for construction	1.1 Select and wear appropriate personal protective equipment. 1.2 Select and check for serviceability tools and equipment required for the job and report any faults to the supervisor. 1.3 Lay out road/track line and clear it of vegetation and obstructions.
2. Construct road/track sub base	2.1 Remove soil manually or with the assistance of plant support to establish a base of suitable width, slope and stability. 2.2 Coordinate soil and waste removal with plant operators and dump or store. 2.3 Compact or stabilise soil (chemically or mechanically) with the assistance of plant support. 2.4 Make provision for drainage and crossing points progressively.
3. Construct road/track surface and drainage	3.1 Transfer, spread, compact and lay/fix road/track base and other surface materials to meet the planned road/track design. 3.2 Provide drains and establish water runoff.
4. Construct crossings	4.1 Cut and prepare road/track surface at crossing point using appropriate compaction. 4.2 Install culverts in accordance with the predicted volume of water. 4.3 Place, backfill and compact pipes or cords.
5. Maintain road/track and refurbish work site	5.1 Monitor condition of road/track in relation to volume of traffic, loads and expected future requirements. 5.2 Identify and repair or report damage likely to lead to safety or environmental issues. 5.3 Plan and carry out normal wear and tear damage repair with minimal disruption to other activities. 5.4 Identify and modify ineffective drainage.

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Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

ACSF levels indicative of performance:

1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Learning					Reading					Writing					Oral communication					Numeracy					

Performance variables:

1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Support					Context					Text complexity					Task complexity				

Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

Unit Mapping Information

This unit supersedes and is equivalent to DEFCA323 Assist in the preparation, construction and maintenance of roads and tracks.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFMIL094 Assist in the preparation, construction and maintenance of roads and tracks

Modification History

Release	Comments
1	These Assessment Requirements were released in DEF Defence Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- using power tools, hand tools, small plant and other engineering equipment
- measuring relative to the construction process
- using expedient and improvised construction methods and materials
- following instructions/directives and reporting information
- reading and interpreting job instructions, procedures manuals, job guides, field engineering pamphlets, technical specifications, manufacturer's specifications, plans, maps and overlays

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- workplace and equipment safety requirements
- capabilities of small plant and equipment
- materials handling and storage
- expedient and improvised construction methods
- composition of teams and roles and responsibilities of team members
- basic numeracy required to determine linear measurement, and number and placement of pegs

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Assessment Conditions

Competency should be assessed in an actual workplace or in a simulated environment, with access to equipment and infrastructure appropriate to the outcome. Competency should be demonstrated over time to ensure the candidate is assessed across a variety of situations.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFMIL095 Assist in the construction and maintenance of field structures

Modification History

Release	Comments
1	This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to DEFCA324 Assist in the construction and maintenance of field structures. • Unit code updated • Content and formatting updated to comply with the new standards • All PC transitioned from passive to active voice

Application

This unit describes the skills required to construct and maintain a range of field structures, such as bunkers, strongpoints, towers and shelters. Construction is usually of a temporary nature and is undertaken employing expedient construction methods using both commercially available and improvised materials. Construction will normally be carried out in a field environment.

This unit was developed for combat arms personnel involved in the construction and maintenance of field structures in a deployed operational environment, but is applicable to any individual in this field of work.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit will usually work as part of a team under supervision, but may undertake some tasks independently. They use discretion and judgement, and take responsibility for the quality of their outputs in a broad range of unpredictable contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

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Competency Field

Military Skills

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Plan and prepare work site	1.1 Select and wear personal protective equipment. 1.2 Conduct site layout and preparation in accordance with approved sketches, drawings, specifications and job instructions. 1.3 Inspect for serviceability and prepare for operation all tools and equipment and report defects to the supervisor. 1.4 Source, prepare and stockpile materials in accordance with work schedule, design specifications and job instructions.
2. Build and maintain field structures	2.1 Conduct earthworks for hardstanding, pits and trenches manually, or with plant and operator support, in accordance with specifications and site requirements. 2.2 Position fabricated/pre-fabricated components for assembly. 2.3 Assemble jigs, fixtures and other equipment apply to support construction. 2.4 Erect scaffolding in accordance with job requirements. 2.5 Lay/assemble concrete, bricks/blocks, timber, wire mesh, matting, steel and other materials according to job specifications. 2.6 Conduct horizontal and vertical construction to specification using expedient methods and materials available. 2.7 Camouflage site progressively and maintain concealment. 2.8 Check assembly/construction for compliance with specifications.
3. Maintain and clean-up site and equipment	3.1 Maintain, further develop and/or repair field structures to specification. 3.2 Remove from site, clean, service, maintain and store plant, vehicles, tools and other equipment and complete documentation. 3.3 Clear area and dispose of waste material.

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Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

ACSF levels indicative of performance:

1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Learning NA					Reading					Writing					Oral communication					Numeracy					

Performance variables:

1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Support					Context					Text complexity					Task complexity				

Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

Unit Mapping Information

This unit supersedes and is equivalent to DEFCA324 Assist in the construction and maintenance of field structures.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFMIL095 Assist in the construction and maintenance of field structures

Modification History

Release	Comments
1	These Assessment Requirements were released in DEF Defence Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- following instructions
- reading drawings, plans and sketches
- selecting construction materials
- measuring relative to the construction process
- utilising expedient and improvised methods to construct field structures
- reporting information
- laying out a site
- preparing materials and equipment for construction
- applying appropriate expedient construction methods and procedures to the construction including accurate measuring and levelling
- using standard processes to handle and place materials
- completing the construction of field structures to the specified standard

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- workplace and equipment safety requirements
- materials handling and storage
- measurement relative to construction
- expedient and improvised construction methods

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- types and use of field structures
- drawings, plans and graphic representation including lettering, symbols tables, charts, specifications
- techniques for supporting others
- composition of teams and roles and responsibilities of team members
- verbal and non-verbal communication techniques including language style, active listening

Assessment Conditions

Competency should be demonstrated under field conditions over a time frame that allows for constructing and maintaining a number of field structures utilising expedient construction methods and a variety of materials. Assessment should include construction of at least three types of field structures, at least one above and one below ground structure.

Competency should be assessed in the workplace or in a simulated workplace environment.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFMIL096 Prepare and operate a field water-point

Modification History

Release	Comments
1	This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to DEFCA325 Prepare and operate a field water point. • Unit code updated • Content and formatting updated to comply with the new standards • All PC transitioned from passive to active voice • PC 1.10 and 2.7 removed

Application

This unit describes the skills required to prepare and operate a field water point. Suitable water sources include bores, canals, dams, existing piped supplies, lakes, oceans, rivers, or springs.

This unit applies to combat engineer personnel who are required to locate suitable water sources, select suitable work sites, operate and maintain a field water point, and refurbish sites in a deployed operational environment.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would lead a team under direct and/or indirect supervision. They use discretion and judgement, and take responsibility for the quality of their outputs. They would perform routine tasks in a broad range of unpredictable contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

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Competency Field

Military Skills

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Prepare and plan for water acquisition	1.1 Receive and process requirement and confirm with higher authority as necessary. 1.2 Identify resource availability and serviceability and determine constraints. 1.3 Conduct analysis of the area from available data to identify potential water sources. 1.4 Conduct site surveys, risk and environmental assessments. 1.5 Develop field water point plan in accordance with survey, water quality and quantity, resources, risks and environmental considerations. 1.6 Refer problems that cannot be resolved locally to higher authority for resolution. 1.7 Confirm and monitor competence of team members. 1.8 Brief team. 1.9 Liaise with outside agencies.
2. Construct a field water point	2.1 Direct and supervise team in accordance with plan. 2.2 Organise and direct support from outside agencies. 2.3 Locate and mark local utility assets to prevent damage. 2.4 Establish routes in and out of water points. 2.5 Design and construct/establish structures. 2.6 Provide technical advice to the chain of command and/or support agencies.
3. Operate and maintain a field water point	3.1 Produce, store and distribute potable water. 3.2 Supervise water point team. 3.3 All unexpected situations that require a response are recognised and responded to in accordance with operational requirements and standard procedures. 3.4 Provide reports and data to higher authority.
4. Refurbish site and finalise activity	4.1 Refurbish site in accordance with environmental requirements. 4.2 Dispose of chemicals and waste in accordance with

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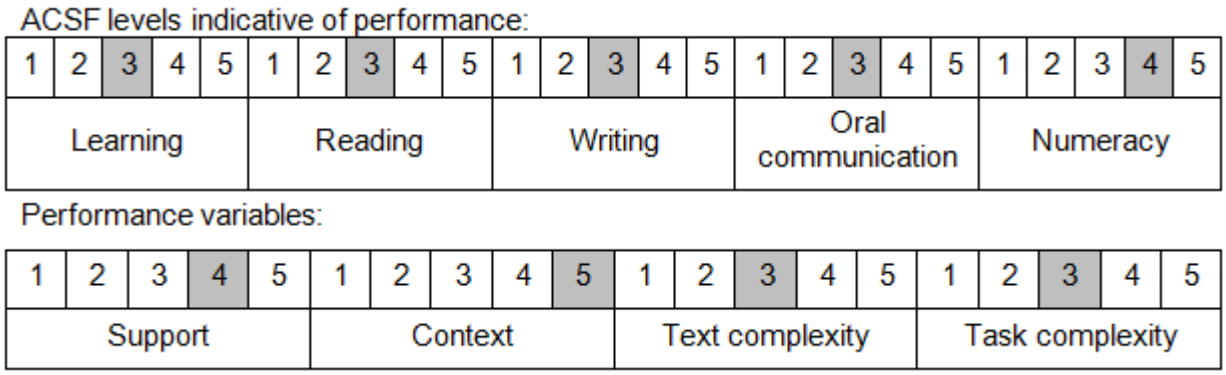
	environmental requirements. 4.3 Recover, clean and maintain equipment, tools and materials. 4.4 Store or redeploy equipment, tools and materials. 4.5 Complete documentation.

Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.



Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

Unit Mapping Information

This unit supersedes and is equivalent to DEFCA325 Prepare and operate a field water point.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFMIL096 Prepare and operate a field water-point

Modification History

Release	Comments
1	These Assessment Requirements were released in DEF Defence Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- analysing instructions
- conducting and quality assuring water analysis
- conducting risk assessment
- conducting tactical and technical water-point reconnaissance
- managing fuel/chemical spill containment
- managing the storage of water
- preparing and issuing instructions and orders
- providing advice
- selecting and maintaining routes
- supervising the construction of improvised water towers
- communicating effectively with team personnel and outside agencies
- monitoring water quality and quantity

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- design and construction requirements of improvised water towers
- environmental considerations:
  - chemical storage/MSDS
  - fuel/chemical spill containment

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- legal responsibilities
- pathology report of water samples
- relevant legislation and procedures in relation to environmental requirements
- relevant WHS regulations/requirements, equipment, material and personal safety requirements
- requirements of a technical reconnaissance of a water point
- water analysis and storage requirements

Assessment Conditions

Competency should be demonstrated over a time frame that allows the individual to be observed in all aspects of the operation, a typical time frame would be three days.

Competency should be assessed in the workplace or in a simulated work environment. Specifically, access is required to the following resources:

- field water point equipment and accessories relevant to the task
- team
- hand tools, power tools, plant and other equipment appropriate to the supply of water
- suitable water supply
- field water point site
- pathology report of water samples

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFMIL097 Operate an inland modular raft or ferry

Modification History

Release	Comments
1	This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to DEFCA326 Operate an inland modular raft or ferry. • Unit code updated • Content and formatting updated to comply with the new standards • All PC transitioned from passive to active voice • PC 1.13 removed

Application

This unit describes the skills required to operate an inland modular raft or ferry. The raft or ferry will consist of at least three connected, unpowered pontoons that are propelled by at least two tugs. This unit of competency covers the assembly, navigation, and manoeuvring of the raft or ferry. The raft or ferry will normally be driven in an environment of protected or inland waterways, while conducting a range of tasks including the transport of personnel and/or equipment.

This unit applies to combat engineer personnel who are required to operate an inland modular raft or ferry in a deployed operational environment.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would lead a team under direct and/or indirect supervision. They use discretion and judgement, and take responsibility for the quality of their outputs. They would perform routine tasks in a broad range of unpredictable contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

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Competency Field

Military Skills

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Prepare for raft or ferry operation	1.1 Determine task, cargo, destination and route from operating instructions. 1.2 Compile navigation data. 1.3 Check cargo weight is within the safe operating limit of the craft and complete manifests to ensure passengers and cargo are safe to move. 1.4 Conduct launch site survey, risk and environmental assessment. 1.5 Determine suitable raft or ferry design. 1.6 Develop assembly and disassembly plan in accordance with design, resources, surveys, risks and environmental considerations. 1.7 Select equipment and check for serviceability, replace or reject, and report unserviceable items. 1.8 Check operator and crew conform to relevant state/territory and federal licensing requirements. 1.9 Refer problems that cannot be resolved locally to higher authority for resolution. 1.10 Brief crew. 1.11 Liaise with outside agencies as required. 1.12 Conduct shore preparation and prepare the pontoons and tugs for launch.
2. Assemble and manoeuvre the raft or ferry	2.1 Direct and supervise crew. 2.2 Launch tugs and pontoons. 2.3 Assemble raft or ferry in accordance with assembly plan. 2.4 Brief passengers on safety issues prior to embarking. 2.5 Load raft or ferry in accordance with manifest and check security, alignment and load stability. 2.6 Navigate and manoeuvre raft or ferry consistent with hazards and environmental conditions. 2.7 Conduct contingency and emergency drills to minimise threat to personnel and equipment.

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	2.8 Disembark personnel and unload equipment. 2.9 Recognise and respond to unexpected situations that require a quick and decisive response in accordance with operational requirements.
3. Recover and restore raft or ferry	3.1 Disassemble raft or ferry in accordance with disassembly plan. 3.2 Recover pontoons and tugs. 3.3 Check equipment for serviceability, clean and service it, and report any defects. 3.4 Complete documentation. 3.5 Complete debriefing requirements.

Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

ACSF levels indicative of performance:

1	2	3	**4**	5	1	2	**3**	4	5	1	2	**3**	4	5	1	2	**3**	4	5	1	2	**3**	4	5
Learning					Reading					Writing					Oral communication					Numeracy					

Performance variables:

1	2	3	**4**	5	1	2	3	4	**5**	1	2	**3**	4	5	1	2	**3**	4	5
Support					Context					Text complexity					Task complexity				

Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

Unit Mapping Information

This unit supersedes and is equivalent to DEFCA326 Operate an inland modular raft or ferry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFMIL097 Operate an inland modular raft or ferry

Modification History

Release	Comments
1	These Assessment Requirements were released in DEF Defence Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- commanding and controlling crew, passengers and loads
- commanding and navigating the raft or ferry by day and night
- monitoring hazards and applying safety principles to operations
- reading and interpreting navigation charts
- operating the LRV to launch and recover tugs and pontoons
- supervising raft and ferry construction
- using clear interpersonal communication as operator of the vessel
- using knots and lashings
- operating a raft or ferry on various waterways
- managing contingency and emergency actions
- manoeuvring a raft or ferry, with a minimum weight of twenty tonnes

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- applicable statutory waterways rules for watercraft operation
- boat specific safety requirements and fire suppressant system
- gap reconnaissance
- hasty buoyancy/floatation calculations
- launch and recovery procedure for the launch and recovery vehicle

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- loading procedures and centre of gravity
- effects of water moving over objects and obstacles
- effects of wind on floating objects
- manifest data
- raft and ferry design and construction sequence

Assessment Conditions

Competency should be demonstrated over a time frame that allows for the preparation, launch, recovery, navigation and manoeuvring of a raft or ferry under a range of water operating conditions carrying personnel or cargo, either in the workplace or in a simulated work environment. Specifically, access is required to the following resources:

- tugs and pontoons
- associated equipment and accessories, including cargo crew
- suitable waterways with access to flowing/tidal water

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFMIL111 Undertake reconnaissance tasks

Modification History

Release	Comments
1	This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to DEFCA404B Undertake reconnaissance tasks. • Unit code updated • Content and formatting updated to comply with the new standards • All PC transitioned from passive to active voice • PC 2.4 and 2.5 removed

Application

This unit describes the skills required to operate as a team member during the conduct of reconnaissance tasks in the Defence Force. Reconnaissance operations require soldiers to operate in small teams in close proximity to the enemy in order to gather information to inform their commanders.

This unit applies to those working as combat arms personnel required to deploy in an operational environment.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work independently and as part of a team under direct and/or indirect supervision. They would use discretion and judgement, and take responsibility for the quality of their outputs. They would perform specific tasks in a broad range of contexts.

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

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Competency Field

Military Skills

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Prepare for reconnaissance tasks	1.1 Interpret and clarify reconnaissance orders. 1.2 Conduct battle procedure. 1.3 Select appropriate equipment, check for serviceability and fit as directed and/or required by the operational environment.
2. Conduct a reconnaissance patrol	2.1 Adhere to formations in accordance with operational requirements. 2.2 Conduct drills and procedures. 2.3 Minimise detection when completing movement. 2.4 Conduct patrol debrief.

Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

ACSF levels indicative of performance:

1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Learning NA					Reading					Writing NA					Oral communication					Numeracy				

Performance variables:

1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Support					Context					Text complexity					Task complexity				

Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

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Unit Mapping Information

This unit supersedes and is equivalent to DEFCA404B Undertake reconnaissance tasks.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFMIL111 Undertake reconnaissance tasks

Modification History

Release	Comments
1	These Assessment Requirements were released in DEF Defence Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- applying navigation techniques
- applying operational safety
- preparing and using reconnaissance equipment
- utilising reconnaissance techniques
- applying fieldcraft and battle craft

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- battle craft
- characteristics, technical capabilities, effects, employment and limitations of equipment
- cultural awareness
- fire control orders
- navigation techniques
- WHS requirements
- Orders for Opening Fire
- recognised safety precautions

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Assessment Conditions

Competency should be assessed in an actual workplace or in a simulated environment, with access to equipment and infrastructure appropriate to the outcome. Competency should be demonstrated over time to ensure the candidate is assessed across a variety of situations.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFMIL112 Undertake surveillance tasks

Modification History

Release	Comments
1	This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to DEFCA405B Undertake surveillance tasks. • Unit code updated • Content and formatting updated to comply with the new standards • All PC transitioned from passive to active voice • PC 2.6 reworded

Application

This unit describes the skills required to undertake surveillance patrols as part of a team during land operations in the Defence Force. Surveillance patrolling is carried out in both forward and rear areas to detect, locate, identify and report on threats and to monitor the threat environment. A surveillance patrol team consists of up to ten people (for example an infantry section). Surveillance patrols are conducted to both maintain security and to gain information such as:

- changes in patterns of normalcy
- characteristics of infrastructure and facilities
- sign of activity
- strength and disposition of threat

This unit applies to those working as arms personnel required to deploy in an operational environment.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work independently and as part of a team under direct and/or indirect supervision. They would use discretion and judgement, and take responsibility for the quality of their outputs while performing specific tasks in a broad range of contexts.

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

Competency Field

Military Skills

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Prepare for patrolling	1.1 Interpret and clarify operation orders. 1.2 Check and assemble equipment. 1.3 Carry out personal preparation in accordance with patrol orders, operational requirements and standard procedures. 1.4 Carry out patrol rehearsals in accordance with patrol orders operational requirements and standard procedures.
2. Conduct surveillance patrol	2.1 Conduct insertion and extraction into and out of patrol. 2.2 Maintain patrol security. 2.3 Adhere to formations. 2.4 Conduct patrol drills and procedures. 2.5 Apply navigational techniques. 2.6 Detect and report signs of threat presence. 2.7 Locate, identify and monitor threat when present within designated areas.
3. Finalise patrolling activities	3.1 Conduct post patrol activities. 3.2 Conduct post patrol administration.

Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

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ACSF levels indicative of performance:

1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Learning NA					Reading					Writing					Oral communication					Numeracy					

Performance variables:

1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Support					Context					Text complexity					Task complexity				

Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

Unit Mapping Information

This unit supersedes and is equivalent to DEFCA405B Undertake surveillance tasks.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFMIL112 Undertake surveillance tasks

Modification History

Release	Comments
1	These Assessment Requirements were released in DEF Defence Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- employing relevant patrol equipment
- preparing and using surveillance equipment
- applying fieldcraft and battle craft
- conducting surveillance on a target
- assimilating orders

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- administrative requirements
- battle craft
- characteristics, technical capabilities, effects, employment and limitations of patrol weapons
- characteristics, technical capabilities, effects, employment and limitations of relevant patrol equipment
- current operational environment
- fieldcraft
- first aid
- navigation techniques
- operational safety

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- patrol drills
- preventative health measures

Assessment Conditions

Competency should be assessed in an actual workplace or in a simulated environment, with access to equipment and infrastructure appropriate to the outcome. Competency should be demonstrated over time to ensure the candidate is assessed across a variety of situations.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFMIL113 Operate a service pistol

Modification History

Release	Comments
1	This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to DEFCA406B Operate a service pistol. • Unit code updated • Content and formatting updated to comply with the new standards • All PC transitioned from passive to active voice • PC 1.1 removed • PC 1.2 and 1.4, and 4.1 and 4.3 merged

Application

This unit describes the skills required to operate a service pistol. Operating a service pistol involves the ability to safely handle, safely maintain, safely operate and safely fire the service pistol.

This unit applies to those working as combat arms personnel required to operate a service pistol.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work independently or as part of a group usually in self-defence. They would work under direct and/or indirect supervision, use discretion and judgement, and take responsibility for the quality of their outputs while performing specific tasks in a range of contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

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Competency Field

Military Skills

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Handle a service pistol	1.1 Identify, select and safely handle ammunition. 1.2 Secure, handle and carry service pistol.
2. Maintain a service pistol	2.1 Strip and assemble service pistol. 2.2 Clean and maintain pistol and associated equipment. 2.3 Clean, inspect, carry and secure ammunition. 2.4 Identify and rectify defects within limits of authority or report them to supervisor. 2.5 Complete documentation.
3. Operate a service pistol	3.1 Fill and empty service pistol magazine. 3.2 Conduct weapon drills. 3.3 Apply marksmanship principles. 3.4 Adopt fire positions as required by environment and threat. 3.5 Employ weapon equipment.
4. Fire a service pistol	4.1 Identify and engage targets to fire a service pistol. 4.2 Comply with Range Safety Brief and Practice Brief when firing a service pistol on a range.

Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

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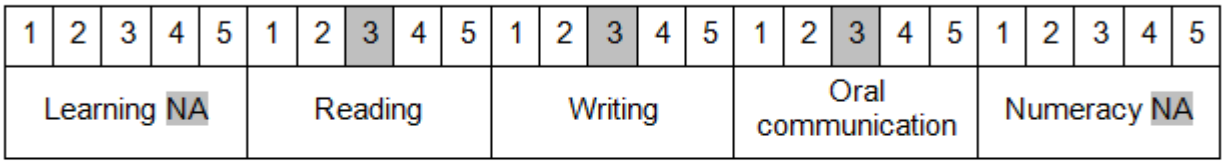
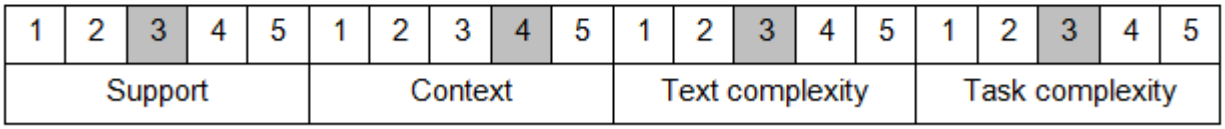
ACSF levels indicative of performance:



Performance variables:



Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

Unit Mapping Information

This unit supersedes and is equivalent to DEFCA406B Operate a service pistol.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFMIL113 Operate a service pistol

Modification History

Release	Comments
1	These Assessment Requirements were released in DEF Defence Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- achieving the required effects of fire
- applying recognised safety precautions
- conducting weapon drills including:
  - safety precautions
  - degrees of weapon readiness
  - immediate action and stoppage
- recognising the limit of own authority

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- characteristics, technical capabilities, effects, employment and limitations of the pistol and ammunition
- WHS requirements
- Practice Brief
- Range Safety Brief
- recognised safety precautions
- weapon drills

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Assessment Conditions

Competency should be assessed in an actual workplace or in a simulated environment, with access to equipment and infrastructure appropriate to the outcome. Competency should be demonstrated over time to ensure the candidate is assessed across a variety of situations.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFMIL114 Operate a sustained fire machine gun

Modification History

Release	Comments
1	This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to DEFCA407B Operate a sustained fire machine gun. • Unit code updated • Content and formatting updated to comply with the new standards • All PC transitioned from passive to active voice • PC 1.1 removed • PC 1.2 and 1.4, and 4.1 and 4.3 merged

Application

This unit describes the skills required to operate a sustained fire machine gun. It involves the ability to safely handle, safely maintain, safely operate and safely fire the sustained fire machine gun. A sustained fire machine gun is normally fired from a tripod utilising a sighting system enabling direct and indirect fire.

This unit applies to those working as combat arms personnel required to operate a sustained fire machine gun.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work under supervision, usually as part of a team and will operate under direct orders. They would use discretion and judgement, and take responsibility for the quality of their outputs while performing specific tasks in a range of contexts.

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

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Competency Field

Military Skills

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Handle a sustained fire machine gun	1.1 Identify, select and safely handle ammunition. 1.2 Secure, handle and carry sustained fire machine gun.
2. Maintain a sustained fire machine gun	2.1 Strip and assemble sustained fire machine gun. 2.2 Clean and service sustained fire machine gun and associated equipment. 2.3 Clean, inspect, carry and secure ammunition. 2.4 Identify and rectify defects within limits of authority or report to supervisor. 2.5 Complete documentation.
3. Operate a sustained fire machine gun	3.1 Conduct weapon drills. 3.2 Apply marksmanship principles. 3.3 Adopt fire positions as required by environment and threat. 3.4 Employ weapon equipment.
4. Fire a sustained fire machine gun	4.1 Identify and engage targets to fire sustained fire machine gun. 4.2 Comply with Range Safety Brief and Practice Brief when firing a sustained fire machine gun on a range.

Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

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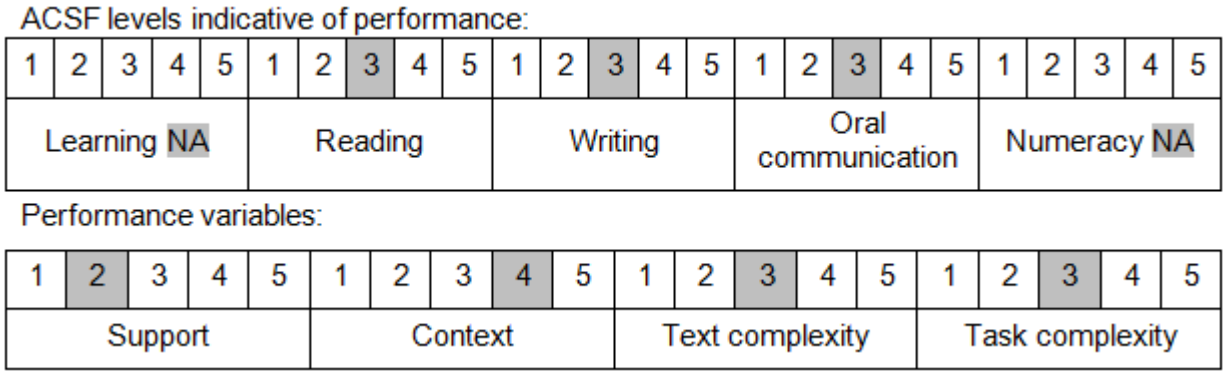

Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

Unit Mapping Information

This unit supersedes and is equivalent to DEFCA407B Operate a sustained fire machine gun.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFMIL114 Operate a sustained fire machine gun

Modification History

Release	Comments
1	These Assessment Requirements were released in DEF Defence Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- aiming the sustained fire machine gun
- applying immediate action and stoppage drills
- applying recognised safety precautions
- conducting weapon drills including:
  - safety precautions
  - degrees of weapon readiness
  - immediate action and stoppage
- firing the weapon using, as a minimum, ball ammunition
- firing the weapon mounted on a tripod
- recognising the limit of own authority

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- characteristics, technical capabilities, effects, employment and limitations of the sustained fire machine gun and ammunition
- degrees of weapon readiness
- WHS requirements
- marksmanship principles
- range safety

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- safety precautions of the sustained fire machine gun
- types of targets

Assessment Conditions

Competency should be assessed in an actual workplace or in a simulated environment, with access to equipment and infrastructure appropriate to the outcome. Competency should be demonstrated over time to ensure the candidate is assessed across a variety of situations.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFMIL115 Operate sustained fire machine guns on operations

Modification History

Release	Comments
1	This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to DEFCA408B Operate sustained fire machine guns on operations. • Unit code updated • Content and formatting updated to comply with the new standards • All PC transitioned from passive to active voice • PC 1.3 removed

Application

This unit describes the skills required to conduct battle shooting on operations with sustained fire machine guns, including but not limited to MAG 58 and 12.7 Quick Change Barrel (QCB), in the Defence Force. This is only assessed in an operational environment, for example, as a member of a direct fire support weapons platoon.

This unit applies to those working as combat arms personnel required to operate a sustained fire machine on operations in a deployed operational environment.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work under supervision, usually as part of a team and will usually operate under direct orders. They would use discretion and judgement, and take responsibility for the quality of their outputs while performing specific tasks in a broad range of unpredictable contexts.

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

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Competency Field

Military Skills

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Handle a sustained fire machine gun	1.1 Conduct weapon drills. 1.2 Adopt fire positions as required by environment and threat. 1.3 Secure ammunition.
2. Apply fire with a sustained fire machine gun	2.1 Employ weapon sighting systems and associated equipment as required by the operational environment. 2.2 Comply with Rules of Engagement and Orders for Opening Fire when firing a sustained fire machine gun on operations, in accordance with operational requirements. 2.3 Identify and engage targets as required by the operational environment.
3. Maintain and stow a sustained fire machine gun	3.1 Clean and service sustained fire machine gun and associated equipment as required by the operational conditions. 3.2 Identify and rectify defects if within limits of authority or report them to supervisor. 3.3 Complete documentation. 3.4 Secure sustained fire machine gun.

Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

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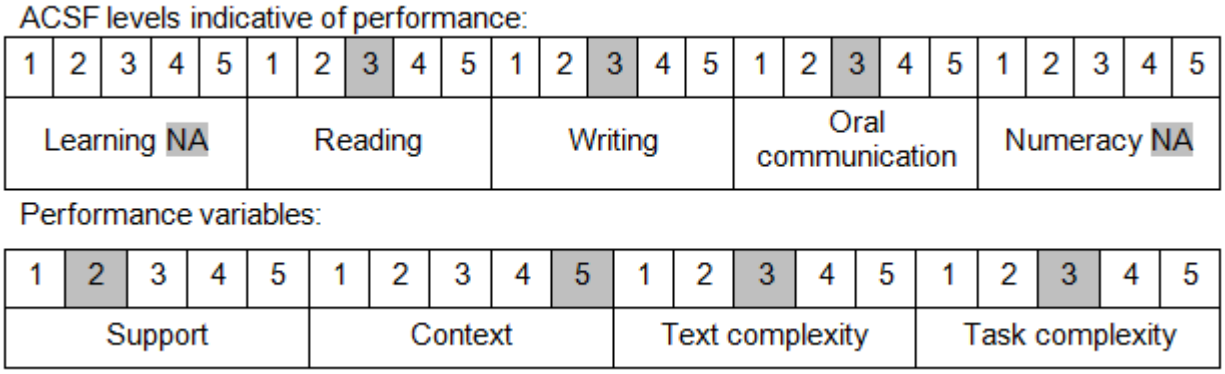

Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

Unit Mapping Information

This unit supersedes and is equivalent to DEFCA408B Operate sustained fire machine guns on operations.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFMIL115 Operate sustained fire machine guns on operations

Modification History

Release	Comments
1	These Assessment Requirements were released in DEF Defence Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- achieving the required effects of fire
- applying battle craft and fieldcraft
- applying recognised safety precautions
- carrying out weapon drills including:
  - action
  - checking clearances
  - degrees of weapon readiness
  - dismount
  - firing
  - immediate action and stoppage
  - mounting
  - parallel
  - safety precautions
  - scales adjustment
  - sight calibration
  - stripping and assembling
- firing the weapon using, as a minimum, linked ball ammunition
- applying a variety of engagement techniques including at least two of:
  - destruction
  - fixing
  - harassing

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  - neutralisation
  - suppression
  - varied rates of fire
- firing, as a minimum, from any unsupported position
- recognising limit of own authority

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- battle craft
- characteristics, technical capabilities, effects, employment and limitations of the sustained fire machine gun and ammunition
- fieldcraft
- fire control orders
- WHS requirements
- recognised safety precautions
- weapon drills

Assessment Conditions

Competency should be assessed in a simulated workplace environment using live ammunition in a range of actual live firing contexts based on a number of realistic operational scenarios. The context of assessment is simulated due to the nature of this high risk environment.

Specific resources for assessment include access to:

- sustained fire machine gun
- ammunition
- simulated operational environment

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFMIL116 Operate a shotgun

Modification History

Release	Comments
1	This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to DEFCA409B Operate a shotgun. • Unit code updated • Content and formatting updated to comply with the new standards • All PC transitioned from passive to active voice • PC 1.1, 4.1 and 4.2 removed • Element 1 one new PC • Elements 3 & 4 merged

Application

This unit describes the skills required to operate a shotgun, such as the Remington 870. Operating a shotgun involves the ability to safely handle, safely maintain, safely operate and safely fire it.

This unit applies to those working in Defence as combat arms personnel required to operate a shotgun.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work under supervision, usually as part of a team and will operate under direct orders. They would use discretion and judgement, and take responsibility for the quality of their outputs while performing specific tasks in a range of contexts.

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

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Competency Field

Military Skills

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Handle a shotgun	1.1 Identify shotgun safety requirements. 1.2 Carry and handle shotgun. 1.3 Identify, select and handle ammunition. 1.4 Secure shotgun.
2. Maintain a shotgun	2.1 Strip and assemble shotgun. 2.2 Clean and service shotgun and associated equipment. 2.3 Clean inspect and carry ammunition. 2.4 Identify and rectify defects within limits of authority or report to supervisor. 2.5 Complete relevant documentation.
3. Operate a shotgun	3.1 Fill shotgun magazine. 3.2 Conduct weapon drills. 3.3 Apply marksmanship principles. 3.4 Adopt fire positions as required by environment and threat. 3.5 Employ weapon equipment. 3.6 Identify and engage targets.

Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

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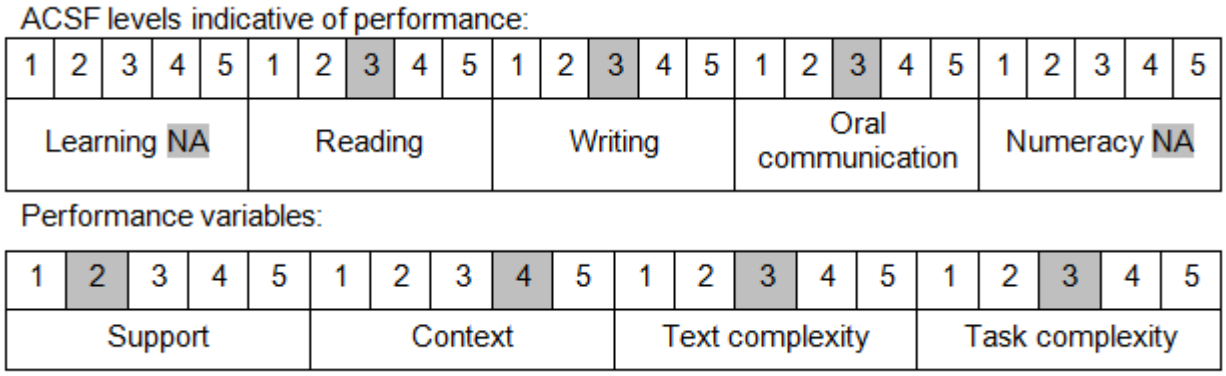

Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

Unit Mapping Information

This unit supersedes and is equivalent to DEFCA409B Operate a shotgun.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFMIL116 Operate a shotgun

Modification History

Release	Comments
1	These Assessment Requirements were released in DEF Defence Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- adopting appropriate firing position
- aiming the shotgun
- applying immediate action and stoppage drills
- applying recognised safety precautions
- conducting weapon drills including:
  - safety precautions
  - degrees of weapon readiness
  - immediate action and stoppage
- firing the weapon
- recognising the limit of own authority

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- characteristics, technical capabilities, effects, employment and limitations of the shotgun and ammunition
- cycle of operation of the shotgun
- degrees of weapon readiness
- marksmanship principles
- safety precautions of the shotgun
- types of targets

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Assessment Conditions

Competency should be assessed in an actual workplace or in a simulated environment, with access to equipment and infrastructure appropriate to the outcome. Competency should be demonstrated over time to ensure the candidate is assessed across a variety of situations.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFMIL117 Throw grenades on operations

Modification History

Release	Comments
1	This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to DEFCA410B Throw grenades on operations. • Unit code updated • Content and formatting updated to comply with the new standards • All PC transitioned from passive to active voice • Element 3 one new PC

Application

This unit describes the skills required to throw a grenade on operations in the Defence Force.

This unit applies to those working as combat arms personnel required to throw grenades in a deployed operational environment.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work under supervision, usually as part of a team, and usually under direct orders. They would use discretion and judgement, and take responsibility for the quality of their outputs while performing specific tasks in a broad range of unpredictable contexts.

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

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Competency Field

Military Skills

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Handle a grenade	1.1 Identify and select grenade. 1.2 Handle and carry grenade. 1.3 Adopt throwing positions as required by environment and threat.
2. Throw a grenade	2.1 Conduct grenade drills. 2.2 Identify and engage targets as required by the operational environment.
3. Maintain and stow grenades	3.1 Clean and service grenade and associated equipment in all operational conditions. 3.2 Identify defects and report to supervisor. 3.3 Complete documentation.

Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

ACSF levels indicative of performance:

1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Learning NA					Reading					Writing					Oral communication					Numeracy NA				

Performance variables:

1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Support					Context					Text complexity					Task complexity				

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Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

Unit Mapping Information

This unit supersedes and is equivalent to DEFCA410B Throw grenades on operations.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFMIL117 Throw grenades on operations

Modification History

Release	Comments
1	These Assessment Requirements were released in DEF Defence Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- interpreting fire control orders
- completing grenade drills including:
  - safety precautions
  - throwing drills
- throwing the high explosive (HE) grenade from various positions including at least one of:
  - kneeling
  - lying
  - standing

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- battle craft
- characteristics, technical capabilities, effects, employment and limitations of the grenade
- fieldcraft
- fire control orders
- grenade drills
- recognised safety precautions
- target indications

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Assessment Conditions

Competency should be assessed in an actual workplace or in a simulated environment, with access to equipment and infrastructure appropriate to the outcome. Competency should be demonstrated over time to ensure the candidate is assessed across a variety of situations.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFMIL118 Operate a grenade launcher

Modification History

Release	Comments
1	This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to DEFCA411B Operate a grenade launcher. • Unit code updated • Content and formatting updated to comply with the new standards • All PC transitioned from passive to active voice • PC 1.1 removed • PC 1.2 and 1.4, and 4.1 and 4.3 merged

Application

This unit describes the skills required to operate a grenade launcher. Operating a grenade launcher involves the ability to safely handle, maintain, operate and fire the grenade launcher. The grenade launcher fires a grenade designed to be used against area and point targets. The weapon is carried by one person and can be fired from normal small arms firing positions.

This unit applies to those working as combat arms personnel required to operate a grenade launcher.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work under supervision, usually as part of a team and will operate under direct orders. They would use discretion and judgement, and take responsibility for the quality of their outputs while performing specific tasks in a range of contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

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Competency Field

Military Skills

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Handle a grenade launcher	1.1 Identify, select and safely handle ammunition. 1.2 Handle, carry and secure grenade launcher.
2. Maintain a grenade launcher	2.1 Strip and assemble grenade launcher. 2.2 Clean and service grenade launcher and associated equipment. 2.3 Clean, inspect, carry and secure ammunition. 2.4 Identify and rectify defects within limits of authority or report them to supervisor. 2.5 Complete documentation.
3. Operate a grenade launcher	3.1 Conduct weapon drills. 3.2 Apply marksmanship principles. 3.3 Adopt fire positions as required by environment and threat. 3.4 Employ weapon equipment.
4. Fire a grenade launcher	4.1 Identify and engage targets to fire grenade launcher. 4.2 Comply with Range Safety Brief and Practice Brief when firing a grenade launcher on a range.

Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

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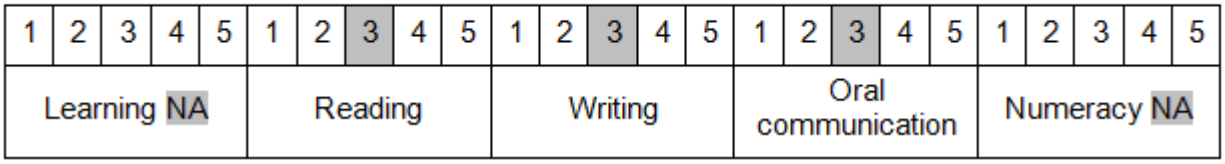
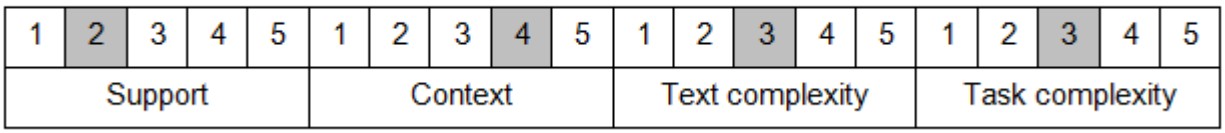
ACSF levels indicative of performance:



Performance variables:



Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

Unit Mapping Information

This unit supersedes and is equivalent to DEFCA411B Operate a grenade launcher.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFMIL118 Operate a grenade launcher

Modification History

Release	Comments
1	These Assessment Requirements were released in DEF Defence Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- adopting appropriate firing position
- aiming the grenade launcher
- applying immediate action and stoppage drills
- applying recognised safety precautions
- conducting following weapon drills:
  - safety precautions
  - degrees of weapon readiness
  - immediate action and stoppage
- firing the weapon
- recognising the limit of own authority

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- characteristics, technical capabilities, effects, employment and limitations of the grenade launcher and ammunition
- WHS requirements
- marksmanship principles
- range safety
- safety precautions of the grenade launcher

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- types of targets

Assessment Conditions

Competency should be assessed in an actual workplace or in a simulated environment, with access to equipment and infrastructure appropriate to the outcome. Competency should be demonstrated over time to ensure the candidate is assessed across a variety of situations.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFMIL119 Operate a mortar

Modification History

Release	Comments
1	This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to DEFCA412B Operate a mortar. • Unit code updated • Content and formatting updated to comply with the new standards • All PC transitioned from passive to active voice • PC 1.4 removed • Elements 2 and 3 merged

Application

This unit describes the skills required to operate a mortar, including the 81mm mortar, in the Defence Force.

This unit applies to those working as combat arms personnel required to operate mortar equipment.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work under supervision, usually as part of a team and will operate under direct orders. They would use discretion and judgement, and take responsibility for the quality of their outputs while performing specific tasks in a range of contexts.

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

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Competency Field

Military Skills

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Position the weapon	1.1 Prepare weapon position for firing. 1.2 Prepare ancillary equipment for use and operate as required or directed. 1.3 Prepare weapon for firing.
2. Fire the weapon	2.1 Prepare sighting equipment for use and operate as required or directed. 2.2 Calculate firing data both manually and electronically, and communicate to supervisor. 2.3 Aim and adjust mortar as directed. 2.4 Handle and prepare ammunition. 2.5 Inspect ammunition visually and report defects to supervisor. 2.6 Conduct weapon drills. 2.7 Fire mortar in an operational environment and in accordance with orders.
3. Maintain and stow the mortar	3.1 Clean and service weapon and associated equipment as required. 3.2 Identify and rectify defects within limits of authority or report to supervisor. 3.3 Complete documentation. 3.4 Secure mortar.

Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

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ACSF levels indicative of performance:

1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Learning NA					Reading					Writing					Oral communication					Numeracy				

Performance variables:

1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Support					Context					Text complexity					Task complexity				

Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

Unit Mapping Information

This unit supersedes and is equivalent to DEFCA412B Operate a mortar.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFMIL119 Operate a mortar

Modification History

Release	Comments
1	These Assessment Requirements were released in DEF Defence Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- achieving the required effects of fire
- applying battle craft
- applying fieldcraft
- applying recognised safety precautions
- interpreting fire control orders
- carrying out weapon drills including:
  - action
  - adjustment of scales
  - cease fire
  - firing
  - misfire
  - parallel
  - position aiming posts
- firing the weapon using, as a minimum, high explosive ammunition
- completing a variety of firing data calculations at least two of:
  - circular/rectangular sheath
  - coverage
  - datum
  - grids
  - intersection
  - linear
  - link shooting

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- location
- polar
- proving the belt
- shift

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- battle craft
- characteristics, technical capabilities, effects, employment and limitations of mortars and ammunition
- fieldcraft
- target indication procedure
- weapon drills

Assessment Conditions

Competency should be assessed in an actual workplace or in a simulated environment, with access to equipment and infrastructure appropriate to the outcome. Competency should be demonstrated over time to ensure the candidate is assessed across a variety of situations.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFMIL120 Operate a direct fire support weapon

Modification History

Release	Comments
1	This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to DEFCA413B Operate a direct fire support weapon. • Unit code updated • Content and formatting updated to comply with the new standards • All PC transitioned from passive to active voice • PC 1.1 removed • PC 1.2 and 1.4, and 4.1 and 4.3 merged

Application

This unit describes the skills required to operate a direct fire support weapon, including any in service 66 mm or 84 mm direct fire support weapon. Operating a direct fire support weapon involves the ability to handle, maintain, operate and fire the direct fire support weapon. The weapon is designed to be carried by a person.

This unit applies to those working as combat arms personnel required to operate direct fire support weapons.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work under supervision, usually as part of a team and will operate under direct orders. They would use discretion and judgement, and take responsibility for the quality of their outputs while performing specific tasks in a range of contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

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Competency Field

Military Skills

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Handle a direct fire support weapon	1.1 Identify, select and safely handle ammunition. 1.2 Secure, handle and carry direct fire support weapon.
2. Maintain a direct fire support weapon	2.1 Strip and assemble direct fire support weapon. 2.2 Clean and service direct fire support weapon and associated equipment. 2.3 Clean, inspect, carry and secure ammunition. 2.4 Identify and rectify defects within limits of authority or report them to supervisor. 2.5 Complete documentation.
3. Operate a direct fire support weapon	3.1 Conduct weapon drills. 3.2 Apply marksmanship principles. 3.3 Adopt fire positions as required by environment and threat. 3.4 Employ weapon equipment.
4. Fire a direct fire support weapon	4.1 Identify and engage target to fire direct fire support weapon. 4.2 Comply with Range Safety Brief and Practice Brief when firing a direct fire support weapon on a range.

Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

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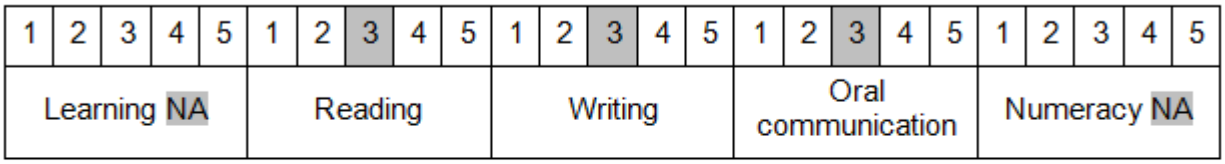
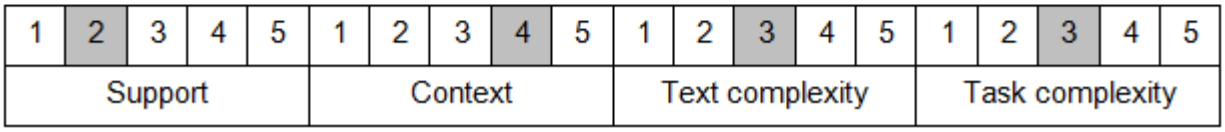
ACSF levels indicative of performance:



Performance variables:



Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

Unit Mapping Information

This unit supersedes and is equivalent to DEFCA413B Operate a direct fire support weapon.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFMIL120 Operate a direct fire support weapon

Modification History

Release	Comments
1	These Assessment Requirements were released in DEF Defence Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- adopting appropriate firing position
- aiming the direct fire support weapon
- applying immediate action and stoppage drills
- applying recognised safety precautions
- conducting weapon drills
- firing the weapon
- recognising the limit of own authority

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- characteristics, technical capabilities, effects, employment and limitations of the direct fire support weapon and ammunition
- degrees of weapon readiness
- WHS requirements
- marksmanship principles
- range safety
- safety precautions of the direct fire support weapon
- types of targets

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Assessment Conditions

Competency should be assessed in an actual workplace or in a simulated environment, with access to equipment and infrastructure appropriate to the outcome. Competency should be demonstrated over time to ensure the candidate is assessed across a variety of situations.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFMIL121 Operate direct fire support weapon systems on operations

Modification History

Release	Comments
1	This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to DEFCA414B Operate direct fire support weapon systems on operations. • Unit code updated • Content and formatting updated to comply with the new standards • All PC transitioned from passive to active voice • PC 1.5 removed • PC 1.2 and 1.6 merged

Application

This unit describes the skills required to safely handle, aim, fire, and maintain direct fire support weapon systems (such as the 84 mm Carl Gustaf) designed to destroy targets and provide battlefield effects. The weapon system is carried and operated by a team.

All members of the team must be thoroughly familiar with target identification, the characteristics and capabilities of the weapon system and be competent in the application of fire in an operational environment. The team will usually operate under direct Orders for Opening Fire and in accordance with the Rules of Engagement.

This unit applies to those working in Defence as combat arms personnel.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work under supervision, usually as part of a team and will usually operate under direct orders. They would use discretion and judgement, and take responsibility for the quality of their outputs while performing specific tasks in a broad range of unpredictable contexts.

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

Competency Field

Military Skills

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Handle a direct fire support system	1.1 Handle and carry weapon. 1.2 Identify, select, handle and secure ammunition. 1.3 Conduct weapon drills. 1.4 Adopt fire positions as required by environment and threat.
2. Apply fire with a direct fire support system	2.1 Employ weapon sighting systems and associated equipment as required by the operational environment. 2.2 Identify and engage targets.
3. Maintain and stow a direct fire support system	3.1 Conduct maintenance. 3.2 Identify and rectify defects within limits of authority or reported to supervisor. 3.3 Complete documentation.

Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

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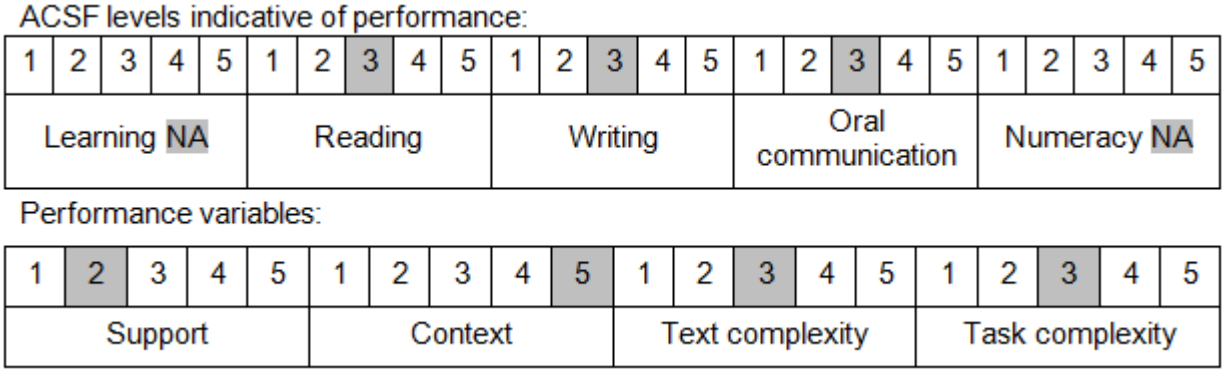

Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

Unit Mapping Information

This unit supersedes and is equivalent to DEFCA414B Operate direct fire support weapon systems on operations.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFMIL121 Operate direct fire support weapon systems on operations

Modification History

Release	Comments
1	These Assessment Requirements were released in DEF Defence Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- applying battle craft
- applying fieldcraft skills
- applying recognised safety precautions
- using binoculars
- carrying out weapon drills including:
  - checking clearances
  - degrees of weapon readiness
  - immediate action and misfire
  - safety precautions
  - stripping and assembling
- identify the target type
- firing the weapon using high explosive ammunition
- achieving the desired effect of fire – destruction, obscuration, illumination fire - from any supported or unsupported position
- recognising limit of own authority

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- battle craft

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- characteristics, technical capabilities, effects, employment and limitations of the weapon
- characteristics, technical capabilities of the system
- fieldcraft
- fire control orders
- safety precautions associated with the equipment
- target identification
- weapon drills

Assessment Conditions

Competency should be assessed in an actual workplace or in a simulated environment, with access to equipment and infrastructure appropriate to the outcome. Competency should be demonstrated over time to ensure the candidate is assessed across a variety of situations.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFMIL123 Employ hand operated pyrotechnics

Modification History

Release	Comments
1	This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to DEFCA416C Employ hand operated pyrotechnics. • Unit code updated • Content and formatting updated to comply with the new standards • All PC transitioned from passive to active voice • PC 1.4 removed

Application

This unit describes the skills required to effectively employ pyrotechnics in the Defence Force. Pyrotechnics are usually used for illumination, signalling and obscuration.

This competency was developed for combat arms personnel working with pyrotechnics, but is applicable to any individual in this field of work.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would typically work independently under direct and/or indirect supervision. They use discretion and judgement, and take responsibility for the quality of their outputs. They would perform specific tasks in a range of contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Competency Field

Military Skills

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Handle pyrotechnics	1.1 Identify and select pyrotechnics according to operational requirements. 1.2 Handle and carry pyrotechnics. 1.3 Adopt operating positions as required by circumstances and type of pyrotechnic. 1.4 Monitor environmental factors to ensure safety.
2. Operate pyrotechnics	2.1 Activate pyrotechnics. 2.2 Achieve outcome required from using pyrotechnics. 2.3 Minimise environmental impact arising from use of pyrotechnics and recover waste products.

Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

ACSF levels indicative of performance:

1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Learning NA					Reading					Writing NA					Oral communication NA					Numeracy NA				

Performance variables:

1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Support					Context					Text complexity					Task complexity				

Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

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Unit Mapping Information

This unit supersedes and is equivalent to DEFCA416C Employ hand operated pyrotechnics.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFMIL123 Employ hand operated pyrotechnics

Modification History

Release	Comments
1	These Assessment Requirements were released in DEF Defence Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- applying recognised safety precautions
- employing pyrotechnics for illumination, signalling and obscuration

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- characteristics, technical capabilities, effects, employment and limitations of the pyrotechnics
- WHS requirements
- recognised safety precautions

Assessment Conditions

Competency should be assessed in an actual workplace or in a simulated environment, with access to equipment and infrastructure appropriate to the outcome. Competency should be demonstrated over time to ensure the candidate is assessed across a variety of situations.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFMIL124 Destroy targets using a direct fire guided weapons system

Modification History

Release	Comments
1	This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to DEFCA417B Destroy targets using a direct fire guided weapons system. • Unit code updated • Content and formatting updated to comply with the new standards • All PC transitioned from passive to active voice • PC 1.5, 2.2 and 2.5 removed • PC 1.2 and 1.6 merged

Application

This unit describes the skills required to safely handle, aim, fire, and maintain direct fire guided weapon systems designed to destroy targets, which may include Dragon, Javelin, Milan, and TOW. The weapon is designed to be carried by a person. The individual will usually operate under Orders for Opening Fire and in accordance with the Rules of Engagement.

This unit applies to those working as combat arms personnel required to operate direct fire guided weapon systems designed to destroy targets in a deployed operational environment.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would normally operate the weapon in a team environment under supervision. The operators must be thoroughly familiar with characteristics and capabilities of the guided weapon system and competent in the application of fire in an operational or simulated operational environment. They would perform specific tasks in a broad range of contexts that can be unpredictable.

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

Competency Field

Military Skills

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Handle a direct fire guided weapon system	1.1 Handle and carry weapon. 1.2 Identify, select, handle and secure ammunition. 1.3 Conduct weapon drills. 1.4 Adopt fire positions as required by environment and threat.
2. Fire with a direct fire guided weapon system	2.1 Employ weapon sighting systems as required by the operational environment. 2.2 Sight, identify and select targets. 2.3 Track and engage targets as required by the operational environment.
3. Maintain and stow a direct fire guided weapon system	3.1 Conduct maintenance. 3.2 Identify defects and rectify within limits of authority or reported to supervisor. 3.3 Complete documentation. 3.4 Secure direct fire support system.

Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

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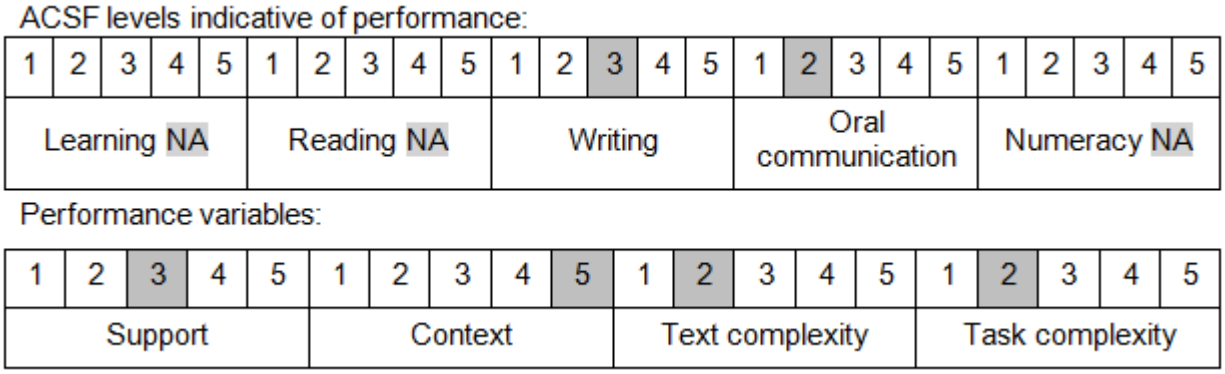

Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

Unit Mapping Information

This unit supersedes and is equivalent to DEFCA417B Destroy targets using a direct fire guided weapons system.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFMIL124 Destroy targets using a direct fire guided weapons system

Modification History

Release	Comments
1	These Assessment Requirements were released in DEF Defence Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- achieving the required effects of fire
- handling weapon safely in an operational environment
- using binoculars
- tracking and engaging targets using the weapon system
- carrying out weapon drills including:
  - checking clearances
  - degrees of weapon readiness
  - immediate action and misfire
  - safety precautions
  - stripping and assembling
- identifying the target type
- carrying out live or simulated engagements
- firing from any supported and unsupported position

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- battle craft
- characteristics, technical capabilities, effects, employment and limitations of the weapon

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- characteristics, technical capabilities of the system
- fieldcraft
- fire control orders
- safety precautions associated with the equipment
- target identification
- weapon drills

Assessment Conditions

Competency should be assessed in an actual workplace or in a simulated environment, with access to equipment and infrastructure appropriate to the outcome. Competency should be demonstrated over time to ensure the candidate is assessed across a variety of situations.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFMIL126 Operate a light support weapon on operations

Modification History

Release	Comments
1	This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to DEFCA420B Operate a light support weapon on operations. • Unit code updated • Content and formatting updated to comply with the new standards • All PC transitioned from passive to active voice • PC 1.5 and 2.2 removed • PC 1.2 and 1.6 merged

Application

This unit describes the skills required to effectively conduct battle shooting on operations with a light support weapon, which may include the F89 Minimi. The individual will usually operate under Orders for Opening Fire and in accordance with the Rules of Engagement.

This unit applies to those working as combat arms personnel required to operate a light support weapon on operations in a deployed operational environment.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work under supervision, usually as part of a team and will usually operate under direct orders. They would use discretion and judgement, and take responsibility for the quality of their outputs while performing specific tasks in a broad range of unpredictable contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

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Competency Field

Military Skills

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Handle a light support weapon	1.1 Handle and carry light support weapon. 1.2 Identify, select, handle, secure and maintain ammunition. 1.3 Conduct weapon drills. 1.4 Adopt fire positions as required by environment and threat.
2. Apply fire with a light support weapon	2.1 Employ weapon sighting systems and associated equipment. 2.2 Identify and engage targets as required by the operational environment.
3. Maintain and stow a light support weapon	3.1 Clean and service weapon and associated equipment in all operational conditions. 3.2 Identify and rectify defects within limits of authority or reported to supervisor. 3.3 Complete documentation. 3.4 Secure light support weapon.

Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

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ACSF levels indicative of performance:

1	2	3	4	5	1	2	3	4	5	1	2	**3**	4	5	1	**2**	3	4	5	1	2	3	4	5
Learning NA					Reading NA					Writing					Oral communication					Numeracy NA				

Performance variables:

1	**2**	3	4	5	1	2	3	4	**5**	1	**2**	3	4	5	1	**2**	3	4	5	1	2	3	4	5
Support					Context					Text complexity					Task complexity									

Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

Unit Mapping Information

This unit supersedes and is equivalent to DEFCA420B Operate a light support weapon on operations.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFMIL126 Operate a light support weapon on operations

Modification History

Release	Comments
1	These Assessment Requirements were released in DEF Defence Training Package release 1.0 and meet the Standards for Training Packages. ▸ Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- achieving the required effects of fire
- applying battle craft
- applying fieldcraft skills
- applying recognised safety precautions
- interpreting fire control orders
- carrying out weapon drills including:
  - checking clearances
  - degrees of weapon readiness
  - immediate action and stoppage
  - safety precautions
  - stripping and assembling
- firing the weapon using, as a minimum, linked ball ammunition
- applying a variety of engagement techniques including at least one of:
  - suppression
  - destruction
  - fix
  - neutralisation
  - rates of fire

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Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- battle craft
- characteristics, technical capabilities, effects, employment and limitations of the light support weapon and ammunition
- fieldcraft
- fire control orders
- recognised safety precautions
- weapon drills

Assessment Conditions

Competency should be assessed in an actual workplace or in a simulated environment, with access to equipment and infrastructure appropriate to the outcome. Competency should be demonstrated over time to ensure the candidate is assessed across a variety of situations.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFMIL129 Observe and direct machine gun fire

Modification History

Release	Comments
1	This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to DEFCA424B Observe and direct machine gun fire. • Unit code updated • Content and formatting updated to comply with the new standards • All PC transitioned from passive to active voice

Application

This unit describes the skills required to observe and direct machine gun fire onto targets in accordance with standard procedures in the Defence Force.

This unit applies to those working as combat arms personnel required to observe and direct machine gun fire in a deployed operational environment.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work under the commander’s direction, and must also have authority to act independently. They will perform specific tasks in a broad range of unpredictable contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Competency Field

Military Skills

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Occupy and prepare a location	1.1 Occupy appropriate vantage point and maintain concealment throughout operation. 1.2 Establish occupied position. 1.3 Establish and document reference points. 1.4 Monitor possible threats and prepare an appropriate plan of action.
2. Plan the engagement of firepower	2.1 Use standard terminology so that clear communication with all stakeholders is maintained. 2.2 Establish target position. 2.3 Determine altitude of target from map. 2.4 Maintain communications with stakeholders throughout the operation and ensure personnel safety in the target area. 2.5 Describe target to stakeholders. 2.6 Determine type of engagement and convey instructions to the gun line.
3. Direct fire onto target	3.1 Transmit planning information to the command post. 3.2 Transmit direction to fire to the gun line. 3.3 Complete target analysis after impact and if appropriate refer to supervisor. 3.4 Complete or terminate adjustments of fire.
4. Withdraw from an occupied location	4.1 Recondition occupied position and remove all evidence of occupation. 4.2 Withdrawal from the occupied position.

Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

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ACSF levels indicative of performance:

1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Learning NA					Reading NA					Writing					Oral communication					Numeracy				

Performance variables:

1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Support					Context					Text complexity					Task complexity				

Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

Unit Mapping Information

This unit supersedes and is equivalent to DEFCA424B Observe and direct machine gun fire.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFMIL129 Observe and direct machine gun fire

Modification History

Release	Comments
1	These Assessment Requirements were released in DEF Defence Training Package release 1.0 and meet the Standards for Training Packages. ▸ Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- maintaining safety of friendly personnel at all times
- recognising and applying own level of authority

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- characteristics, technical capabilities, effects, employment and limitations of the weapon
- communication procedures
- safety associated with operations

Assessment Conditions

Competency should be assessed in an actual workplace or in a simulated environment, with access to equipment and infrastructure appropriate to the outcome. Competency should be demonstrated over time to ensure the candidate is assessed across a variety of situations.

Candidates should complete a minimum of two live fire missions using sustained fire machine guns to engage the target.

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Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFMIL130 Supervise sniper operations

Modification History

Release	Comments
1	This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to DEFCA427B Supervise sniper operations. • Unit code updated • Content and formatting updated to comply with the new standards • All PC transitioned from passive to active voice • PC 1.6 and 2.8 removed

Application

This unit describes the skills required to identify tasks and collect appropriate information, plan and prepare for sniping tasks, control sniping operations and finalise sniping tasks.

This unit applies to combat arms personnel required to supervise and control all aspects of sniper operations in a deployed operational environment.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would perform independently and lead a team under indirect supervision, use discretion and judgement, and take responsibility for the quality of their outputs. They would perform complex tasks in a broad range of unpredictable contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Competency Field

Military skills

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Identify tasks and collect appropriate information	1.1 Determine requirement to conduct sniping tasks from orders, and identify and apply appropriate standard procedures. 1.2 Determine and manage constraints imposed on tasks. 1.3 Identify and address training requirements. 1.4 Identify and address resource requirements. 1.5 Report shortfalls/problems through the chain of command.
2. Plan and prepare for sniping tasks	2.1 Assemble and analyse information and intelligence in support of operations. 2.2 Identify and manage risk. 2.3 Conduct decision making process. 2.4 Identify and advise sniper teams to perform specialist operations. 2.5 Adjust plans to accord with resource availability. 2.6 Prepare and issue orders to participating sniper teams indicating their missions, tasks, resources, constraints and limitations. 2.7 Supervise and conduct battle procedure.
3. Control sniping operations	3.1 Monitor operations to ensure efficient conduct and achievement of the mission. 3.2 Employ appropriate battlespace operating systems. 3.3 Modify plans to reflect requirements in effort, resources and support. 3.4 Coordinate operations as required, reallocating/adjusting resources to meet operational requirements. 3.5 Liaise with superiors, subordinates, supporting organisations and other operations being conducted as required, ensuring feedback and performance is addressed. 3.6 Action reported problems. 3.7 Provide reports.
4. Finalise sniping tasks	4.1 Document operations in accordance with current instructions. 4.2 Conduct debriefing. 4.3 Conduct post-activity analysis and make recommendations. 4.4 Compile and process reports and returns.

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Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

ACSF levels indicative of performance:

1	2	**3**	4	5	1	2	3	**4**	5	1	2	3	**4**	5	1	2	**3**	4	5	1	2	3	4	5
Learning					Reading					Writing					Oral communication					Numeracy NA					

Performance variables:

1	2	3	**4**	5	1	2	3	4	**5**	1	2	**3**	4	5	1	2	3	**4**	5
Support					Context					Text complexity					Task complexity				

Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

Unit Mapping Information

This unit supersedes and is equivalent to DEFCA427B Supervise sniper operations.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFMIL130 Supervise sniper operations

Modification History

Release	Comments
1	These Assessment Requirements were released in DEF Defence Training Package release 1.0 and meet the Standards for Training Packages. ▸ Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- allocating appropriate materials and personnel to the operations
- developing and delivering orders, instructions, and directions
- controlling the operations to achieve the mission efficiently and safely
- writing reports and providing appropriate documentation
- identifying the application of legislative requirements
- coordinating multiple activities

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- characteristics, technical capabilities, effects, employment and limitations of relevant sniping equipment
- characteristics, technical capabilities, effects, employment and limitations of the sniping teams
- material, personnel skills and other requirements for the operations
- Rules of Engagement relevant to the sniping operations
- procedures and requirements of the operations
- reporting requirements and procedures associated with the operations
- safety precautions associated with the operations
- sniping operations to be performed

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Assessment Conditions

Competency should be assessed in an actual workplace or in a simulated environment, with access to equipment and infrastructure appropriate to the outcome. Competency should be demonstrated over time to ensure the candidate is assessed across a variety of situations.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFMIL131 Undertake stability actions

Modification History

Release	Comments
1	This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to DEFCA428 Undertake stability actions. • Unit code updated • Content and formatting updated to comply with the new standards • All PC transitioned from passive to active voice

Application

This unit describes the skills required to operate as a team member during the conduct of stability actions in the Australian Defence Force. Stability actions involve a variety of activities conducted in a threat environment. A security operations team is a grouping of up to approximately 30 personnel (for infantry this would be a section or platoon).

This unit was developed for combat arms personnel required to deploy in an operational environment, but is applicable to any individual in this field of work.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit work independently and as part of a team under direct and/or indirect supervision, use discretion and judgement, and take responsibility for the quality of their outputs. They would perform specific tasks in a broad range of unpredictable contexts.

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

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Competency Field

Military Skills

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Prepare for stability actions	1.1 Receive and clarify stability action orders. 1.2 Conduct battle procedure. 1.3 Select and fit appropriate personal protective equipment as directed and/or required by the operational environment.
2. Conduct stability actions	2.1 Conduct stability actions in accordance with operational requirements and standard procedures. 2.2 Maintain security of the team. 2.3 Conduct drills and procedures.
3. Finalise stability action activities	3.1 Conduct post operation activities. 3.2 Conduct post operation administration.

Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

ACSF levels indicative of performance:

1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Learning NA					Reading NA					Writing					Oral communication					Numeracy NA				

Performance variables:

1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Support					Context					Text complexity					Task complexity				

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Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

Unit Mapping Information

This unit supersedes and is equivalent to DEFCA428 Undertake stability actions.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFMIL131 Undertake stability actions

Modification History

Release	Comments
1	These Assessment Requirements were released in DEF Defence Training Package release 1.0 and meet the Standards for Training Packages. ▸ Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- applying battle craft
- applying cultural sensitivity
- applying navigation techniques
- applying recognised safety precautions
- assimilating orders
- interpreting fire control orders
- working as part of a team
- carrying out duties during the following activities:
  - patrol key point security
  - vehicle check points
  - cordon and search
- completing the following drills and procedures:
  - contact drills
  - counter ambush drills
  - mine incident drills
  - obstacle crossing drills
  - harbour drills
  - short and long halts

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Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- characteristics, technical capabilities, effects, employment and limitations of equipment
- cultural awareness
- fire control orders
- navigation techniques
- Rules of Engagement

Assessment Conditions

Competency should be demonstrated over time in a range of contexts that could be expected in the workplace. Competency should be assessed in a simulated operational threat environment. The person should be exposed to the extremes of the operational environment under physical and mental stress. The context of assessment would usually be simulated due to the nature of this high risk environment.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFMIL132 Undertake defensive actions

Modification History

Release	Comments
1	This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to DEFCA429 Undertake defensive actions. • Unit code updated • Content and formatting updated to comply with the new standards • All PC transitioned from passive to active voice

Application

This unit describes the skills required to operate as a team member during the conduct of defensive actions in the Australian Defence Force. For the purpose of this unit of competency, a team is defined as a group of up to approximately 30 personnel (for infantry this would be a section or platoon).

This unit was developed for those working in Defence as combat arms personnel required to deploy in an operational environment, but is applicable to any individual in this field of work.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work independently and as part of a team under direct and/or indirect supervision. They would use discretion and judgement, and take responsibility for the quality of their outputs. They would perform specific tasks in a broad range of unpredictable contexts.

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

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Competency Field

Military Skills

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Prepare for defensive actions	1.1 Interpret defensive action orders and clarify where required. 1.2 Conduct battle procedure. 1.3 Select and fit personal and task specific equipment.
2. Conduct defensive actions	2.1 Occupy defensive position. 2.2 Construct defences. 2.3 Conduct defensive routine. 2.4 Conduct drills and routines. 2.5 Withdraw from the defensive position.
3. Finalise defensive action activities	3.1 Conduct post operation activities. 3.2 Conduct post action administration.

Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

ACSF levels indicative of performance:

1	2	3	4	5	1	2	3	4	5	1	2	**3**	4	5	1	**2**	3	4	5	1	2	3	4	5
Learning NA					Reading NA					Writing					Oral communication					Numeracy NA				

Performance variables:

1	2	**3**	4	5	1	2	3	4	**5**	1	**2**	3	4	5	1	**2**	3	4	5
Support					Context					Text complexity					Task complexity				

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Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

Unit Mapping Information

This unit supersedes and is equivalent to DEFCA429 Undertake defensive actions.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFMIL132 Undertake defensive actions

Modification History

Release	Comments
1	These Assessment Requirements were released in DEF Defence Training Package release 1.0 and meet the Standards for Training Packages. ▸ Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- applying battle craft
- applying navigation techniques
- applying operational safety
- constructing defences such as:
  - shell scrapes
  - weapon pits
  - obstacles
  - fire lanes
  - weapon stakes
- adhering to all defensive routines as detailed below:
  - applying weapon readiness states
  - camouflage maintenance
  - clearing patrols
  - maintaining communications between individual/groups
  - maintaining hygiene plan
  - maintaining obstacles
  - monitoring surveillance devices
  - observing arcs
  - range cards
  - rehearsals
  - searching ground

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- stand to/down
- standing patrols
- track discipline
- using the ground

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- battle craft
- characteristics, technical capabilities, effects, employment and limitations of equipment
- fire control orders
- orders for open fire

Assessment Conditions

Competency should be assessed in a simulated operational threat environment. The person should be exposed to the extremes of the operational environment under physical and mental stress. The context of assessment would usually be simulated due to the nature of this high risk environment. Competency should be demonstrated over time and in a range of contexts that could be expected in the workplace.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFMIL133 Undertake offensive actions

Modification History

Release	Comments
1	This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to DEFCA430 Undertake offensive actions. • Unit code updated • Content and formatting updated to comply with the new standards • All PC transitioned from passive to active voice • PC 2.1 and 2.2, 2.3 and 2.4 merged • Elements 1 and 2 merged

Application

This unit describes the skills required to operate as a team member during the conduct of offensive actions such as advance, attack, ambush and/or pursuit in the Australian Defence Force.

This unit was developed for those working in Defence as combat arms personnel required to deploy in an operational environment, but is applicable to any individual in this field of work.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work independently and as part of a team, under direct and/or indirect supervision. They would use discretion and judgement, and take responsibility for the quality of their outputs. They would perform specific tasks in a broad range of unpredictable contexts.

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

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Competency Field

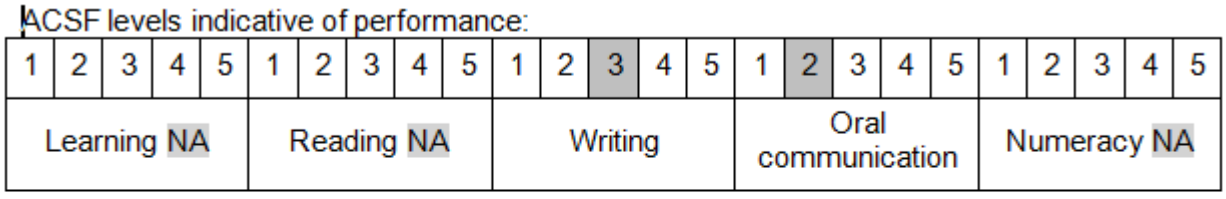
Military Skills

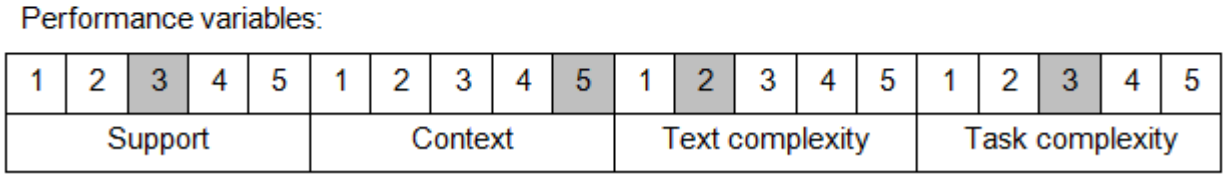
Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Prepare for and conduct offensive actions	1.1 Interpret and clarify offensive action orders. 1.2 Conduct battle procedure. 1.3 Conduct offensive actions. 1.4 Conduct drills and procedures.
2. Finalise security action activities	2.1 Conduct post operation activities. 2.2 Conduct post action administration.

Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.





Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

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Unit Mapping Information

This unit supersedes and is equivalent to DEFCA430 Undertake offensive actions.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFMIL133 Undertake offensive actions

Modification History

Release	Comments
1	These Assessment Requirements were released in DEF Defence Training Package release 1.0 and meet the Standards for Training Packages. ▸ Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- applying battle craft
- applying navigation techniques
- applying operational safety
- applying recognised safety precautions
- interpreting fire control orders
- attacking a prepared position
- adhering to all relevant drills and procedures:
  - advance:
    - quick response force
    - contact drills
    - counter ambush drills
    - mine incident drills
    - obstacle crossing drills
    - harbour drills
    - short and long halts
    - rendezvous and marry up procedures
  - attack:
    - preparation
    - assault
    - fight through/close assault drill
    - exploitation

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    - reorganisation fire support
- ambush:
    - preparation
    - occupation
    - initiation
    - searching
    - withdrawal

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- battle craft
- characteristics, technical capabilities, effects, employment and limitations of equipment
- fire control orders
- orders for open fire

Assessment Conditions

Competency should be demonstrated over time in a range of contexts that could be expected in the workplace. It should be assessed in a simulated operational threat environment. The person should be exposed to the extremes of the operational environment under physical and mental stress. The context of assessment would usually be simulated due to the nature of this high risk environment.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFMIL134 Undertake sniper tasks

Modification History

Release	Comments
1	This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to DEFCA431 Undertake sniper tasks. • Unit code updated • Content and formatting updated to comply with the new standards • All PC transitioned from passive to active voice • PC 1.2 removed

Application

This unit describes the skills required to operate as a two man team during the conduct of sniper tasks in the Defence Force. Sniper operations require soldiers to operate in close proximity to the enemy in order to hit targets with rifle fire and gather information to inform their commanders. The sniper must be thoroughly familiar with characteristics and capabilities of the weapon and competent in the application of fire in an operational environment.

This unit applies to combat arms personnel required to operate as a two man team during the conduct of sniper tasks in a deployed operational environment.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit work independently and as part of a team under direct and/or indirect supervision, use discretion and judgement, and take responsibility for the quality of their outputs. They would perform specific tasks in a broad range of unpredictable contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

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Competency Field

Military skills

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Prepare for sniper tasks	1.1 Interpret and clarify sniper orders where required. 1.2 Select and check appropriate equipment for serviceability and fit as directed and/or required by the operational environment.
2. Conduct a sniper patrol	2.1 Complete movement ensuring that detection is avoided. 2.2 Achieve standard of operation and marksmanship. 2.3 Perform sniper patrol techniques. 2.4 Conduct drills and procedures. 2.5 Complete sniper tasks. 2.6 Conduct patrol debrief.

Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

ACSF levels indicative of performance:

1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Learning NA					Reading NA					Writing NA					Oral communication					Numeracy NA				

Performance variables:

1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Support					Context					Text complexity					Task complexity				

Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

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Unit Mapping Information

This unit supersedes and is equivalent to DEFCA431 Undertake sniper tasks.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFMIL134 Undertake sniper tasks

Modification History

Release	Comments
1	These Assessment Requirements were released in DEF Defence Training Package release 1.0 and meet the Standards for Training Packages. ▸ Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- applying recognised safety precautions
- assimilating orders
- handling weapons safely in an operational environment
- interpreting fire control orders
- conducting drills and sniper tasks

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- characteristics, technical capabilities, effects, employment and limitations of equipment
- battle craft

Assessment Conditions

Competency should be assessed in an actual workplace or in a simulated environment, with access to equipment and infrastructure appropriate to the outcome. Competency should be demonstrated over time to ensure the candidate is assessed across a variety of situations.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFMIL137 Apply non-lethal unarmed self-defence techniques

Modification History

Release	Comments
1	This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to DEFCM201B Apply non-lethal unarmed self-defence techniques. • Unit code updated • Content and formatting updated to comply with the new standards • All PC transitioned from passive to active voice • PC 3.5 removed

Application

This unit describes the skills required to select and apply appropriate non-lethal unarmed self-defence (NUSD) techniques to control persons in operational situations. It includes the ability to minimise the risk to self and others, to quickly re-assess the situation and respond to unexpected changes in circumstances.

This unit was developed for Defence personnel required to apply NUSD techniques in deployed operational situations, but is applicable to any individual in this field of work.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would typically work independently and as part of a team under direct and/or indirect supervision. They use discretion and judgement, and take responsibility for the quality of their outputs while performing specific tasks in a broad range of unpredictable contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

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Competency Field

Military Skills

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Assess the need to use NUSD techniques	1.1 Evaluate need to use NUSD techniques against use of force guidelines. 1.2 Assess person's intentions based on risk assessment and identified opportunities. 1.3 Consider capacity to complete action effectively prior to commencement and assess alternative actions for viability. 1.4 Identify situations requiring assistance and request support.
2. Use NUSD techniques	2.1 Select NUSD techniques to ensure protection of self and efficient completion of movement. 2.2 Apply techniques in accordance with use of force guidelines. 2.3 Carry hand restraints in a secure, protected and accessible position for safe deployment. 2.4 Present and apply hand restraints using recognised techniques in accordance with use of force guidelines and legal requirements. 2.5 Compare sufficiency of response against identified opportunities constantly.
3. Contain the incident	3.1 Adjust response with changing circumstances in accordance with use of force guidelines and tactical options model. 3.2 Detain, handle and search people within the limits of legal requirements. 3.3 Provide care and protection to detainees. 3.4 Reassess situation to determine and request support requirements
4. Evaluate response	4.1 Evaluate and review effectiveness of response in a debrief. 4.2 Provide feedback to participants and supervisors based on accurate and constructive observations of incidents in order to optimise future performance. 4.3 Comply with systems, records and reporting procedures. 4.4 Identify and manage effects of stress using recognised stress management techniques.

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Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

ACSF levels indicative of performance:

1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Learning NA					Reading NA					Writing					Oral communication					Numeracy NA				

Performance variables:

1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Support					Context					Text complexity					Task complexity				

Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

Unit Mapping Information

This unit supersedes and is equivalent to DEFCM201B Apply non-lethal unarmed self-defence techniques.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFMIL137 Apply non-lethal unarmed self-defence techniques

Modification History

Release	Comments
1	These Assessment Requirements were released in DEF Defence Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- applying basic problem solving strategies
- applying first aid
- applying legislative and/or legal provisions including provisions governing the use of force, reactive force, misuse of force, proactive force, the duty of care under criminal, civil and international law.
- applying observation techniques
- communicating and negotiating under stressful situations
- interpreting instructions to facilitate solutions within operating parameters
- following instructions and reporting information
- recording and reporting information accurately
- interpreting and complying with legal and procedural requirements
- applying and terminating force
- applying control techniques that ensure continued protection of self and others and efficient completion of the movement
- applying the most appropriate NUSD techniques to counter the threat
- identifying current and potential risk factors and their impact on the incident/situation
- providing warnings and clear instructions/directions to a person/s posing a threat
- selecting response options within specified legal and statutory limits that most effectively meet the objective in accordance with the tactical options model
- recognising and managing stress

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Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- appropriate force according to threat
- defensive strike techniques that target or avoid vital areas of the body
- response options
- the tactical options model
- body dynamics and the affect of force on the body
- composition of teams and roles and responsibilities of team members
- current and potential risk factors and their impact on the incident/situation
- defence policies and procedures relating to the use of NUSD techniques
- legislative and/or legal provisions including provisions governing the use of force, reactive force, misuse of force, proactive force, the duty of care under criminal, civil and international law.
- powers of arrest and procedures for handling and handing over PWs and detainees
- response options within specified legal and strategic limits
- stress management techniques

Assessment Conditions

Competency should be assessed in an actual workplace or in a simulated environment, with access to equipment and infrastructure appropriate to the outcome. Competency should be demonstrated over time to ensure the candidate is assessed across a variety of situations.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFMIL138 Supervise a section during defensive operations

Modification History

Release	Comments
1	This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to DEFCM133 Supervise a section during defensive operations. • Unit code updated • Content and formatting updated to comply with the new standards • All PC transitioned from passive to active voice • PC 1.6, 2.2, 2.6 and 2.7 removed • PC 3.5 reworded

Application

This unit describes the skills required to command, lead and manage groups of up to twelve personnel during defensive operations. Defensive operations are characterised by extreme environmental conditions with high levels of risk of serious injury or death from hostile action. Supervision during defensive operations requires supervisors to be incisive in a fluid and demanding environment, to act independently, and to lead by example.

This unit applies to combat arms personnel involved in the conduct of defensive operations in a deployed operational environment.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would typically work as part of a team under direct and/or indirect supervision, but also must be prepared to act independently. They use discretion and judgement, and take responsibility for the quality of their outputs They would perform routine tasks in a broad range of unpredictable contexts.

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No licensing, legislative or certification requirements apply to unit at the time of publication.

Competency Field

Military skills

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Prepare and plan for defensive operations	1.1 Confirm ability of subordinates to complete the task. 1.2 Action personnel administration. 1.3 Receive and clarify orders in accordance with the higher commander's intent. 1.4 Determine and manage constraints and risks relevant to the task. 1.5 Assemble appropriate resources for the task and report any shortfalls that limit capability to the chain of command. 1.6 Base planning decisions on a logical process to solve operational problems. 1.7 Conduct battle procedures.
2. Conduct defensive operations	2.1 Prepare and deliver orders. 2.2 Conduct liaison in accordance with operational requirements. 2.3 Coordinate support from outside agencies. 2.4 Provide technical advice to the chain of command or supported agencies. 2.5 Recognise and respond to unexpected situations that require a quick and decisive response. 2.6 Exercise command authority. 2.7 Lead subordinates by example. 2.8 Carry out mission and tasks in accordance with orders. 2.9 Maintain communication with the chain of command as required.
3. Finalise defensive operations	3.1 Conduct debriefs. 3.2 Conduct post activity analysis and make recommendations. 3.3 Recondition, replace or return equipment, stores and ammunition. 3.4 Complete documentation. 3.5 Monitor soldiers' health and wellbeing and take appropriate action.

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Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

ACSF levels indicative of performance:

1	2	3	**4**	5	1	2	3	4	5	1	2	**3**	4	5	1	2	**3**	4	5	1	2	3	4	5
Learning					Reading **NA**					Writing					Oral communication					Numeracy **NA**				

Performance variables:

1	2	3	**4**	5	1	2	3	4	**5**	1	2	**3**	4	5	1	2	**3**	4	5
Support					Context					Text complexity					Task complexity				

Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

Unit Mapping Information

This unit supersedes and is equivalent to DEFCM133 Supervise a section during defensive operations.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFMIL138 Supervise a section during defensive operations

Modification History

Release	Comments
1	These Assessment Requirements were released in DEF Defence Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- applying administrative requirements
- applying recognised safety precautions
- applying the principles of command
- conducting defensive operations
- employing equipment tactically
- employing weapons tactically
- managing resources
- navigating
- preparing reports
- performing missions, including at least two of:
  - allocating arcs of fire
  - coordination and siting of defensive measures
  - coordination of direct and indirect fire
  - cordons and search
  - counter ambushes
  - deployment of security and defensive devices
  - fighting from a defended location
  - key point security
  - occupation of defensive positions
  - patrols
  - siting weapons

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- vehicle check points
- withdrawals

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- administrative processes
- defensive tactics, techniques and procedures
- employment of battlespace operating systems
- employment of weapons and equipment
- Individual Military Appreciation Process
- liaison requirements
- laws of Armed Conflict
- navigation techniques
- WHS requirements
- resource management
- Rules of Engagement
- risk control processes
- security tactics, techniques and procedures

Assessment Conditions

Competency should be assessed in an actual workplace or in a simulated environment, with access to equipment and infrastructure appropriate to the outcome. Competency should be demonstrated over time to ensure the candidate is assessed across a variety of situations.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFMIL139 Supervise a section during offensive operations

Modification History

Release	Comments
1	This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to DEFCM134 Supervise a section during offensive operations. • Unit code updated • Content and formatting updated to comply with the new standards • All PC transitioned from passive to active voice • PC 1.6, 2.2, 2.6 and 2.7 removed • PC 3.5 reworded

Application

This unit describes the skills required to command, lead and manage groups of up to twelve personnel during offensive operations. Offensive operations are characterised by extreme environmental conditions with high levels of risk of serious injury or death from hostile action. Supervision during offensive operations requires supervisors to be incisive in a fluid and demanding environment, to act independently, and to lead by example.

This unit was developed for combat arms personnel involved in the conduct of offensive operations in a deployed operational environment, but is applicable to any individual in this field of work.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would typically work as part of a team under direct and/or indirect supervision, but also must be prepared to act independently. They use discretion and judgement, and take responsibility for the quality of their outputs. They would perform routine tasks in a broad range of unpredictable contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

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Competency Field

Military skills

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Prepare and plan for offensive operations	1.1 Confirm ability of subordinates to complete the task. 1.2 Action personnel administration. 1.3 Receive and clarify orders in accordance with the higher commander's intent. 1.4 Determine and manage constraints and risks relevant to the task. 1.5 Assemble appropriate resources for the task, and report any shortfalls that limit capability to the chain of command. 1.6 Base planning decisions on a logical process to solve operational problems. 1.7 Conduct battle procedures.
2. Conduct offensive operations	2.1 Prepare and deliver orders. 2.2 Conduct liaison in accordance with operational requirements. 2.3 Coordinate support from outside agencies. 2.4 Provide technical advice to the chain of command or supported agencies. 2.5 Recognise and respond to unexpected situations that require a quick and decisive response. 2.6 Exercise command authority. 2.7 Lead subordinates by example. 2.8 Carry out mission and tasks in accordance with orders. 2.9 Maintain communication with the chain of command as required.
3. Finalise offensive operations	3.1 Conduct debriefs. 3.2 Conduct post activity analysis and make recommendations. 3.3 Recondition, replace or return equipment, stores and ammunition. 3.4 Complete documentation. 3.5 Monitor soldiers' health and wellbeing and take appropriate action.

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Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

ACSF levels indicative of performance:

1	2	3	**4**	5	1	2	3	4	5	1	2	**3**	4	5	1	2	**3**	4	5	1	2	3	4	5
Learning					Reading **NA**					Writing					Oral communication					Numeracy **NA**				

Performance variables:

1	2	3	**4**	5	1	2	3	4	**5**	1	2	**3**	4	5	1	2	**3**	4	5
Support					Context					Text complexity					Task complexity				

Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

Unit Mapping Information

This unit supersedes and is equivalent to DEFCM134 Supervise a section during offensive operations.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFMIL139 Supervise a section during offensive operations

Modification History

Release	Comments
1	These Assessment Requirements were released in DEF Defence Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- applying administrative requirements
- applying recognised safety precautions
- applying the principles of command
- employing equipment tactically
- employing weapons tactically
- managing resources
- navigating in urban and rural environments
- preparing reports
- performing missions, including at least two of:
  - ambushes
  - attacks
  - battlefield clearances
  - clearance of routes and areas
  - collecting information
  - coordinating direct and indirect fire
  - detainee handling and evacuation
  - identifying and indicating section targets
  - individual camouflage
  - issuing section fire control orders
  - patrols
  - protection at the halt

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- reconnaissance of areas of interest
- searches

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- administrative processes
- employment of battlespace operating systems
- employment of weapons and equipment
- Individual Military Appreciation Process
- laws of Armed Conflict
- liaison requirements
- offensive tactics, techniques and procedures
- WHS requirements
- navigation techniques
- resource management
- risk control processes
- Rules of Engagement
- security tactics, techniques and procedures

Assessment Conditions

Competency should be assessed in an actual workplace or in a simulated environment, with access to equipment and infrastructure appropriate to the outcome. Competency should be demonstrated over time to ensure the candidate is assessed across a variety of situations.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFMIL140 Supervise platoon level defensive operations

Modification History

Release	Comments
1	This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to DEFCM109B Supervise platoon level defensive operations. • Unit code updated • Content and formatting updated to comply with the new standards • All PC transitioned from passive to active voice • PC 1.6, 2.2, 2.6 and 2.7 removed • PC 3.5 reworded

Application

This unit describes the skills required to command, lead and administer groups of between 15 and 35 personnel during the conduct of defensive operations. Defensive operations are characterised by own forces delaying, accepting decisive engagement or withdrawing from action against hostile forces. It is primarily focused on the duties of a platoon second in command who, while mainly employed to administer the group, may be required to supervise group members in a dynamic environment, often acting independently and leading by example.

This unit applies to combat arms personnel involved in the conduct of defensive operations in a deployed operational environment.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would typically work as part of a team under direct and/or indirect supervision, but also must be prepared to act independently. They use discretion and judgement, and take responsibility for the quality of their outputs. They would perform routine tasks in a broad range of unpredictable contexts.

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No licensing, legislative or certification requirements apply to unit at the time of publication.

Competency Field

Military skills

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Prepare and plan for operations	1.1 Confirm ability of subordinates to complete the tasks. 1.2 Action personnel administration. 1.3 Receive and clarify orders in accordance with the commander's intent. 1.4 Determine and manage constraints and risks relevant to the mission or task. 1.5 Assemble appropriate resources for the task and report any shortfalls that limit capability to the chain of command. 1.6 Base planning decisions on a logical process to solve operational problems. 1.7 Conduct battle procedures.
2. Conduct operations	2.1 Prepare and deliver orders. 2.2 Conduct liaison in accordance with operational requirements. 2.3 Coordinate support from outside agencies. 2.4 Provide technical advice to the chain of command or supported agencies as required. 2.5 Recognise and respond to unexpected situations that require a quick and decisive response. 2.6 Exercise command authority as appropriate. 2.7 Lead subordinates by example. 2.8 Carry out tasks and administration in accordance with orders. 2.9 Maintain communication with the chain of command as required.
3. Finalise operations	3.1 Conduct debriefs. 3.2 Conduct post activity analysis and make recommendations. 3.3 Recondition, replace or return equipment, stores and ammunition. 3.4 Complete documentation. 3.5 Monitor soldiers' health and wellbeing and take appropriate

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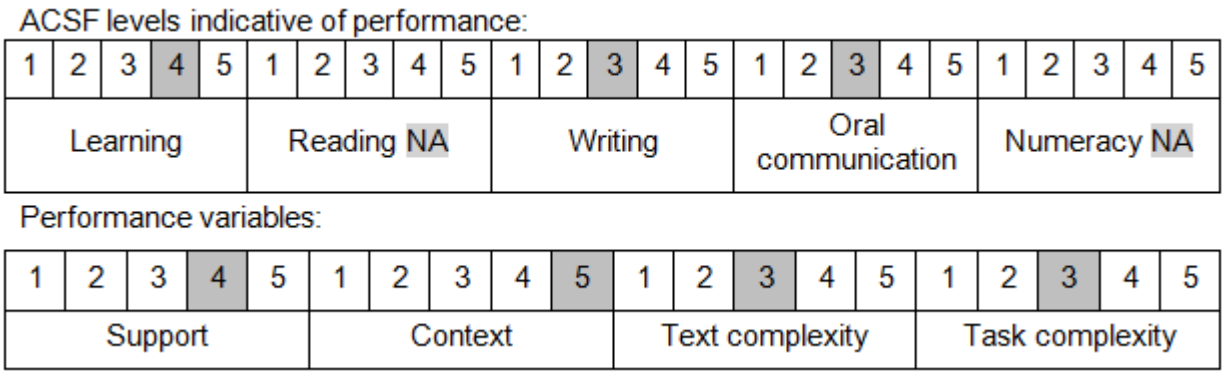
	action.

Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.



Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

Unit Mapping Information

This unit supersedes and is equivalent to DEFCM109B Supervise platoon level defensive operations.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFMIL140 Supervise platoon level defensive operations

Modification History

Release	Comments
1	These Assessment Requirements were released in DEF Defence Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- applying administrative requirements
- applying recognised safety precautions
- applying the principles of command
- controlling risk
- employing equipment tactically
- employing weapons tactically
- managing resources
- preparing reports
- resupplying and redistributing supplies

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- administrative processes
- tactics, techniques and procedures
- employment of battlespace operating systems
- employment of weapons and equipment
- Individual Military Appreciation Process
- laws of Armed Conflict
- navigation techniques

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- orders for Opening Fire
- orders for the Use of Force
- principles of defensive operations
- recognised safety precautions
- resource management
- risk control processes
- Rules of Engagement

Assessment Conditions

Competency should be assessed in an actual workplace or in a simulated environment, with access to equipment and infrastructure appropriate to the outcome. Competency should be demonstrated over time to ensure the candidate is assessed across a variety of situations.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFMIL141 Supervise platoon level offensive operations

Modification History

Release	Comments
1	This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to DEFCM110B Supervise platoon level offensive operations. • Unit code updated • Content and formatting updated to comply with the new standards • All PC transitioned from passive to active voice • PC 1.6, 2.2, 2.6 and 2.7 removed • PC 3.5 reworded

Application

This unit describes the skills required to administer, lead and command groups of between 15 and 35 personnel under extreme conditions in high risk environments. Offensive operations are characterised by rapid shifts of the main effort to take advantage of opportunities and momentum to defeat hostile forces through the capture or destruction of critical objectives. It is primarily focused on the duties of a platoon second in command who, while mainly employed to administer the platoon, may be required to supervise the group in a dynamic environment, often acting independently, and leading by example.

This unit applies to combat arms personnel involved in the conduct of offensive operations in a deployed operational environment.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

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Those undertaking this unit would typically work as part of a team under direct and/or indirect supervision, but also must be prepared to act independently. They use discretion and judgement, and take responsibility for the quality of their outputs They would perform routine tasks in a broad range of unpredictable contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Competency Field

Military skills

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Prepare and plan for operations	1.1 Confirm ability of subordinates to complete the relevant tasks. 1.2 Action personnel administration. 1.3 Receive and clarify orders in accordance with the commander's intent. 1.4 Determine and manage constraints and risks relevant to the task. 1.5 Assemble appropriate resources for the task and report any shortfalls that limit capability to the chain of command. 1.6 Base planning decisions on a logical process to solve operational problems. 1.7 Conduct battle procedures.
2. Conduct operations	2.1 Prepare and deliver orders. 2.2 Conduct liaison is conducted in accordance with operational requirements. 2.3 Coordinate support from outside agencies where required. 2.4 Provide technical advice to the chain of command or supported agencies as required. 2.5 Recognise and respond to unexpected situations that require a quick and decisive response. 2.6 Carry out tasks and administration in accordance with orders. 2.7 Maintain communication with the chain of command as required.
3. Finalise operations	3.1 Conduct debriefs. 3.2 Conduct post activity analysis and make recommendations. 3.3 Recondition, replace or return equipment, stores and ammunition.

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	3.4 Complete documentation. 3.5 Monitor soldiers' health and wellbeing and take appropriate action.

Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

ACSF levels indicative of performance:

1 2 3 **4** 5	1 2 3 4 5	1 2 **3** 4 5	1 2 **3** 4 5	1 2 3 4 5
Learning	Reading NA	Writing	Oral communication	Numeracy NA

Performance variables:

1 2 3 **4** 5	1 2 3 4 **5**	1 2 **3** 4 5	1 2 **3** 4 5
Support	Context	Text complexity	Task complexity

Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

Unit Mapping Information

This unit supersedes and is equivalent to DEFCM110B Supervise platoon level offensive operations.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFMIL141 Supervise platoon level offensive operations

Modification History

Release	Comments
1	These Assessment Requirements were released in DEF Defence Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- applying administrative requirements
- applying recognised safety precautions
- applying the principles of command
- controlling risk
- employing equipment tactically
- employing weapons tactically
- managing resources
- navigating
- preparing reports
- resupplying and redistributing supplies

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- administrative processes
- employment of battlespace operating systems
- employment of weapons and equipment
- Individual Military Appreciation Process
- laws of Armed Conflict
- navigation techniques

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- offensive tactics, techniques and procedures
- orders for Opening Fire
- orders for the Use of Force
- principles of offensive operations
- recognised safety precautions
- risk control processes
- Rules of Engagement
- tactics, techniques and procedures

Assessment Conditions

Competency should be assessed in an actual workplace or in a simulated environment, with access to equipment and infrastructure appropriate to the outcome. Competency should be demonstrated over time to ensure the candidate is assessed across a variety of situations.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFMIL142 Support sub-unit level defensive operations

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Application

This unit specifies the skills and knowledge required to support the conduct of sub-unit (60–130 persons) level defensive operations.

It includes preparing and planning for operations and supporting sub-unit level defensive activities. It also includes coordinating sub-unit administrative activities.

It is primarily focussed on the duties of the sub-unit's warrant officer who, in many cases will act as a member of the sub-unit operational planning and coordination team providing technical advice and direct support to the commander and secondincommand of the sub-unit. Many duties are also administrative in nature.

In the absence of the commander or secondincommand, the person may be required to supervise the sub-unit requiring independent action and leadership by example.

Defensive operations are characterised by own forces delaying, accepting decisive engagement or withdrawing from action against hostile forces and are typically fluid and demanding environments.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

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

Pre-requisite Unit

Not applicable

Competency Field

Military Skills

Unit Sector

Not applicable.

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Prepare and plan for operations	**1.1** Obtain and clarify orders in accordance with commander's intent
	1.2 Provide assistance in planning defensive operations, in accordance with organisational procedures
	1.3 Make planning decisions based on a logical process to solve operational problems
	1.4 Prepare outline-plans to support sub-unit level defensive operations and present to personnel as required
2 Support sub-unit level defensive activities	**2.1** Prepare and deliver orders in accordance with organisational procedures
	2.2 Coordinate and integrate combat support and combat service support into operational plans
	2.3 Assist in the execution of sub-unit defensive operations
	2.4 Coordinate defensive routine in accordance with operational plan and orders
	2.5 Coordinate patrol activity in accordance with operational plan and orders
	2.6 Coordinate occupation of an echelon in a defensive position in accordance with operational plan and orders
	2.7 Coordinate early warning and security measures in accordance with task requirements and operational procedures
3 Coordinate sub-unit administrative activities	**3.1** Plan and execute sub-unit level battlefield clearance to meet task requirements
	3.2 Coordinate sub-unit re-supply and maintenance in accordance with organisational procedures
	3.3 Supervise sub-unit within an echelon in Defence in accordance with operational plan
	3.4 Coordinate combat service support to sub-unit in

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accordance with organisational procedures

3.5 Support and foster sub-unit morale, welfare and discipline, as required, in accordance with organisational policies

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to DEFCM111B Support sub-unit level defensive operations.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFMIL142 Support sub-unit level defensive operations

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant organisational administrative procedures
- applying relevant work health and safety (WHS)/occupational health and safety (OHS) requirements including:
  - applying relevant safety precautions and procedures
  - applying safety, legislative and statutory requirements relevant to defensive operations
  - controlling risk
  - identifying, interpreting and analysing risk assessment requirements relevant to defensive operations
- communicating effectively
- conducting the individual military appreciation process
- coordinating sub-unit administrative activities
- displaying initiative and leadership
- employing equipment and weapons tactically
- managing resources
- navigating during defensive operations
- preparing and planning for operations
- preparing reports
- supporting relevant sub-unit level defensive activities and leading the group when required
- working as part of a team.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- basis for security operations
- communication and liaison requirements
- laws of armed conflict
- logical process including:

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  - defensive tactics, techniques and procedures
  - employment of battlespace operating systems
  - employment of weapons and equipment
  - individual military appreciation process
  - navigation techniques
  - orders for opening fire
  - orders for the use of force
  - principles of defensive operations
  - rules of engagement
- principles of leadership
- relevant defensive operations and military law requirements
- relevant defensive operations re-supply and resource management
- relevant legislation, and organisational policies and procedures
- security tactics, techniques and operational procedures.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Assessment may be holistic where individuals rotate through specified appointments or involve a number of separate assessment activities such as Tactical Exercise Without Troops.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFMIL143 Support sub-unit level offensive operations

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Application

This unit specifies the skills and knowledge required to support the conduct of sub-unit (60–130 persons) level offensive operations.

It includes preparing and planning for operations and supporting sub-unit level offensive activities. It also includes coordinating sub-unit administrative activities.

It is primarily focussed on the duties of the sub-unit's warrant officer who, in many cases will act as a member of the sub-unit operational planning and coordination team providing technical advice and direct support to the commander and secondincommand of the sub-unit. Many duties are also administrative in nature.

In the absence of the commander or secondincommand the person may be required to supervise the sub-unit requiring independent action and leadership by example.

Offensive operations are characterised by rapid shifts of the main effort to take advantage of opportunities and momentum to defeat hostile forces through the capture or destruction of critical objectives.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

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

Pre-requisite Unit

Not applicable

Competency Field

Military Skills

Unit Sector

Not applicable.

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Prepare and plan for operations	**1.1** Obtain and clarify orders in accordance with commander's intent
	1.2 Provide assistance in planning defensive operations in accordance with organisational procedures
	1.3 Make planning decisions based on a logical process to solve operational problems
	1.4 Prepare outline-plans and to support sub-unit level defensive operations and present to relevant personnel as required
2 Support sub-unit level offensive activities	**2.1** Prepare and deliver orders in accordance with organisational procedures
	2.2 Coordinate and integrate combat support and combat service support into operational plans
	2.3 Assist in the execution of sub-unit offensive operations
	2.4 Coordinate offensive routine in accordance with operational plan and orders
	2.5 Coordinate patrol activity in accordance with operational plan and orders
	2.6 Coordinate security measures in accordance with operational plan and orders
3 Coordinate sub-unit administrative activities	**3.1** Implement the planning and execution of sub-unit level battlefield clearance
	3.2 Coordinate sub-unit re-supply and maintenance in accordance with organisational procedures
	3.3 Coordinate combat service support to the sub-unit in accordance with operational plan
	3.4 Support and foster sub-unit morale, welfare and discipline as required, in accordance with organisational procedures

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to DEFCM112B Support sub-unit level offensive operations.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFMIL143 Support sub-unit level offensive operations

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant organisational administrative procedures
- applying relevant work health and safety (WHS)/occupational health and safety (OHS) requirements, including:
  - applying relevant safety precautions and procedures
  - applying safety, legislative and statutory requirements relevant to offensive operations
  - controlling risk
  - identifying, interpreting and analysing risk assessment requirements relevant to offensive operations
- communicating effectively
- conducting the individual military appreciation process
- coordinating sub-unit administrative activities
- displaying initiative and leadership
- employing equipment and weapons tactically
- identifying, interpreting and analysing risk assessment requirements relevant to work being performed
- managing resources
- navigating during offensive operations
- preparing and planning for operations
- preparing reports
- supporting sub-unit level offensive activities and leading the group when required
- working as part of a team.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- administrative processes
- basis for security operations
- laws of armed conflict

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- communication and liaison requirements
- logical process must include at least one of the following:
  - defensive tactics, techniques and procedures
  - employment of battlespace operating systems
  - employment of weapons and equipment
  - individual military appreciation process
  - navigation techniques
  - orders for opening fire
  - orders for the use of force
  - principles of offensive operations
  - rules of engagement
- offensive tactics, techniques and procedures
- principles of leadership
- relevant defensive operations and military law requirements
- relevant defensive operations re-supply and resource management
- relevant legislation, and organisational policies and procedures
- security tactics, techniques and organisational procedures.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Assessment may be holistic where individuals rotate through specified appointments or involve a number of separate assessment activities such as Tactical Exercise Without Troops.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

DEFMIL144 Apply lethal close quarter fighting techniques

Confidential Content

Confidential - content not available

Assessment Requirements for DEFMIL144 Apply lethal close quarter fighting techniques

Confidential Content

Confidential - content not available

DEFMIL145 Supervise the application of non-lethal unarmed self-defence techniques

Confidential Content

Confidential - content not available

Assessment Requirements for DEFMIL145 Supervise the application of non-lethal unarmed self-defence techniques

Confidential Content

Confidential - content not available

DEFMIL146 Supervise the application of lethal close quarter fighting techniques

Confidential Content

Confidential - content not available

Assessment Requirements for DEFMIL146 Supervise the application of lethal close quarter fighting techniques

Confidential Content

Confidential - content not available

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DEFRNG012 Manage training areas and ranges

Modification History

Release	Comments
1	This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to DEFRM212A Manage training areas and ranges. • Unit code updated • Content and formatting updated to comply with new standards • All PC transitioned from passive to active voice

Application

This unit describes the skills required to manage Defence training areas and ranges. Defence training areas and ranges are areas prescribed for the conduct of Defence activities and exercises. Their management is a process requiring a range of functions including the management of the activities being conducted on these training areas and ranges, the security of facilities and personnel, the investigation of incidents and accidents, and the maintenance and upgrading of the facilities.

This unit was developed for Defence personnel who work in range management and range control but may be relevant to others who work in this field.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work independently or as part of a team, under direct and indirect supervision, while performing complex tasks in a moderate range of familiar contexts. They would use discretion and judgement and take responsibility for the quality of their outputs.

No licensing, legislative or certification requirements apply to unit at the time of publication.

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Competency Field

Range

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Manage training area and range activities	1.1 Identify the responsibilities associated with the management of training area and range activities. 1.2 Identify and implement plans and instructions for the efficient operation of the training area/range. 1.3 Identify resources and report shortfalls. 1.4 Identify stakeholders and forward relevant information to them. 1.5 Control and coordinate training area and range activities to ensure safe and sustainable operations.
2. Manage training area and range security	2.1 Identify security processes, procedures and plans. 2.2 Promulgate, monitor and adjust access, egress and circulate changes. 2.3 Identify and report unauthorised access and security breaches.
3. Facilitate investigations	3.1 Identify and report incidents and accidents. 3.2 Conduct investigations. 3.3 Implement recommendations for changes to policy and procedures resulting from investigations.
4. Monitor and maintain training area and range facilities	4.1 Monitor training area and range facilities. 4.2 Identify and report maintenance requirements. 4.3 Identify and report facility improvements and upgrades.

Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

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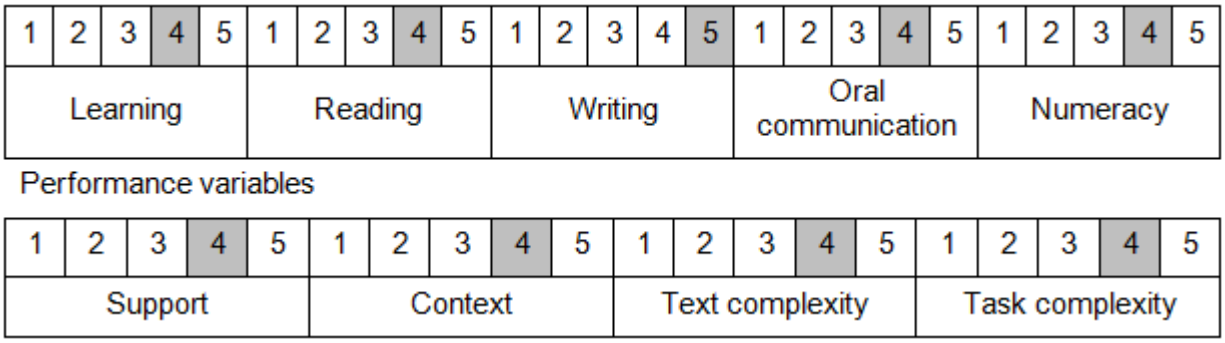
ACSF levels indicative of performance:



Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

Unit Mapping Information

This unit supersedes and is equivalent to DEFRM212A Manage training areas and ranges.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFRNG012 Manage training areas and ranges

Modification History

Release	Comments
1	These Assessment Requirements were released in DEF Defence Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- accessing interpreting and applying Range Standing Orders and other instructions and policy
- liaising and negotiating
- developing, implementing and modifying plans
- directing and controlling all aspects of range management
- exercising Defence regulations relevant to Defence practice areas
- exercising tact and judgement in a command and control environment
- interpreting and applying technical information
- reading and understanding technical specifications, maps, diagrams, traces
- representing mathematical ideas in appropriate format
- solving problems and making decisions
- managing training area and range security
- monitoring and maintaining training areas and ranges

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- communications equipment and systems
- composition of teams and roles and responsibilities of team members

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- Defence practice areas (DPA) – areas of land, sea or air declared for the purpose of conducting Defence operations or practices under Defence Force Regulations (DFR) Part XI, by the Minister for Defence and notified in the Commonwealth of Australia Gazette
- local alert and warning systems
- locally available resources, their capabilities and access to them
- nature of local hazards and plans, including effects on the provision of communications
- principles of risk assessment and risk management
- range danger area traces
- Range Standing Orders, instructions, clearance certificates and standard operating procedures (SOP) relevant policies, publications, legislation and regulations
- team work principles and strategies
- weapons/systems characteristics

Assessment Conditions

Competency should be assessed in an actual workplace or in a simulated environment, with access to equipment and infrastructure appropriate to the outcome. Competency should be demonstrated over time to ensure the candidate is assessed across a variety of situations.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFRNG016 Coordinate training area and range activities

Modification History

Release 1. This unit was released in DEF Defence Training Package release 3.0

Application

This unit involves the skills and knowledge required to coordinate training area and range activities.

It includes the skills required to analyse proposed training area/range activities, including the management of a booking system, reading and interpreting traces and templates and promulgating activities.

This unit applies to Defence personnel who work in range management and range control but may be relevant to others who work in this field. Those undertaking this unit would work independently, or as part of a team, under indirect supervision, while performing routine tasks, in a variety of different contexts. They would use discretion and judgement and take responsibility for the quality of their outputs.

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

Pre-requisite Unit

Not applicable.

Competency Field

Range

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Organise training area/range briefings and	**1.1** Organise training area/range briefings and conferences in accordance with Training Area/Range Standing

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	conferences		Orders
		1.2	Identify potential conflicts between separate activities on the range
2	**Support activity deconfliction**	**2.1**	Support the resolution of conflict between separate activities on the training area/range
		2.2	Assist coordination activity phases to ensure there is no conflict between phases
3	**Brief stakeholders**	**3.1**	Brief stakeholders on training area/range activities in accordance with Training Area/Range Standing Orders
		3.2	Raise and forward notifications in accordance with Training Area/Range Standing Orders as required

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit supersedes and is not equivalent to DEFRNG003 Approve training area and range activities.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFRNG016 Coordinate training area and range activities

Modification History

Release 1. These Assessment Requirements were released in DEF Defence Training Package release 3.0

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and includes:

- conducting briefings
- liaising and negotiating
- exercising tact and judgement in a command and control environment
- interpreting and applying technical information
- checking safety traces and danger area templates

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- range and/or ammunition danger area templates
- composition of teams and roles and responsibility of team members
- negotiation techniques
- range practices
- relevant policies, publications, legislation and regulation
- teamwork principles and strategies
- training objectives and activities
- weapons/systems characteristics

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in simulated workplace operational situations that reflect workplace

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conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or simulations
- acceptable means of simulation assessment
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and PPE currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFRNG017 Develop and maintain training area and range standing orders

Modification History

Release 1. This unit was released in DEF Defence Training Package release 3.0

Application

This unit involves the skills and knowledge required to develop and maintain training area/range standing orders.

It includes the requirement to identify information sources, apply technical knowledge, draft the standing orders, incorporate comments and finalise the development by distributing the final draft.

This unit applies to Defence personnel who work in range management and range control but may be relevant to others who work in this field. Those undertaking this unit would work independently or as part of a team, under indirect supervision, while performing complex tasks, in a small range of familiar contexts. They would use discretion and judgement and take responsibility for the quality of their outputs.

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

Pre-requisite Unit

Not applicable.

Competency Field

Range

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1	**Identify training area/range systems and procedures**	**1.1**	Identify and obtain sources of information relevant to the training area/range
		1.2	Review and document currency of information
		1.3	Assess training area/range systems and procedures against reviewed information
2	**Prepare Training Area/Range Standing Orders**	**2.1**	Identify and apply relevant legislation, regulation, environmental considerations and Defence policies, safety traces and training objectives to the Training Area/Range Standing Orders
		2.2	Draft Training Area/Range Standing Orders using the prescribed format
		2.3	Distribute draft for comment to relevant personnel
		2.4	Receive, analyse, review and incorporate comments into the draft
		2.5	Prepare final draft and distribute to relevant personnel
3	**Review Training Area/Range Standing Orders**	**3.1**	Review Training Area/Range Standing Orders and identify and prepare changes
		3.2	Incorporate amendments to Training Area/Range Standing Orders and distribute to relevant personnel

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit supersedes and is equivalent to DEFRNG002 Develop and maintain range standing

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orders.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFRNG017 Develop and maintain training area and range standing orders

Modification History

Release 1. These Assessment Requirements were released in DEF Defence Training Package release 3.0

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and includes:

- accessing and interpreting relevant legislation, regulations and policies
  - applying environmental constraints
  - applying safety traces relevant to a range
- applying service writing conventions
- interpreting and applying technical information, relevant legislation, regulations and Defence policy
- drafting Training Area/Range Standing Orders using the prescribed format
- identifying policies, legislation and regulations that are relevant to ranges

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- ammunition danger area templates
- relevant policies and procedures in relation to duty of care, ethical standards, training area/range standing orders and all other organisational requirements.
- composition of teams and roles and responsibility of team members
- conventions of service writing
- environmental aspects of range management
- range danger area safety traces
- permanent range practices
- field firing practices
- techniques for giving and receiving feedback in a constructive manner
- training objectives and activities
- weapons/systems characteristics

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training

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Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in simulated workplace operational situations that reflect workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or simulations
- acceptable means of simulation assessment
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and PPE currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFRNG018 Monitor and control training area and range visits

Modification History

Release 1. This unit was released in DEF Defence Training Package release 3.0

Application

This unit involves the skills and knowledge required to monitor and control training area and range visits.

It includes the skills required to control access to training area/range where coordination and compliance are required.

This unit applies to Defence personnel who work in range management and range control but may be relevant to others who work in this field. Those undertaking this unit would work independently or as part of a team, under indirect supervision, while performing complex tasks, in a range of familiar and unfamiliar contexts. They would use discretion and judgement and take responsibility for the quality of their outputs.

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

Pre-requisite Unit

Not applicable.

Competency Field

Range

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Coordinate training area/range visits	**1.1** Coordinate visits to training area/range activities in accordance with Range Standing Orders and activity schedules

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		1.2	Clarify the agreed purpose and outcomes of a training area/range visit and in accordance with Range Standing Orders
		1.3	Coordinate clearances and access to training area/range using technical specifications, maps and diagrams
2	**Monitor training area/range visit**	**2.1**	Monitor training area/range visit in accordance with Range Standing Orders and relevant instructions
		2.2	Ensure visit complies with relevant policies and instructions
3	**Manage training area/range visit**	**3.1**	Resolve training area/range visit and activity coordination issues through direct contact and discussions
		3.2	Manage access and exit to training area/range for visit
4	**Coordinate reporting on training area/range activities**	**4.1**	Monitor submission of post-exercise/visit reports in accordance with Range Standing Orders and relevant instructions
		4.2	Action non-compliance reports to relevant authorities in accordance with Range Standing Orders and relevant contracts

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit supersedes and is not equivalent to DEFRNG004 Monitor and control training area and range activities.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFRNG018 Monitor and control training area and range visits

Modification History

Release 1. These Assessment Requirements were released in DEF Defence Training Package release 3.0

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and includes:

- accessing, interpreting and applying range and other instructions and policy
- accessing, interpreting and applying Range Standing Orders
- actioning non-compliance reports
- following instructions/directives and reporting information
- accessing technical specifications, maps and diagrams
- evaluating compliance of training area/range visits
- coordinating controlling training area/range visits

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- environmental instructions and policy
- post-activity reports
- training area and range exercise instructions
- range clearance certificates
- range instructions
- range practice manuals
- Range Standing Orders
- standing operating instructions

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

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Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in simulated workplace operational situations that reflect workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or simulations
- acceptable means of simulation assessment
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and PPE currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFSIM010 Apply knowledge of simulator systems and architecture

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package Release 4.0.

Application

This unit describes the knowledge and skills required to apply knowledge of Simulator Systems and their Architecture.

It includes demonstrating and applying knowledge of simulation history, the benefits of simulator systems in training and operations, the building blocks of a simulator and the types of simulator systems. It also includes applying knowledge of simulator systems connectivity standards and their security.

In the context of this unit, simulator systems are used to replicate land, air, sea and undersea systems to facilitate training and operations. Simulator systems may include desktop trainers, procedural trainers, virtual reality trainers and complex simulators.

This unit applies to those working in the simulator management field and was developed for people who manage maintenance, maintenance teams, procurement and simulation projects.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to, particularly those relating to simulation standards and International Organisation for Standardisation (ISO) standards.

Those undertaking this unit would work independently, or as part of a team, with minimal supervision, while performing tasks, including maintenance management, in a limited range of contexts. They would use discretion and judgement and take responsibility for the quality of their outputs.

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

Pre-requisite Unit

Not applicable.

Competency Field

Simulator Operations

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Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Demonstrate an understanding of simulation history and its evolution	**1.1** Outline simulator systems origins and early devices
	1.2 Explain evolution of simulator systems
	1.3 Explain and identify impacts of conflict on simulator systems training requirements
	1.4 Explain impacts of computer technology on simulator systems and the construct of devices
2 Apply knowledge of the benefits of simulator systems in training and operations	**2.1** Determine requirements for the simulator system
	2.2 Apply advantages and benefits of the simulator systems to training and operations
	2.3 Apply limitations of the simulator systems to training and operations
3 Apply knowledge of the simulator system building blocks and key components	**3.1** Explain simulator system modelling principles
	3.2 Identify simulator system's key components and explain their purpose
	3.3 Determine requirements for hosted software
4 Apply knowledge of simulator types	**4.1** Explain simulator system types
	4.2 Determine most appropriated simulator system type

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5 Demonstrate an understanding of simulation connectivity standards and their security requirements	**5.1** Explain simulator systems connectivity types and standards
	5.2 Determine limitations of simulator systems connectivity
	5.3 Identify and outline simulator system security requirements

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the DEF Defence Training Package Companion Volume Implementation Guide.

Unit Mapping Information

This is a new unit. No equivalent unit.

Links

Companion Volume Implementation Guides are found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFSIM010 Apply knowledge of simulator systems and architecture

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package Release 4.0.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- undertaking research and analysis related to simulator systems
- demonstrating a knowledge of the history and origins of simulation systems
- applying knowledge of simulation systems training and operations benefits
- applying knowledge of the simulator systems key components
- applying knowledge of the different types of simulator systems
- demonstrating a knowledge of simulator systems connectivity standards
- demonstrating a knowledge of simulator systems connectivity security requirements
- identifying, reviewing and analysing information and standards related to simulator systems.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- capabilities and limitations of the relevant simulator system
- standards, legislative and regulatory requirements related to the simulator systems
- organisational policy and procedures related to the relevant simulator systems
- simulator connectivity standards
- relevant International Organisation for Standardisation (ISO) standards
- relevant Simulation Interoperability Standards Organisation (SISO) standards.

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy

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requirements of the work being performed and the needs of the candidate.

Assessment must occur in workplace operational situations or simulated workplace operational situations that reflect workplace conditions.

Retail or commercial systems whose primary purpose is entertainment do not meet the requirements.

Individual domestic use systems whose primary purpose is entertainment do not meet the requirements.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or simulations
- acceptable means of simulation assessment
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

Links

Companion Volume Implementation Guides are found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFSIM011 Fault find and repair simulator control systems

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package Release 4.0. Motion systems component removed and developed in a new unit.

Application

This unit describes the knowledge and skills required to conduct fault finding and repairs to simulator control systems. This includes analysing fault reports, identifying and rectifying faults, conducting functional tests and the documentation and certification processes. In the context of this unit, simulators are used to replicate land, air, sea and undersea systems to facilitate training and development.

Simulator control systems must be custom designed to replicate the device being simulated.

Consumer grade computer hardware peripherals such as Joysticks and Steering wheels do not meet the requirements.

Simulator control systems are pneumatic, electrical or hydraulic and includes:

- Primary and secondary aircraft control systems
- Throttle control systems
- Steering control systems
- Thruster/propulsion control systems (ships)
- Active and passive controls

This unit applies to those working in fault finding and repairing simulator control systems and was developed for technicians who work in this field.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work independently, or as part of a team, with minimal supervision, while performing tasks, including problem solving, in a limited range of contexts. They would use discretion and judgement and take responsibility for the quality of their outputs.

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

Pre-requisite Unit

Not applicable.

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Competency Field

Simulator Operations

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS		PERFORMANCE CRITERIA	
Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Receive and analyse fault report**	**1.1**	Receive and analyse simulator control system fault report
		1.2	Identify and select appropriate fault finding method(s) that will apply across the range of simulator control systems
		1.3	Prepare the simulator control system for fault finding
2	**Identify and find fault**	**2.1**	Apply fault finding method(s)
		2.2	Identify and analyse fault indicators
		2.3	Identify the simulator control system fault
		2.4	Confirm that the fault is the one initially reported
3	**Repair fault**	**3.1**	Identify and confirm cause of fault
		3.2	Identify and confirm repair method
		3.3	Complete simulator control system repair
		3.4	Conduct post repair safety check
		3.5	Restart simulator control loading system
4	**Conduct functional test**	**4.1**	Test simulator control systems to ensure operational integrity
		4.2	Confirm operational parameters
5	**Finalise repair process**	**5.1**	Finalise simulator control system repair reports

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including a detailed synopsis of the fault and the repair process and any certification requirements

5.2 Report the operational status of the simulator control system

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is not equivalent to DEFSIM004 Fault find and repair simulator control systems.

Links

Companion Volume Implementation Guides are found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFSIM011 Fault find and repair simulator control systems

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package Release 4.0. Motion systems component removed and developed in a new unit.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and includes:

- undertaking research and analysis related to simulator control systems
- following logical, fault finding techniques
- using tools measuring instruments and diagnostics
- applying simulator control and systems repair methodologies
- following configuration management processes
- using appropriate information technology and software including proprietary control system calibration software and general online diagnostic tool software
- identifying, reviewing and analysing information that may impact on the simulator control system fault finding
- conducting simulator control system functional testing
- negotiating and communicating effectively with key stakeholders.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- operational capabilities and limitations of the relevant simulator
- operational capabilities and limitations of the relevant simulator control system
- simulator operating modules comprising the simulator system being worked on
- fault indicators related to the simulator control systems being worked on
- repair methodologies related to the simulator control and systems being worked on
- legislative and regulatory requirements related to the simulator control systems being worked on
- organisational policy and procedures related to the relevant simulator control systems
- configuration management related to the simulator control and systems being worked on
- product knowledge related to systems and/or equipment in service.

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Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in simulated workplace operational situations that reflect workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Retail or commercial systems whose primary purpose is entertainment do not meet the requirements.

Individual domestic use systems whose primary purpose is entertainment do not meet the requirements.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or simulations
- acceptable means of simulation assessment
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and PPE currently used in industry.

Links

Companion Volume Implementation Guides are found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFSIM012 Fault find and repair simulator motion systems

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package Release 4.0.

Application

This unit describes the knowledge and skills required to conduct fault finding and repairs to the simulator motion systems. This includes analysing fault reports, identifying and rectifying faults, conducting functional tests and the documentation and certification processes. In the context of this unit, simulators are used to replicate land, air, sea and undersea systems to facilitate training and development. Simulator motion systems are mechanical/electric and/or mechanical/hydraulic.

This unit applies to those working in fault finding and repairing simulator motion systems and was developed for technicians who work in this field.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work independently, or as part of a team, with minimal supervision, while performing tasks, including problem solving, in a limited range of contexts. They would use discretion and judgement and take responsibility for the quality of their outputs.

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

Pre-requisite Unit

Not applicable.

Competency Field

Simulator Operations

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS **PERFORMANCE CRITERIA**

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Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.	
1 Receive and analyse fault report	**1.1**	Receive and analyse simulator motion system fault report
	1.2	Identify and select appropriate fault finding method(s) that will apply across the range of simulator motion systems
	1.3	Prepare the simulator motion system for fault finding
2 Identify and find fault	**2.1**	Apply fault finding method(s)
	2.2	Identify and analyse fault indicators
	2.3	Identify the simulator motion system fault
	2.4	Confirm that the fault is the one initially reported
3 Repair fault	**3.1**	Identify and confirm cause of fault
	3.2	Identify and confirm repair method
	3.3	Complete simulator motion system repair
	3.4	Conduct post repair safety check
	3.5	Restart simulator motion system
4 Conduct functional test	**4.1**	Test simulator motion system to ensure operational integrity
	4.2	Confirm operational parameters
5 Finalise repair process	**5.1**	Finalise simulator motion system repair reports including a detailed synopsis of the fault and the repair process and any certification requirements
	5.2	Report the operational status of the simulator motion system

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the DEF Defence Training Package Companion Volume Implementation Guide.

Unit Mapping Information

This is a new unit. No equivalent unit.

Links

Companion Volume Implementation Guides are found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFSIM012 Fault find and repair simulator motion systems

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package Release 4.0.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least two separate occasions and include:

- undertaking research and analysis related to simulator motion systems
- following logical fault finding techniques
- using tools, measuring instruments and diagnostics
- applying simulator motion systems repair methodologies
- following configuration management processes
- using appropriate information technology and software including proprietary motion system calibration software and general online diagnostic tool software
- identifying, reviewing and analysing information that may impact on the simulator motion systems fault finding
- conducting simulator motion systems functional testing
- negotiating and communicating effectively with key stakeholders.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- operational capabilities and limitations of the relevant simulator
- operational capabilities and limitations of the relevant simulator motion systems
- simulator operating modules comprising the simulator system being worked on
- fault indicators related to the simulator motion systems being worked on
- repair methodologies related to the simulator motion systems being worked on
- legislative and regulatory requirements related to the simulator motion systems being worked on
- organisational policy and procedures related to the relevant simulator motion systems
- configuration management related to the simulator motion systems being worked on
- product knowledge related to systems and/or equipment in service.

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Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in simulated workplace operational situations that reflect workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Retail or commercial systems whose primary purpose is entertainment do not meet the requirements.

Individual domestic use systems whose primary purpose is entertainment do not meet the requirements.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or simulations
- acceptable means of simulation assessment
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and PPE currently used in industry.

Links

Companion Volume Implementation Guides are found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFSIM013 Manage simulator accreditation or in service testing

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package Release 4.0.

Application

This unit describes the knowledge and skills required to manage Simulator Accreditation or In-Service Testing.

It includes the determination of accreditation or in-service test requirements. It also includes the management of accreditation/test schedules, human resources as well as quality and legislative requirements.

In the context of this unit, simulators are used to replicate land, air, sea and undersea systems to facilitate training and operations.

Simulators may include desktop trainers, procedural trainers, virtual reality trainers and complex simulators. Accreditation or in-service testing may include formal accreditation/certification against a standard, initial acceptance testing and upgrade testing.

This unit applies to those working in the simulator management field and was developed for people who manage maintenance, maintenance teams, simulator procurement and simulation projects.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to, particularly those relating to simulation standards and International Organisation for Standardisation (ISO) standards.

Those undertaking this unit would work independently, or as part of a team, with minimal supervision, while performing tasks, including maintenance management, in a limited range of contexts. They would use discretion and judgement and take responsibility for the quality of their outputs.

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

Pre-requisite Unit

Not applicable.

Competency Field

Simulator Operations

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Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Access and interpret accreditation standards or testing requirements	**1.1** Identify and obtain relevant accreditation standards or test requirements
	1.2 Review to determine relevant accreditation standard or test requirements obtained for relevance and application to the simulator and organisation
	1.3 Document outcomes of the analysis, and determine recommendations, relevant accreditation standard or test requirements
2 Define test plan that ensures accreditation standards and or test requirements are achieved	**2.1** Document test requirements into test plan
	2.2 Consider time requirements, schedule and operating requirements and factor into test plan
	2.3 Determine human resources required for testing and record into test plan
	2.4 Determined simulator access, support, test equipment and facility requirements and record into test plan
	2.5 Confirm the test plan with team, appropriate agency, accreditor or stakeholder if applicable
3 Manage accreditation/in service testing	**3.1** Manage testing to ensure desired outcomes
	3.2 Update the test plan and schedule to deal with changing development conditions
	3.3 Report any unexpected test outcomes with organisation
	3.4 Ensure test reruns are conducted to address failed tests

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4 Finalise testing	**4.1** Collate test results and ensure all testing requirements have been satisfied against organisational requirements
	4.2 Ensure all test results have been analysed against the required standards/requirements
	4.3 Conduct quality and compliance checks on all test results against organisational requirements
	4.4 Report any non-compliant tests to the appropriate agency or accreditor
	4.5 Produce test results to the appropriate agency, accreditor or stakeholder

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the DEF Defence Training Package Companion Volume Implementation Guide.

Unit Mapping Information

This is a new unit. No equivalent unit.

Links

Companion Volume Implementation Guides are found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFSIM013 Manage simulator accreditation or in service testing

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package Release 4.0.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- managing the accreditation or in-service testing process
- defining test and quality requirements and an associated test plan
- finalising accreditation or in-service testing
- undertaking research and analysis related to simulator accreditation or in-service testing
- following configuration management processes
- identifying, reviewing and analysing information that may impact simulator accreditation or in-service testing
- negotiating and communicating effectively with key stakeholders.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- capabilities and limitations of the relevant simulator
- standards, legislative and regulatory requirements related to the simulator accreditation or in-service testing
- organisational policy and procedures related to the relevant simulator accreditation or in-service testing
- product knowledge related to systems and equipment in service.

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy

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requirements of the work being performed and the needs of the candidate.

Assessment must occur in workplace operational situations or simulated workplace operational situations that reflect workplace conditions.

Retail or commercial systems whose primary purpose is entertainment do not meet the requirements.

Individual domestic use systems whose primary purpose is entertainment do not meet the requirements.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or simulations
- acceptable means of simulation assessment
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

Links

Companion Volume Implementation Guides are found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFSIM014 Work effectively with simulator systems

Modification History

Release 1. This is the first release of this unit in the DEF Defence Training Package Release 4.0.

Application

This unit involves the skills and knowledge required to work effectively in the simulator maintenance industry, in compliance with relevant regulatory requirements and national operating standards.

It includes determining appropriate work roles, contributing to the planning of activities, working with others and following Health, Safety and the Environment (HSE) procedures.

This unit addresses simulation non-technical skill requirements (mental, social and personal-management abilities) related to teamwork duties of simulation personnel and contributes to safe and effective performance in complex simulation operational environments.

In the context of this unit, simulators are used to replicate land, air, sea and undersea systems to facilitate training and development.

This unit was developed in a Defence environment but may be relevant to others who work in this field.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work independently, or as part of a team, with minimal supervision, while performing complex tasks, including complex problem solving, in a limited range of contexts. They would use discretion and judgement and take responsibility for the quality of their outputs.

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

Pre-requisite Unit

Not applicable.

Competency Field

Simulator Operations

Unit Sector

Not applicable.

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Determine appropriate work roles within a simulator maintenance workplace	**1.1** Consider work instructions, performance requirements, workplace procedures and Health, Safety and the Environment (HSE) requirements when identifying work roles for each team member
	1.2 Make contributions to the team to assist in determining appropriate work roles and responsibilities required to successfully and safely complete work activities
2 Contribute to planning the successful and efficient outcome of a work activity	**2.1** Contribute suggestions and information to assist the planning of work activities and to minimise delays to stakeholders
	2.2 Make suggestions for improvements to processes and discuss with other team members
	2.3 Identify factors affecting the efficient completion of a work task
3 Work with others in the simulation maintenance industry	**3.1** Use correct simulator terminology relevant to the simulator type and the context of work being undertaken to communicate with stakeholders
	3.2 Provide assistance to team members within scope of own job role, to complete assigned tasks
	3.3 Complete work tasks in accordance with relevant simulator workplace procedures, industry rules and regulations
	3.4 Operate workplace equipment and technology and in accordance with manufacturer instructions, workplace policies and procedures, and HSE regulations
	3.5 Contribute to improving work roles within scope of own job role, with the team and supervisors to improve work practices and procedures
4 Follow HSE procedures within the simulator	**4.1** Follow simulator workplace emergency procedures and executed when emergencies occur

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workplace

4.2 Identify and report potential causes of incidents and safety issues

4.3 Take actions to remove hazards, minimise the risks to all simulator personnel, and the risk of property damage

4.4 Use personal protective equipment correctly in accordance with workplace procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit supersedes and is not equivalent to DEFSIM008 Work effectively with simulator systems.

Links

Companion Volume Implementation Guides are found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFSIM014 Work effectively with simulator systems

Modification History

Release 1. This is the first release of this unit in the DEF Defence Training Package Release 4.0.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and includes:

- applying simulator systems knowledge relevant to work being performed
- contributing suggestions and information to assist planning a work activity
- contributing to a group discussion to identify work roles and responsibilities
- identifying, reviewing and analysing information relevant to simulator systems
- identifying safety hazards in the simulation workplace and taking action to minimise risks to all team members by following Health, Safety and the Environment (HSE) procedures
- implementing HSE procedures
- interpreting organisation role relevant to simulator systems
- negotiating and communicating effectively with key stakeholders
- selecting and using required personal protective equipment (PPE) conforming to industry and HSE standards
- using workplace technology and equipment to achieve work tasks
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- applicable simulator terminology
- appropriate PPE.
- capabilities and limitations of the relevant simulator
- HSE requirements and responsibilities in the simulator workplace
- legislative and regulatory requirements related to the relevant simulator systems
- organisational policy and procedures related to the relevant simulator
- roles and responsibilities of team members
- techniques to identify potential safety risks in the simulator maintenance workplace.

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Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in simulated workplace operational situations that reflect workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Retail or commercial systems whose primary purpose is entertainment do not meet the requirements.

Individual domestic use systems whose primary purpose is entertainment do not meet the requirements.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or simulations
- acceptable means of simulation assessment
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and PPE currently used in industry.

Links

Companion Volume Implementation Guides are found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFSIM015 Fault find and repair simulator power distribution and control systems

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package Release 4.0.

Application

This unit describes the skills required to conduct fault finding and repairs to the simulator power distribution and control systems. This includes analysing fault reports, identifying and rectifying faults, conducting functional tests and the documentation and certification processes. In the context of this unit, simulator systems are used to replicate land, air, sea and undersea systems to facilitate training and development.

Power distribution systems may but is not limited to include power distribution software interfaces, programmable logic controllers, uninterruptible power supplies and control systems, power distribution cabinets/units, circuit breakers, emergency power/communication systems, emergency stop circuits and fire protection systems.

Simulator control systems include DC low voltage supplies, DC high voltage supplies, AC low voltage supplies (less than 600VAC), uninterrupted power supplies and control systems, power distribution cabinets/units, hydraulic systems and electric systems.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work independently, or as part of a team, with minimal supervision, while performing complex tasks, including complex problem solving, in a limited range of contexts. They would use discretion and judgement and take responsibility for the quality of their outputs.

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

Pre-requisite Unit

Not applicable.

Competency Field

Simulator Operations

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Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS		PERFORMANCE CRITERIA	
Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Receive and analyse fault report**	**1.1**	Receive and analyse simulator power distribution and control system fault report
		1.2	Identify and select appropriate fault finding method(s) that will apply across the range of power distribution and control systems
		1.3	Prepare the simulator systems power distribution and control system for fault finding, including the isolation of all energy sources
2	**Identify and find fault**	**2.1**	Apply fault finding method(s)
		2.2	Identify and analyse fault indicators
		2.3	Identify the power distribution and control system fault
		2.4	Confirm that the fault is the one initially reported
3	**Repair fault**	**3.1**	Identify and confirm cause of fault
		3.2	Identify and confirm repair method(s)
		3.3	Complete power distribution and control systems repair
		3.4	Conduct post repair safety check
		3.5	Restart simulator systems power distribution and control system
4	**Conduct functional test**	**4.1**	Test simulator systems power distribution and control systems to ensure operational integrity
		4.2	Confirm operational parameters
5	**Finalise repair process**	**5.1**	Finalise simulator systems power distribution and/or control system repair reports including a detailed synopsis of the fault and the repair process and any

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certification requirements

5.2 Report the operational status of the simulator systems power distribution and control system

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to DEFSIM001 Fault find and repair simulator power distribution and control systems

Links

Companion Volume Implementation Guides are found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFSIM015 Fault find and repair simulator power distribution and control systems

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package Release 4.0.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and includes:

- undertaking research and analysis related to simulator power distribution and control systems
- following logical fault finding techniques
- using measuring instruments such as megaohmeters, multimeters, cathode ray oscilloscopes (CRO), 240-415v portable appliance testers, 240-415v phase angle meters and 240-415v clamp meters
- applying simulator power distribution and control systems repair methodologies
- following configuration management processes
- using appropriate information technology and software including general online diagnostic tools and proprietary simulator management databases
- identifying, reviewing and analysing information that may impact on the simulator power distribution and control systems fault finding
- conducting simulator power distribution and control systems functional testing
- negotiating and communicating with key stakeholders.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- operational capabilities and limitations of the relevant simulator
- operational capabilities and limitations of the relevant simulator power distribution and control systems
- simulator operating modules comprising the simulator system being worked on
- fault indicators related to the simulator power distribution and control systems being worked on
- repair methodologies related to the simulator power distribution and control systems being worked on
- legislative and regulatory requirements related to the simulator being worked on
- organisational policy and procedures related to the relevant simulator power distribution and control systems

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- configuration management related to the simulator power distribution and control systems being worked on
- product knowledge related to systems and/or equipment in service.

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in simulated workplace operational situations that reflect workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Retail or commercial systems whose primary purpose is entertainment do not meet the requirements.

Individual domestic use systems whose primary purpose is entertainment do not meet the requirements.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or simulations
- acceptable means of simulation assessment
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and PPE currently used in industry.

Links

Companion Volume Implementation Guides are found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFSIM016 Fault find and repair simulator computer systems and peripheral hardware

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package Release 4.0.

Application

This unit describes the knowledge and skills required to conduct fault finding and repairs to simulator computer systems and peripheral hardware. This includes analysing fault reports, identifying and rectifying faults, conducting functional tests and the documentation and certification processes. In the context of this unit, simulators are used to replicate land, air, sea and undersea systems to facilitate training and development.

Computer systems may include Generic Simulator Computer Systems (x86 and x64), host computers, input/output systems, visual computers and instructor operating systems of simulators.

Peripheral hardware may include instruments, visual display unit equipment, printers, hard drives and data storage devices, switches and routers.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work independently, or as part of a team, with minimal supervision, while performing complex tasks, including complex problem solving, in a limited range of contexts. They would use discretion and judgement and take responsibility for the quality of their outputs.

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

Pre-requisite Unit

Not applicable.

Competency Field

Simulator Operations

Unit Sector

Not applicable.

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Elements and Performance Criteria

ELEMENTS		PERFORMANCE CRITERIA	
Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Receive and analyse fault report**	**1.1**	Receive and analyse simulator computer systems peripheral hardware fault report
		1.2	Identify and select appropriate fault finding method(s) that will apply across the range of simulator computer systems and peripheral hardware
		1.3	Prepare the simulator computer system and peripheral hardware for fault finding
2	**Identify and find fault**	**2.1**	Apply fault finding method(s)
		2.2	Identify and analyse fault indicators
		2.3	Identify the simulator computer systems and peripheral hardware fault
		2.4	Confirm that the fault is the one initially reported
3	**Repair fault**	**3.1**	Identify and confirm cause of fault
		3.2	Identify and confirm repair method(s)
		3.3	Complete simulator computer systems and peripheral hardware repair
		3.4	Conduct post repair safety check
		3.5	Restart simulator computer system and peripheral hardware
4	**Conduct functional test**	**4.1**	Test simulator computer system and peripheral hardware to ensure operational integrity
		4.2	Confirm operational parameters
5	**Finalise repair process**	**5.1**	Finalise simulator computer system and peripheral hardware repair reports including a detailed synopsis of the fault and the repair process and any certification requirements
		5.2	Report the operational status of the simulator computer system and peripheral hardware

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to DEFSIM002 Fault find and repair simulator computer systems and peripheral hardware

Links

Companion Volume Implementation Guides are found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFSIM016 Fault find and repair simulator computer systems and peripheral hardware

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package Release 4.0.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and includes:

- undertaking research and analysis related to simulator computer systems and peripheral hardware
- following logical, fault finding techniques
- applying simulator computer systems and/or peripheral hardware repair methodologies
- following configuration management processes
- using appropriate information technology and software including at least one of:
  - general online diagnostic tools
  - proprietary simulator management databases
  - customer diagnostics software
  - burn in test software
  - image management software
  - file comparison software
- identifying, reviewing and analysing information that may impact on the simulator computer systems and peripheral hardware fault finding
- conducting simulator computer systems and peripheral hardware functional testing
- negotiating and communicating with key stakeholders.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- operational capabilities and limitations of the relevant simulator
- operational capabilities and limitations of the relevant simulator computer systems and peripheral hardware
- simulator operating modules comprising the simulator system being worked on
- fault indicators related to the simulator computer systems and peripheral hardware being worked on
- repair methodologies related to the simulator computer systems and peripheral hardware being worked on

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- legislative and regulatory requirements related to the simulator being worked on
- organisational policy and procedures related to the relevant simulator computer systems and peripheral hardware
- configuration management related to the simulator computer systems and peripheral hardware being worked on
- product knowledge related to systems and/or equipment in service.

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in simulated workplace operational situations that reflect workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Retail or commercial systems whose primary purpose is entertainment do not meet the requirements.

Individual domestic use systems whose primary purpose is entertainment do not meet the requirements.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or simulations
- acceptable means of simulation assessment
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and PPE currently used in industry.

Links

Companion Volume Implementation Guides are found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFSIM017 Fault find and repair simulator image generator and visual display systems

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package Release 4.0.

Application

This unit describes the knowledge and skills required to conduct fault finding and repairs to the simulator image generator and visual display systems. This includes analysing fault reports, identifying and rectifying faults, conducting functional tests and the documentation and certification processes. In the context of this unit, simulators are used to replicate land, air, sea and undersea systems to facilitate training and development.

Both software and hardware components may be involved. Image generator hardware components may include commercial off-the-shelf systems, proprietary designed systems and high-end rack mount personal computers with engineering graphic cards installed.

Image generator software components include proprietary software to process visual databases stored on the information gateway, under direction of simulators' host computing system, to produce drive signals for the visual display, and/or commercial software.

Maintenance tasks include fault finding hardware to line replacement at unit level, image and backup of software installation, configuration and updating.

Visual display systems may include liquid crystal display, digital light processing, liquid crystal on silicon, light emitting diode, organic light emitting diode, cathode ray tube and/or laser.

Mechanisms may include projection (direct and/or rear, including optics and display surfaces), and/or direct display (television, monitor).

Maintenance tasks may include setup, fault finding, alignment of projectors, optics alignment and colour matching and balance.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work independently, or as part of a team, with minimal supervision, while performing complex tasks, including complex problem solving, in a limited range of contexts. They would use discretion and judgement and take responsibility for the quality of their outputs.

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

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Pre-requisite Unit

Not applicable.

Competency Field

Simulator Operations

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS		PERFORMANCE CRITERIA	
Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Receive and analyse fault report**	**1.1**	Receive and analyse simulator image generator and visual display system fault report
		1.2	Identify and select appropriate fault finding method(s) that will apply across the range of simulator image generator and visual display system
		1.3	Prepare the simulator image generator and visual display system for fault finding
2	**Identify and find fault**	**2.1**	Apply fault finding method(s)
		2.2	Identify and analyse fault indicators
		2.3	Identify the simulator image generator and visual display system fault
		2.4	Confirm that the fault is the one initially reported
3	**Repair fault**	**3.1**	Identify and confirm cause of fault
		3.2	Identify and confirm repair method(s)
		3.3	Complete simulator image generator and visual display system repair
		3.4	Conduct post repair safety check

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		3.5	Restart simulator image generator and/or visual display system
4	**Conduct functional test**	**4.1**	Test simulator image generator and visual display system to ensure operational integrity
		4.2	Confirm operational parameters
5	**Finalise repair process**	**5.1**	Finalise simulator image generator and visual display system repair reports including a detailed synopsis of the fault and the repair process and any certification requirements
		5.2	Report the operational status of the simulator image generator and visual display system

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to DEFSIM003 Fault find and repair simulator image generator and visual display systems.

Links

Companion Volume Implementation Guides are found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFSIM017 Fault find and repair simulator image generator and visual display systems

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package Release 4.0.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and includes:

- undertaking research and analysis related to simulator image generator
- undertaking research and analysis related to visual display systems
- following logical, complex fault finding techniques
- using measuring instruments including light meters, chroma meters and theodolites
- applying simulator image generator systems repair methodologies
- applying simulator image visual display systems repair methodologies
- following configuration management processes using appropriate information technology and software including proprietary projector software and proprietary image generation software
- identifying, reviewing and analysing information that may impact on the simulator image generator and visual display systems fault finding
- conducting simulator image generator functional testing
- conducting simulator image generator and visual display systems functional testing
- negotiating and communicating effectively with key stakeholders.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- operational capabilities and limitations of the relevant simulator
- operational capabilities and limitations of the relevant simulator image generator and visual display system
- simulator operating modules comprising the simulator system being worked on
- fault indicators related to the simulator image generator and visual display systems being worked on
- repair methodologies related to the simulator image generator and visual display systems being worked on
- legislative and regulatory requirements related to the simulator being worked on
- organisational policy and procedures related to the relevant simulator image generator and visual display systems

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- configuration management related to the simulator image generator and visual display systems being worked on
- product knowledge related to systems and/or equipment in service.

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in simulated workplace operational situations that reflect workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Retail or commercial systems whose primary purpose is entertainment do not meet the requirements.

Individual domestic use systems whose primary purpose is entertainment do not meet the requirements. Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or simulations
- acceptable means of simulation assessment
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and PPE currently used in industry.

Links

Companion Volume Implementation Guides are found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFSIM018 Fault find and repair simulator sound systems

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package Release 4.0.

Application

This unit describes the knowledge and skills required to conduct fault finding and repairs to the simulator sound systems. This may include analysing fault reports, identifying and rectifying faults, conducting functional tests and the documentation and certification processes. In the context of this unit, simulators are used to replicate land, air, sea and undersea systems to facilitate training and development.

Simulator sound systems include communication systems, amplifiers, samplers, speakers, microphones and headsets, equalisers, mixers, tone generators, audio switching and control systems and audio computers.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work independently, or as part of a team, with minimal supervision, while performing complex tasks, including complex problem solving, in a limited range of contexts. They would use discretion and judgement and take responsibility for the quality of their outputs.

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

Pre-requisite Unit

Not applicable.

Competency Field

Simulator Operations

Unit Sector

Not applicable.

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Elements and Performance Criteria

ELEMENTS		PERFORMANCE CRITERIA	
Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Receive and analyse fault report**	**1.1**	Receive and analyse simulator sound system fault report
		1.2	Identify and select appropriate fault finding method(s) that will apply across the range of simulator sound system systems
		1.3	Prepare the simulator sound system for fault finding
2	**Identify and find fault**	**2.1**	Apply fault finding method(s)
		2.2	Identify and analyse fault indicators
		2.3	Identify simulator sound system fault
		2.4	Confirm that the fault is the one initially reported
3	**Repair fault**	**3.1**	Identify and confirm cause of fault
		3.2	Identify and confirm repair method(s)
		3.3	Complete simulator sound system repair
		3.4	Conduct post repair safety check
		3.5	Restart simulator sound system
4	**Conduct functional test**	**4.1**	Test simulator sound systems to ensure operational integrity
		4.2	Confirm operational parameters
5	**Finalise repair process**	**5.1**	Finalise simulator sound system repair reports including a detailed synopsis of the fault and the repair process and any certification requirements
		5.2	Report the operational status of the simulator sound system

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of

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competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to DEFSIM005 Fault find and repair simulator sound systems.

Links

Companion Volume Implementation Guides are found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFSIM018 Fault find and repair simulator sound systems

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package Release 4.0.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and includes:

- undertaking research and analysis related to simulator sound systems
- following logical, fault finding techniques
- using tools, measuring instruments and diagnostics
- applying simulator sound systems repair methodologies
- following configuration management processes
- using appropriate information technology and software including at least one of:
  - proprietary sound analysis software
  - proprietary simulator management databases
  - proprietary simulator performance test systems
- identifying, reviewing and analysing information that may impact on the simulator sound systems fault finding
- conducting simulator sound systems functional testing
- negotiating and communicating effectively with key stakeholders.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- operational capabilities and limitations of the relevant simulator
- operational capabilities and limitations of the relevant simulator sound systems
- simulator operating modules comprising the simulator system being worked on
- fault indicators related to the simulator sound systems being worked on
- repair methodologies related to the simulator sound systems being worked on
- legislative and regulatory requirements related to the simulator being worked on
- organisational policy and procedures related to the relevant simulator sound systems
- configuration management related to the simulator sound systems being worked on
- product knowledge related to systems and/or equipment in service.

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Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in simulated workplace operational situations that reflect workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Retail or commercial systems whose primary purpose is entertainment do not meet the requirements.

Individual domestic use systems whose primary purpose is entertainment do not meet the requirements.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or simulations
- acceptable means of simulation assessment
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and PPE currently used in industry.

Links

Companion Volume Implementation Guides are found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFSIM019 Fault find and repair simulator weapons systems

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package Release 4.0.

Application

This unit describes the knowledge and skills required to conduct fault finding and repairs to the simulator weapons systems which may include fire control, aiming and sighting systems. The unit includes analysing fault reports, identifying and rectifying faults, conducting functional tests and the documentation and certification processes. In the context of this unit, simulators are used to replicate land, air, sea and undersea systems to facilitate training and development.

Simulator weapons systems which may include simulated cannons/guns, non-guided weapons and guided weapons.

Simulator fire control systems which may include simulator fire control safety interlock systems, simulator armament control systems and simulator armament control buses.

Simulator aiming and sighting systems which may include simulator helmet mounted displays, simulator head-up displays, simulator head-in displays, simulator TV sighting systems, simulator on-screen displays and simulator infrared/thermal sighting systems.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work independently, or as part of a team, with minimal supervision, while performing complex tasks, including complex problem solving, in a limited range of contexts. They would use discretion and judgement and take responsibility for the quality of their outputs.

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

Pre-requisite Unit

Not applicable.

Competency Field

Simulator Operations

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Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS		PERFORMANCE CRITERIA	
Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Receive and analyse fault report**	**1.1**	Receive and analyse simulator weapons systems fault report
		1.2	Identify and select appropriate fault finding method(s) that will apply across the range of simulator weapon systems
		1.3	Prepare the simulator weapons systems, for fault finding
2	**Identify and find fault**	**2.1**	Apply fault finding method(s) to weapon systems
		2.2	Identify and analyse fault indicators to weapon systems
		2.3	Identify simulator weapon systems fault
		2.4	Confirm that the fault is the one initially reported
3	**Repair fault**	**3.1**	Identify and confirm cause of fault
		3.2	Identify and confirm repair method(s)
		3.3	Complete simulator weapon systems repair
		3.4	Conduct post repair safety check
		3.5	Restart simulator weapons systems
4	**Conduct functional test**	**4.1**	Test simulator weapons systems, to ensure operational integrity
		4.2	Confirm operational parameters to weapon systems
5	**Finalise repair process**	**5.1**	Finalise simulator weapons systems reports including a detailed synopsis of the fault and the repair process and any certification requirements
		5.2	Report the operational status of the simulator weapons systems

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to DEFSIM006 Fault find and repair simulator weapons systems

Links

Companion Volume Implementation Guides are found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFSIM019 Fault find and repair simulator weapons systems

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package Release 4.0.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and includes:

- undertaking research and analysis related to simulator weapons systems
- following logical, complex fault finding techniques
- using tools, measuring instruments and diagnostics
- applying simulator weapons systems repair methodologies
- following configuration management processes
- using appropriate information technology and software including at least one of:
  - customer diagnostics software
  - electronics configuration software
  - electronics instrument check diagnostics software
  - proprietary helmet mounted sight diagnostic software
  - Vector CANalyzer CAN bus diagnostic software
- identifying, reviewing and analysing information that may impact on the simulator weapons systems fault finding
- conducting simulator weapons systems functional testing
- negotiating and communicating effectively with key stakeholders.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- operational capabilities and limitations of the relevant simulator
- operational capabilities and limitations of the relevant simulator weapons systems, fire control, aiming and sighting systems
- simulator operating modules comprising the simulator system being worked on
- fault indicators related to the simulator weapons systems being worked on
- repair methodologies related to the simulator weapons systems being worked on
- legislative and regulatory requirements related to the simulator being worked on
- organisational policy and procedures related to the relevant simulator weapons systems, fire

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control, aiming and sighting systems
- configuration management related to the simulator weapons systems being worked on
- product knowledge related to systems and/or equipment in service.

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in simulated workplace operational situations that reflect workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Retail or commercial systems whose primary purpose is entertainment do not meet the requirements.

Individual domestic use systems whose primary purpose is entertainment do not meet the requirements.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or simulations
- acceptable means of simulation assessment
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and PPE currently used in industry.

Links

Companion Volume Implementation Guides are found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFSIM020 Conduct simulator performance evaluation

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package Release 4.0.

Application

This unit describes the knowledge and skills required to evaluate the operational performance of components and/or elements of a simulator. This includes identifying the performance evaluation requirement, conducting the operational performance evaluation, analysing the results, and the documentation and certification processes. In the context of this unit, simulators are used to replicate land, air, sea and undersea systems to facilitate training and development.

The simulator components include the complete simulator, power and control systems, computers and peripheral hardware, image generator and visual display systems, motion and control systems, sound systems and weapons systems.

The simulator elements include subjective tests and credit sequences which affect the operational performance of the simulator.

The outcomes of the performance evaluation include immediate fault finding and repair, scheduling the simulator for routine maintenance or calibration of simulator systems.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work independently, or as part of a team, with minimal supervision, while performing complex tasks, including complex problem solving, in a limited range of contexts. They would use discretion and judgement and take responsibility for the quality of their outputs.

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

Pre-requisite Unit

Not applicable.

Competency Field

Simulator Operations

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Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS		PERFORMANCE CRITERIA	
Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Identify evaluation requirement**	**1.1**	Identify the type of simulator evaluation to be undertaken
		1.2	Identify the components and/or elements to be evaluated
		1.3	Identify evaluation parameters to be met
2	**Undertake performance evaluation**	**2.1**	Prepare simulator for performance evaluation
		2.2	Conduct performance evaluation
		2.3	Collect and collate evaluation data
3	**Analyse performance results**	**3.1**	Conduct analysis of performance data
		3.2	Identify performance abnormalities
		3.3	Identify cause of performance variations
		3.4	Determine remedial action if necessary
4	**Finalise performance evaluation process**	**4.1**	Report abnormalities as required
		4.2	Complete documentation for future application according to organisational standards

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to DEFSIM007 Conduct simulator performance evaluation

Links

Companion Volume Implementation Guides are found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFSIM020 Conduct simulator performance evaluation

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package Release 4.0.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and includes:

- undertaking research and analysis related to simulator operational performance
- following logical analysis techniques
- using measuring instruments
- following configuration management processes
- using appropriate information technology and software including proprietary sound analysis software and proprietary simulator performance test systems
- identifying, reviewing and analysing information that may impact on the simulator operational performance
- identifying simulator performance abnormalities
- determining simulator operational performance remedial action
- negotiating and communicating effectively with key stakeholders.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- operational capabilities and limitations of the relevant simulator
- simulator operating modules comprising the simulator system being worked on
- subjective tests and credit sequences which affect the operational performance of the simulator
- calibration methodologies related to the simulator being evaluated
- legislative and regulatory requirements related to the simulator being evaluated
- organisational policy and procedures related to the relevant simulator
- configuration management related to the simulator being evaluated
- product knowledge related to systems and/or equipment in service.

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training

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Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in simulated workplace operational situations that reflect workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Retail or commercial systems whose primary purpose is entertainment do not meet the requirements.

Individual domestic use systems whose primary purpose is entertainment do not meet the requirements.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or simulations
- acceptable means of simulation assessment
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and PPE currently used in industry.

Links

Companion Volume Implementation Guides are found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFSIM021 Operate the simulator for testing purposes

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package Release 4.0.

Application

This unit describes the skills required to operate the simulator for testing purposes following maintenance. The unit includes identifying the testing requirement, conducting the test and analysing the results, and the documentation and certification processes. In the context of this unit, simulators are used to replicate land, air, sea and undersea systems to facilitate training and development.

Testing includes particular component tests or complete simulator operational tests. The simulator components include the complete simulator or, power control and distribution systems, computers and peripheral hardware, image generator and visual display systems, motion and control systems, sound systems and weapons systems.

The outcomes of the test include immediate fault finding and repair or scheduling the simulator for routine maintenance.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work independently, or as part of a team, with minimal supervision, while performing tasks, including problem solving, in a limited range of contexts. They would use discretion and judgement and take responsibility for the quality of their outputs.

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

Pre-requisite Unit

Not applicable.

Competency Field

Simulator Operations

Unit Sector

Not applicable.

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Identify testing requirement	**1.1** Identify and confirm the type of simulator testing to be undertaken
	1.2 Identify the components to be tested
	1.3 Consult simulator documentation for serviceability and access
	1.4 Identify test parameters to be met
2 Undertake simulator tests	**2.1** Prepare simulator for testing
	2.2 Conduct specified tests
	2.3 Act on and report monitoring systems warnings and alarms
	2.4 Collect and analyse test data
	2.5 Identify performance abnormalities
	2.6 Determine remedial action if necessary
3 Complete the test sequence	**3.1** Complete certification and other documentation for future application
	3.2 Report results as required

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

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Unit Mapping Information

This unit replaces and is equivalent to DEFSIM009 Operate the simulator for testing purposes

Links

Companion Volume Implementation Guides are found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFSIM021 Operate the simulator for testing purposes

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package Release 4.0.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and includes:

- undertaking research and analysis related to simulator operating procedures
- following logical analysis techniques
- using appropriate information technology and software
- identifying, reviewing and analysing information that may impact on the simulator operational testing
- identifying simulator test abnormalities
- determining simulator testing remedial action
- negotiating and communicating effectively with key stakeholders.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- operational capabilities and limitations of the relevant simulator
- simulator operating modules comprising the simulator system being worked on
- simulator operating procedures
- specified simulator tests
- complex analysis techniques
- legislative and regulatory requirements related to the simulator being evaluated
- organisational policy and procedures related to the relevant simulator
- product knowledge related to systems and/or equipment in service.

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the

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time of assessment.

Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in simulated workplace operational situations that reflect workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Retail or commercial systems whose primary purpose is entertainment do not meet the requirements.

Individual domestic use systems whose primary purpose is entertainment do not meet the requirements.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or simulations
- acceptable means of simulation assessment
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and PPE currently used in industry.

Links

Companion Volume Implementation Guides are found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFTRP001 Operate a vehicle in an environment of threat

Modification History

Release	Comments
1	This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to DEFTP001B Operate a vehicle in an environment of threat. • Unit code updated • Content and formatting updated to comply with the new standards • All PC transitioned from passive to active voice • Element 1 reworded

Application

This unit describes the skills required to operate a vehicle in a work environment where there are a range of threats to the security of the vehicle and driver. These threats may include actions by an adversarial or enemy force targeted at destroying the vehicle and driver. The focus of the threat may be towards disablement of the driver, vehicle and/or load and may be carried out using a range of weapons from the ground and/or the air.

This unit was developed for military drivers in a threat environment but is applicable to any individuals who work in this field.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work independently or as part of a team, under direct and indirect supervision, use discretion and judgement, and take responsibility for the quality of their output. They would perform routine tasks in a broad range of unpredictable contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

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Competency Field

Transport

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Camouflage and conceal a vehicle	1.1 Obtain specialist equipment appropriate to the task and check for serviceability. 1.2 Prepare vehicle for tactical employment and operational driving in a threat environment. 1.3 Camouflage vehicle from observation, surveillance and detection. 1.4 Conceal vehicle and its signature from observation, surveillance and detection using natural and artificial resources.
2. Apply tactical deployment drills and contingency actions when driving in a threat environment	2.1 Drive vehicle singularly and in convoy in a threat environment. 2.2 Deploy vehicle tactically during halts. 2.3 Employ vehicle contingency actions when threatened.

Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

ACSF levels indicative of performance:

1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	**3**	4	5	1	2	3	4	5
Learning NA					Reading NA					Writing NA					Oral communication					Numeracy NA				

Performance variables:

1	2	**3**	4	5	1	2	3	4	**5**	1	2	**3**	4	5	1	2	**3**	4	5
Support					Context					Text complexity					Task complexity				

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Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

Unit Mapping Information

This unit supersedes and is equivalent to DEFTP001B Operate a vehicle in an environment of threat.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFTRP001 Operate a vehicle in an environment of threat

Modification History

Release	Comments
1	These Assessment Requirements were released in DEF Defence Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- preparing a vehicle for operational driving
- driving a vehicle under operational conditions
- following instructions/directives and verbally reporting information
- selecting halt and hide positions that make best use of the natural terrain and vegetation, and provide maximum concealment
- occupying halt and hide positions, optimising the position of the vehicle and the timely application and erection of camouflage
- applying procedures for camouflaging a vehicle, including use of natural vegetation and artificial aids including camouflage nets and support sets that allow emergency redeployment of the vehicle without entanglement
- reducing vulnerability through preparation of the vehicle, the use of camouflage and concealment, and the application of contingency actions that minimise risk
- carrying out contingency actions to prevent or minimise damage to the person, the vehicle and the load, both when travelling alone and in convoy with other vehicles when in a threat environment
- applying counter surveillance doctrine and procedures and the employment of operational driving techniques, in driving both a light and medium vehicle, carrying both general cargo and personnel, in a simulated operational environment

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Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- tactical deployment procedures including convoy driving procedures and actions at a halt and occupation of a hide or administrative position
- threats to vehicle security, observation and detection
- contingency actions

Assessment Conditions

Competency should be assessed carrying both general cargo and personnel. While assessment will normally be conducted as a team activity involving a number of vehicles and drivers, evidence of individual performance should be gathered on operational driving, the tactical deployment of vehicles, the use of camouflage to prevent observation and detection, and the employment of contingency actions including counter-ambush and counter-air attack. Most assessment tasks require the cooperation and assistance of other team members, therefore the ability to work as part of a team should be included in the overall assessment.

Assessment should be sequential from the actions of the individual on the receipt of instructions for movement through to the employment of contingency actions. Given that most of this unit of competency is based on the application of drills and procedures the assessment will be conducted primarily through the observation of practical skills. Errors detected in performance can be used to prompt a more detailed examination of a particular knowledge or skill and verbal and/or a written questioning of underpinning knowledge may complement practical assessments.

Competency should be demonstrated as part of a broader assessment activity involving the tactical deployment of drivers and vehicles over an extended period. Performance will need to demonstrate reacting to a range of threats and carrying out contingency actions on a number of occasions.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFTRP002 Operate a vehicle at night

Modification History

Release	Comments
1	This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to DEFTP002B Operate a vehicle at night. • Unit code updated • Content and formatting updated to comply with the new standards • All PC transitioned from passive to active voice

Application

This unit describes the skills required to drive, navigate and direct a vehicle at night under field conditions using white, reduced and blackout lighting where the threat(s) by an adversary or enemy may prohibit the full use of normal vehicle headlights, tail lights and interior lighting. In these circumstances, to assist in the control, operation and navigation of the vehicle, the driver may use guides and other aids, including specialist ‘blackout’ lighting equipment fitted to vehicles.

This unit was developed for military drivers in a threat environment, but is applicable to any individuals who work in this field.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work independently or as part of a team, under direct and indirect supervision, use discretion and judgement, and take responsibility for the quality of their output. They would perform routine tasks in a broad range of unpredictable contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

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Competency Field

Transport

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Prepare a vehicle for driving at night	1.1 Conduct serviceability check of vehicle and any external aids to night driving. 1.2 Rectify and report any faults. 1.3 Configure vehicle for night driving.
2. Drive a vehicle at night	2.1 Drive vehicle at night using various types of lighting and external aids in different types of terrain, road and light conditions. 2.2 Respond to directions from a co-driver and a guide, both with and without the assistance of external aids. 2.3 Navigate vehicle at night using navigational equipment.
3. Direct a vehicle at night	3.1 Identify, obtain and check appropriate external aids for serviceability. 3.2 Rectify or report any vehicle faults. 3.3 Direct vehicle using external aids. 3.4 Retrieve and check aids and return external to storage area.

Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

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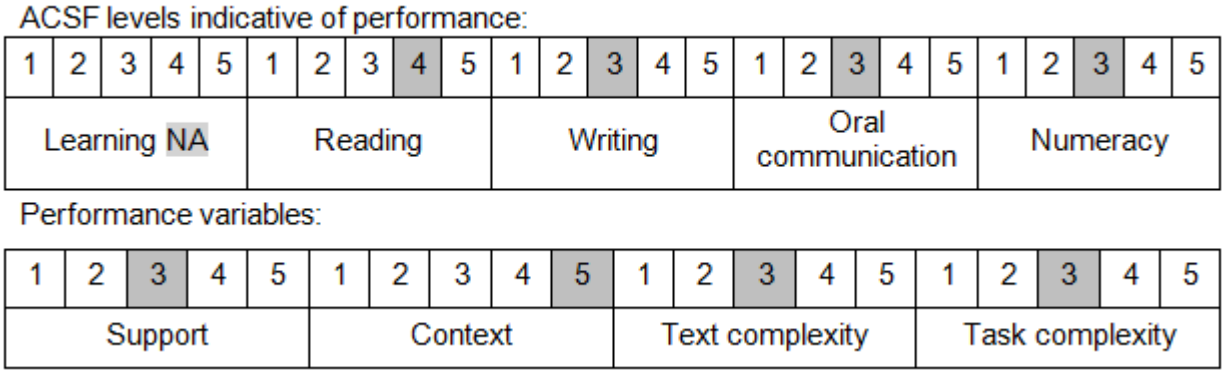

Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

Unit Mapping Information

This unit supersedes and is equivalent to DEFTP002B Operate a vehicle at night.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFTRP002 Operate a vehicle at night

Modification History

Release	Comments
1	These Assessment Requirements were released in DEF Defence Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- scanning terrain
- judging terrain, distance and speed at night
- driving a vehicle at night under normal lighting conditions
- manoeuvring a vehicle in confined spaces
- navigating a vehicle
- responding to directions when driving
- reading maps and using navigational aids
- driving and navigating a vehicle at night using white, reduced and blackout lighting
- acting as guide while using external aids
- preparing a vehicle for night driving then driving the vehicle under field conditions in a range of environments including cross country, and on tracks and formed roads utilising the three types of lighting under a range of lighting and driving conditions

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- WHS requirements for driving at night
- characteristics of night vision
- vehicle navigation
- vehicle signalling and directing techniques

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Assessment Conditions

Competency should be demonstrated as part of a broader assessment activity involving the tactical deployment of drivers and vehicles over an extended period.

Competency should be assessed progressively with the levels of complexity of driving with reduced lighting increasing i.e. the sequence should be white, reduced, then blackout. Activities should commence with the receipt of instructions for a night move. The individual should be assessed in the inspection and preparation of the vehicle for night driving.

Assessment under the particular light condition should test the individual's competence including the conduct of more complex tasks including manoeuvring in confined spaces with and without the use of guides and associated aids. Navigation may be assessed as part of a vehicle navigation exercise conducted under various lighting conditions driving cross country as well as on tracks and sealed roads.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFTRP003 Operate a vehicle over difficult terrain

Modification History

Release	Comments
1	This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to DEFTP003B Operate a vehicle over difficult terrain. • Unit code updated • Content and formatting updated to comply with the new standards • All PC transitioned from passive to active voice

Application

This unit describes the skills required to prepare a vehicle and drive over difficult terrain, including cross country and other off road situations. This involves the application of low risk driving techniques, dealing with hazards, and the assessment (where necessary) and the safe negotiation of obstacles, including water courses such as rivers and streams. The driver must be able to deal with contingencies related to an emergency that may occur in the hazardous situations that may be encountered in driving over difficult terrain under field conditions.

This unit was developed for military drivers in a threat environment, but is applicable to any individuals who work in this field.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work independently or as part of a team, under direct and indirect supervision, use discretion and judgement, and take responsibility for the quality of their output. They would perform complex tasks in a broad range of unpredictable contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

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Competency Field

Transport

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Prepare a vehicle for driving over difficult terrain	1.1 Conduct serviceability check of a vehicle for driving over difficult terrain. 1.2 Rectify and/or report any vehicle faults. 1.3 Configure vehicle for driving in difficult terrain.
2. Drive over difficult terrain	2.1 Conduct reconnaissance of the terrain to be traversed by map and/or visual observation identifying potential hazards, including entry and exit routes, obstructions and bypasses. 2.2 Plan task and discuss potential hazards and contingency actions with a supervisor. 2.3 Reconfigure vehicle and adjust the load as necessary. 2.4 Apply low risk driving techniques when driving over difficult terrain. 2.5 Apply vehicle contingency actions when required to deal with accidents and emergencies that may occur when negotiating hazards.
3. Refurbish vehicle	3.1 Inspect vehicle for damage after hazardous situations are negotiated and on completion of the task. 3.2 Rectify and/or report faults and damage to the supervisor. 3.3 Clean and reconfigure vehicle and load as necessary for standard driving conditions.

Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

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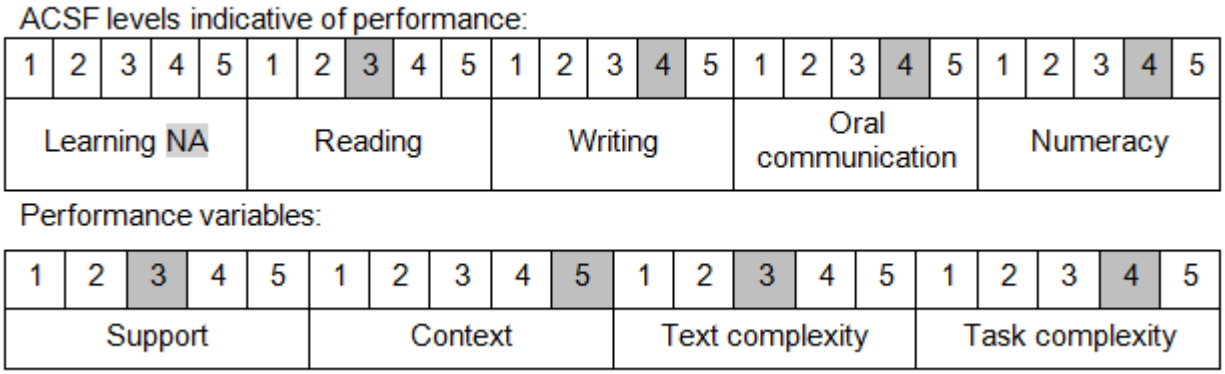

Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

Unit Mapping Information

This unit supersedes and is equivalent to DEFTP003B Operate a vehicle over difficult terrain.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFTRP003 Operate a vehicle over difficult terrain

Modification History

Release	Comments
1	These Assessment Requirements were released in DEF Defence Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- carrying out contingency actions
- recovering a vehicle
- applying first aid
- evacuating injured people
- reading maps and use navigational aids
- conducting route reconnaissance and task planning
- driving a vehicle over difficult terrain including:
  - crossing a defile
  - crossing soft terrain
  - crossing a water obstacle
  - negotiating thick scrub
- dealing with contingencies including:
  - engine stall on a steep grade
  - breakdown of a vehicle while crossing a water obstacle
  - recovery of a vehicle from an obstacle
  - recondition a vehicle after driving in difficult terrain
- preparing and driving a vehicle over difficult terrain in a range of environments by day and night, and dealing with contingencies in hazardous situations
- applying sound judgement, this must be displayed in the analysis of difficult terrain to determine whether it is trafficable, and if so, what are the implications for vehicle preparation, safety of passengers and load planning

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Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- route and task planning
- obstacles and hazards
- vehicle capabilities

Assessment Conditions

Competency should be demonstrated over a time frame that allows for driving a vehicle over a variety of difficult terrain, encountering hazardous situations and applying contingency actions all under a range of field conditions.

Competency should be assessed using a number of practical assessments of driving over difficult terrain including inclines and declines (to the rated capability of the vehicle), waterways, thick scrub, defiles, sand and soft bottoms. Individuals should be assessed in each of these environs and then collectively over a ‘vehicle run’ in which a number of the types of difficult terrain, including watercourses, are encountered requiring a contingency response.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFTRP004 Operate a vehicle using night fighting equipment (NFE)

Modification History

Release	Comments
1	This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to DEFTP004B Operate a vehicle using night fighting equipment (NFE). • Unit code updated • Content and formatting updated to comply with the new standards • All PC transitioned from passive to active voice

Application

This unit describes the skills required to operate a vehicle, including all wheeled road transport vehicles, using night fighting equipment (NFE) as an aid to driving at night in limited or no light under field conditions. NFE is a collective term that refers to image intensification equipment. It is used by the driver in limited or no light conditions to enhance and improve natural vision at night, when other forms of lighting are prohibited by the operational situation. The driver is required to perform all of the standard driving activities using NFE including vehicle preparation, serviceability checks, driving and navigation. In addition, the driver, while dismounted, is required to direct another vehicle using hand signals.

This unit was developed for military drivers in a threat environment, but is applicable to any individuals who work in this field.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work independently or as part of a team, under direct and indirect supervision, use discretion and judgement, and take responsibility for the quality of their output. They would perform routine tasks in a broad range of unpredictable contexts.

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No licensing, legislative or certification requirements apply to unit at the time of publication.

Competency Field

Transport

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Prepare a vehicle for driving at night using NFE	1.1 Inspect NFE for driving and set up. 1.2 Conduct serviceability check of the vehicle using NFE and rectify and/or report faults. 1.3 Configure vehicle for night driving using NFE.
2. Direct a vehicle using NFE	2.1 Identify, obtain and check appropriate NFE for serviceability. 2.2 Report any faults with NFE to appropriate personnel, rectify and/or return to store. 2.3 Direct vehicle as an external guide using NFE. 2.4 Retrieve and check NFE and return to storage area with any faults rectified and/or reported.
3. Drive a vehicle using NFE	3.1 Drive vehicle singularly and in convoy using NFE. 3.2 Respond to directions from an external guide while driving with NFE. 3.3 Navigate vehicle while driving with NFE. 3.4 Carry out contingency actions on failure of NFE.

Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

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ACSF levels indicative of performance:

1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Learning NA					Reading					Writing					Oral communication					Numeracy					

Performance variables:

1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Support					Context					Text complexity					Task complexity				

Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

Unit Mapping Information

This unit supersedes and is equivalent to DEFTP004B Operate a vehicle using night fighting equipment (NFE).

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFTRP004 Operate a vehicle using night fighting equipment (NFE)

Modification History

Release	Comments
1	These Assessment Requirements were released in DEF Defence Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- driving a vehicle at night under a variety of lighting conditions
- reading maps and using navigational aids
- setting up NFE for night driving
- preparing, checking for serviceability, driving, directing and navigating the vehicle at night using NFE
- operating a vehicle both on roads and cross country and in convoy using NFE

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- NFE safety requirements
- characteristics of night vision
- characteristics and operation of NFE

Assessment Conditions

Competency should be assessed in operating with NFE as a complete activity commencing with the issue of instructions for a night move. The individual should conduct all preliminaries using NFE and complete a number of night driving tasks on both roads and cross country.

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The individual should be responsible for navigation along the route using NFE. During the assessment, the individual will be required to drive the vehicle in accordance with instructions from an external guide and then dismount and act as a guide for another vehicle.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFTRP005 Operate a multi-axle trailer

Modification History

Release	Comments
1	This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to DEFTP005B Operate a multi-axle trailer. • Unit code updated • Content and formatting updated to comply with the new standards • All PC transitioned from passive to active voice • Element 1 reworded

Application

This unit describes the skills required to configure, load, tow, manoeuvre and unload a multi-axle trailer coupled to a wheeled vehicle authorised to tow this type of trailer. Multi-axle trailers in this context are used to transport wheeled and tracked vehicles, containers and items of general cargo in a range of operating environments.

This unit was developed for military drivers in a threat environment, but is applicable to any individuals who work in this field.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work independently or as part of a team, under direct and indirect supervision, use discretion and judgement, and take responsibility for the quality of their output. They would perform routine tasks in a broad range of unpredictable contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

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Competency Field

Transport

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Prepare to tow a multi-axle trailer	1.1 Conduct serviceability check of the trailer. 1.2 Rectify and/or report faults. 1.3 Prepare and configure trailer to meet the requirements of the load/cargo. 1.4 Load trailer with different types of loads. 1.5 Secure and protect load.
2. Tow a multi-axle trailer	2.1 Couple and uncouple multi-axle trailer to a vehicle. 2.2 Tow multi axle trailer.
3. Refurbish a multi-axle trailer	3.1 Unload multi-axle trailer on completion of the task. 3.2 Conduct serviceability and damage checks. 3.3 Rectify and/or report faults.

Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

ACSF levels indicative of performance:

1	2	3	4	5	1	2	3	4	5	1	2	**3**	4	5	1	**2**	3	4	5	1	2	3	4	5
Learning NA					Reading NA					Writing					Oral communication					Numeracy NA				

Performance variables:

1	2	**3**	4	5	1	2	3	4	**5**	1	2	**3**	4	5	1	2	**3**	4	5
Support					Context					Text complexity					Task complexity				

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Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

Unit Mapping Information

This unit supersedes and is equivalent to DEFTP005B Operate a multi-axle trailer.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFTRP005 Operate a multi-axle trailer

Modification History

Release	Comments
1	These Assessment Requirements were released in DEF Defence Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- loading, restraining and protecting loads
- manoeuvring a trailer through a range of driving situations and road conditions
- monitoring and anticipating traffic hazards
- managing stressful and emergency situations
- operating medium and heavy vehicles and towing multi-axle trailers applying WHS requirements
- inspecting, loading, coupling/uncoupling, towing, manoeuvring and unloading a multi-axle trailer under a range of road transport operating conditions by day and night carrying different types of loads
- configuring a multi-axle trailer to suit the requirements of different types of loads and tasks
- loading and unloading a trailer with different types of loads and securing devices
- handling emergency situations
- demonstrating the ability to manoeuvre, brake, corner, reverse, push the trailer, overtake other vehicles and handle emergency situations.

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- WHS requirements for operating medium and heavy vehicles and towing multi-axle trailers

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- road traffic rules and regulations for operating medium and heavy vehicles and towing multi-axle trailers
- safe loading and restraint procedures and limits for trailers
- trailer coupling systems
- emergency situations that may require towing trailers

Assessment Conditions

Competency should be demonstrated under a range of road transport operating environments towing a multi-axle trailer carrying various types of loads. Assessment will need to be undertaken on a number of occasions to provide the individual with the opportunity to demonstrate competence in manoeuvring a loaded trailer in a range of contexts and conditions.

Competency should be assessed under a range of road and traffic conditions to assess performance in stressful conditions. The assessment should be conducted as part of a ‘long haul’ activity of extended duration loading and towing a number of types of cargo. The individual should be assessed in the interpretation of an instruction for a transport task requiring a multi-axle trailer, preparation and configuration of the trailer and the subsequent loading, restraint and protection of the load.

The individual should then be assessed in coupling a trailer and driving the vehicle which includes the requirement to manoeuvre, brake, corner, reverse, push, overtake other vehicles and handle emergency situations.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFWDV001 Dive using self-contained underwater breathing apparatus in open water to 30 metres

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Application

This unit specifies the skills and knowledge required to dive using self-contained underwater breathing apparatus (SCUBA) in an open water environment to a depth of 30 metres.

It includes planning the dive (including using decompression tables); selecting, inspecting and fitting equipment; entering the water from a range of platforms; conducting descent to, and servicing time at, the required depth. It also includes ascending (including using decompression techniques), exit from the water to the original platform, and removing and refurbishing equipment.

This unit has been aligned with existing standards in the Australian Diver Accreditation Scheme (ADAS). It relates, in part, to the minimum standard for a diver using SCUBA to a depth of 30 metres. ADAS refers to this as ‘restricted’. Further experience is required to gain an ADAS ‘unrestricted’ rating.

This unit was developed for Defence divers but may be applicable to anyone in this field.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Persons undertaking this unit work independently and perform specific tasks in a range of contexts that could be unpredictable.

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

Pre-requisite Unit

Not applicable

Competency Field

Work Diving

Unit Sector

Not applicable.

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Prepare for a decompression dive	**1.1** Develop a dive plan using decompression tables and obtain supervisor's clearance in accordance with organisational procedures
	1.2 Select, fit and test equipment in accordance with manufacturer specifications
	1.3 Inspect equipment for serviceability, quarantine any unserviceable equipment and report defects to maximise diver safety
	1.4 Ensure independent safety check of fit and function of equipment is carried out by a diver's attendant or dive supervisor
2 Enter and exit the water	**2.1** Position markers in the water to identify presence of divers
	2.2 Conduct in-water leak test at the surface to ensure the integrity and functionality of equipment
	2.3 Adjust buoyancy to commence dive and as required throughout dive
3 Descend to, and ascend from, a 30 metres bottom	**3.1** Maintain measured and controlled breathing and finning
	3.2 Implement diving descent and ascent techniques, and decompression techniques in accordance with dive plan and safety procedures
	3.3 Monitor relevant risk factors throughout dive to manage threats and personal safety, in accordance with organisational procedures
	3.4 Recover spatial awareness when balance is lost under conditions of zero visibility
	3.5 Recover any lost and/or separated diver
	3.6 Maintain awareness of, and distance from, surface and sub surface hazards

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		3.7	Ensure minimal disturbance to bottom to enable maximum visibility and a safe work environment, in accordance with dive plan
		3.8	Undertake checks to ensure safety to surface
4	**Identify and manage dive-specific medical problems**	**4.1**	Recognise signs and symptoms of compression and/or decompression related problems in self and others, and take immediate corrective action in accordance with dive plan and safety procedures
		4.2	Recognise and manage heat and cold related problems in self or others and hazards, in accordance with dive plan and safety procedures
5	**Communicate underwater**	**5.1**	Inspect electronic communications device and accessories for serviceability and fit
		5.2	Transmit and receive messages using electronic communications devices in accordance with dive plan
		5.3	De-service and stow electronic communications device and accessories in accordance with manufacturer specifications
		5.4	Communicate non-verbally with other divers using hand signals, writing boards and standard single line signals, in accordance with dive plan
6	**Perform a simple navigation leg underwater**	**6.1**	Maintain compass bearing underwater
		6.2	Estimate and maintain distance for a constant swim rate underwater
		6.3	Estimate distance travelled in dive
7	**React to individual and group contingencies and/or emergencies**	**7.1**	Resolve flooded face mask and/or blocked mouthpiece by clearing and refitting
		7.2	Resolve failed primary breathing system and manage irrecoverable malfunctions in accordance with dive plan
		7.3	Manage lost and/or severed safety line/s, as required
		7.4	Manage significant systemic failures through ditching drill and emergency surfacing drill, in accordance with

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		dive plan and safety procedures
8	**Maintain equipment**	**8.1** Maintain equipment in accordance with manufacturer specifications
		8.2 De-service, test and stow post dive equipment
		8.3 Quarantine unserviceable equipment and report defects in accordance with organisational procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces but is not equivalent to DEFDV001B Dive using self-contained underwater breathing apparatus in open water to 30 metres.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFWDV001 Dive using self-contained underwater breathing apparatus in open water to 30 metres

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- acting as a relay between two callsigns
- applying relevant legislation, and organisational policies and procedures
- communicating verbally by radio and non-verbally through signalling methods
- compiling briefs and clear messages
- complying with assigned callsigns
- conducting decompression stops and requirements
- conducting unplanned decompression procedures arising from the onset of (simulated) compression related problems
- demonstrating situational awareness of position and orientation, equipment (including depth, time and air gauges), and other divers
- implementing emergency surfacing
- managing hazards during dives
- managing medical complications during dives and perceiving these in self and others
- navigating underwater, using a compass only, a complete triangle of side length not less than 30 m (way-points only to be distinguishable within 8 m)
- performing buddy breathing
- switching from primary to reserve air system
- taking necessary corrective action/s and managing a range of individual and group contingencies and/or emergencies.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- decompression calculations
- decompression tables to determine decompression time/s and depth/s for a range of dive profiles
- decompression techniques

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- dive equipment
- dive physics
- dive physiology and medicine including:
  - heat and cold illnesses
  - compression illnesses
  - decompression illnesses
- diving descent and ascent techniques
- general diving safety awareness including:
  - diving in harbours
  - diving in tidal waters, currents and tides
  - diving on and/or near a ship's bottom
  - lost/separated
  - entrapment/foul lines
  - marine animal threats
  - pollution/weeds
  - working in confined spaces
- general precautions to be taken against a range of hazards
- handling procedures for nonfunctional items
- line signals
- marine hazards including marine animal threats
- navigation theory
- oceanography
- principles of underwater communication systems and diver intercom systems, and their limitations
- radio frequency hazards
- radio telephone procedures (RTP)
- relevant hand signals
- relevant legislation, industry standards, and organisational policies and procedures
- safe operating ranges for airsupplies
- surfacing procedures including awareness of surface and sub-surface hazards.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational

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situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- ocean with a range of oceanic, diurnal and nocturnal environments
- applicable documentation including organisational procedures, decompression tables, regulations, codes of practice and operation manuals.

When practicable, assessment should relate to the diver's vocational focus.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFWDV002 Support SCUBA diving operations from the surface

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Application

This unit specifies the skills and knowledge required to support self-contained underwater breathing apparatus (SCUBA) diving operations from the surface by acting as a 'lazy shot/bailout operator' and/or diver's attendant in an open water environment.

It includes preparing bailout cylinder, rigging 'lazy shot' and attending to SCUBA (air) diver/s from the surface.

The lazy shot/bailout operator's purpose is to mark the required decompression depth (through the use of the lazy shot) for ascending divers to service their decompression requirements. As part of the lazy shot rig, additional supplies of air (bailout cylinders) are provided in the event that divers' personal supplies expire prior to surfacing. This can occur when multiple and/or lengthy decompression periods must be served.

The diver's attendant covers all aspects of assistance given to a diver in preparation for the dive, the conduct of the dive (such as managing and monitoring safety/communications lines) and the post dive refurbishment of equipment.

This unit was developed for Defence divers but may be applicable to anyone in this field.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Persons undertaking this unit work under supervision and perform specific tasks in a range of contexts that could be unpredictable.

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

Pre-requisite Unit

Not applicable

Competency Field

Work Diving

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Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Prepare bail-out cylinder and rig lazy shot	**1.1** Inspect and prepare lazy shot, cordage and bail-out cylinder
	1.2 Deploy and set lazy shot, cordage and bail-out cylinder at required depth for decompression stop, in accordance with dive plan
	1.3 Ensure adjustment for subsequent decompression stops in accordance with dive plan
	1.4 Re-stow lazy shot, cordage and bail-out cylinder
2 Attend to a SCUBA (air) diver from the surface	**2.1** Assist diver in fitting and inspecting dive equipment prior to undertaking dive
	2.2 Assist diver's entry into, and exit from, the water
	2.3 Ensure diver's equipment is confirmed for fit and absence of leaks on entering the water
	2.4 Manage diver's safety line throughout the dive
	2.5 Interpret and respond to all line signals between diver and supervisor
	2.6 Report diver's condition, position and progress to supervisor as required
	2.7 Assist diver from the surface during a poor visibility search
	2.8 Assist diver in the removal and stowage of equipment

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces but is not equivalent to DEFDV002B Support SCUBA diving operations from the surface.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFWDV002 Support SCUBA diving operations from the surface

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant industry standards, and organisational policies and procedures
- assembling equipment
- assisting a searching diver in poor visibility (less than 2 metres) in a parallel search
- diving using selfcontained underwater breathing apparatus (SCUBA) in open water to 30 metres
- measuring distance
- maintaining attention to diver throughout dives
- reading gauges
- relaying at least two messages from diver to supervisor
- rigging and setting lazy shot and bailout at appropriate depth/s
- transmitting at least two messages from supervisor to diver.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- dive equipment including:
  - bailout cylinder
  - lazy shot
  - SCUBA and associated equipment
- dive physics
- dive physiology and medicine including:
  - heat and cold illnesses
  - compression illnesses
  - decompression illnesses
- diving descent and ascent techniques
- general diving safety awareness including:
  - diving in harbours

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  - diving in tidal waters, currents and tides
  - diving on and/or near a ship's bottom
  - lost/separated
  - entrapment/foul lines
  - marine animal threats
  - pollution/weeds
  - working in confined spaces
- general boat awareness and safety
- line signals
- marine animal threats
- marine hazards
- oceanography
- relevant industry standards, and organisational policies and procedures including:
  - dive plan and/or instructions
  - emergency response.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, SCUBA equipment and personal protective equipment currently used in industry
- relevant documentation including organisational procedures, regulations, codes of practice and operation manuals.

When practicable, assessment should relate to the diver's vocational focus.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFWDV003 Act as a standby diver

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Application

This unit specifies the skills and knowledge required to act as a standby (air) diver in support of diving operations (from a platform and in water) in an open water environment.

It includes preparing and positioning required diving equipment and emergency resources; meeting the readiness states as detailed by the dive supervisor; maintaining communications with dive supervisor throughout the dive; and taking rapid steps to resolve incidents, ranging from resupplying emergency air reserves to locating and rescuing injured or unconscious diver/s.

This unit covers the Australian Diver Accreditation Scheme (ADAS) occupational grouping of standby diver.

This unit was developed for Defence divers but may be applicable to anyone in this field.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Persons undertaking this unit work independently and perform specific tasks in a range of contexts that could be unpredictable.

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

Pre-requisite Unit

Not applicable

Competency Field

Work Diving

Unit Sector

Not applicable.

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Prepare as a standby diver	**1.1** Inspect and don diving equipment for immediate readiness
	1.2 Confirm dive plan and reaction to incidents with dive supervisor
	1.3 Prepare and position emergency resources in accordance with dive plan
2 Operate as a standby diver	**2.1** Maintain situational awareness and status of deployed diver/s during dive operation
	2.2 Respond to incidents or unplanned situations in accordance with emergency response and dive plan
	2.3 Locate deployed diver via life line or float line
	2.4 Ferry emergency air supplies to submerged divers
	2.5 Recover unconscious diver in accordance with emergency response and dive plan

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces but is not equivalent to DEFDV003B Act as a standby diver.

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Links

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Assessment Requirements for DEFWDV003 Act as a standby diver

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant industry standards, and organisational policies and procedures
- assembling equipment
- interpreting orders and dive plan
- diving using self-contained underwater breathing apparatus (SCUBA) in open water to 30 metres
- locating and recovering an unconscious diver from a depth of 20 metres to the surface
- performing standby diver duties.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- dive equipment
- dive physics
- dive physiology and medicine including:
  - heat and cold illnesses
  - compression illnesses
  - decompression illnesses
- diving descent and ascent techniques
- general diving safety awareness including:
  - diving in harbours
  - diving in tidal waters, currents and tides
  - diving on and/or near a ship’s bottom
  - lost/separated
  - entrapment/foul lines
  - marine animal threats
  - pollution/weeds
  - working in confined spaces

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- general boat awareness and safety
- marine hazards including marine animal threats
- oceanography
- relevant industry standards and organisational policies and must include one of the following:
  - dive plan and/or instructions/orders
  - emergency response procedures/plan.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- ocean with a range of oceanic, diurnal and nocturnal environments
- relevant documentation including organisational procedures, regulations, codes of practice and operation manuals.

When practicable, assessment should relate to the diver’s vocational focus.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFWDV004 Dive using surface-supplied breathing apparatus in open water to 30 metres

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Application

This unit specifies the skills and knowledge required to dive using surface-supplied breathing apparatus (SSBA) in an open water environment to a depth of 30 metres.

It includes operating a surface-supply panel, and inspecting and operating SSBA equipment.

This unit has been aligned with existing Defence and Australian Diver Accreditation Scheme (ADAS) standards. It relates, in part, to the minimum standard for a diver using SSBA to a depth of 30 metres. ADAS refers to this as a Part 2 restricted qualification. Further experience is required to gain an ADAS Part 3 licence, based, in part, on SSBA diving to 50 metres.

This unit was developed for Defence divers but may be applicable to anyone in this field.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Persons undertaking this unit work independently and perform specific tasks in a range of contexts that could be unpredictable.

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

Pre-requisite Unit

Not applicable

Competency Field

Work Diving

Unit Sector

Not applicable.

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Elements and Performance Criteria

ELEMENTS		PERFORMANCE CRITERIA	
Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Operate a surface-supply panel**	**1.1**	Inspect surface-supply panel and associated equipment for serviceability and check all gauges to ensure they are in date
		1.2	Connect main and reserve air supplies and confirm supply
		1.3	Check seals and connections for integrity, correct function and correct line up
		1.4	Ensure each umbilical from the surface-supply panel is supplying a specific diver
		1.5	Perform operator level maintenance on surface-supply panel at the work site
		1.6	De-service surface-supply panel after use
2	**Conduct dive operations**	**2.1**	Select, inspect, fit and test SSBA in accordance with manufacturer specifications
		2.2	Conduct dive/s using SSBA and demonstrate dive contingencies in accordance with organisational procedures
		2.3	De-service SSBA and report defects in accordance with organisational procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

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Unit Mapping Information

This unit replaces but is not equivalent to DEFDV004B Dive using surface-supplied breathing apparatus in open water to 30 metres.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFWDV004 Dive using surface-supplied breathing apparatus in open water to 30 metres

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant industry standards, and organisational policies and procedures
- arranging for others to check equipment and maintain equipment during dive
- conducting inwater checks
- diving using self-contained underwater breathing apparatus (SSBA) in open water to 30 metres
- entering and exiting the water appropriate to the launch platform, equipment and conditions
- implementing contingency and emergency response plan
- preparing equipment for dive
- preparing surface control panel for dive
- recovering and clearing mask and mouthpiece
- switching from SSBA primary to reserve air system.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- dive physics
- dive physiology and medicine including:
  - heat and cold illnesses
  - compression illnesses
  - decompression illnesses
- diving descent and ascent techniques
- general occupational/diving safety awareness including:
  - diving in harbours
  - diving in tidal waters, currents and tides
  - diving on and/or near a ship’s bottom
  - lost/separated
  - entrapment/foul lines

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  - marine animal threats
  - pollution/weeds
  - working in confined spaces
- hazards to the umbilical
- marine hazards including marine animal threats
- oceanography
- relevant industry standards, and organisational policies and procedures
- safe operating ranges for air supplies
- SSBA dive equipment characteristics and limitations
- surface-supply panel characteristics and limitations.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, SSBA equipment and personal protective equipment currently used in industry
- ocean with a range of oceanic, diurnal and nocturnal environments
- relevant documentation including organisational procedures, regulations, relevant industry standards, codes of practice and operation manuals.

When practicable, assessment should relate to the diver’s vocational focus.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFWDV005 Dive using closed-circuit breathing apparatus (N2O2) in open water to a maximum depth of 40 metres

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Application

This unit specifies the skills and knowledge required to dive using closed circuit breathing apparatus (CCBA) (N2O2) in an open water environment to a maximum depth of 40 metres.

It includes operating the N2O2 compressor/handbooster pump, inspecting and operating CCBA (N2O2) equipment, and conducting CCBA (N2O2) specific contingency drills.

This unit applies to persons working as Defence divers but can be applied to others working in this field

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Persons undertaking this unit work independently and perform specific tasks in a range of contexts that could be unpredictable.

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

Pre-requisite Unit

Not applicable

Competency Field

Work Diving

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential	Performance criteria describe the performance needed to

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outcomes.	demonstrate achievement of the element.
1 Operate an N2O2 compressor/hand-booster pump	**1.1** Inspect compressor and associated equipment for serviceability
	1.2 Fit appropriate protective equipment in accordance with organisational procedures
	1.3 Connect leads and hoses to compressor
	1.4 Charge gas cylinders to maximum working pressure and record details in relevant logs in accordance with operational procedures
	1.5 Undertake operator level maintenance on compressor and report defects as required, in accordance with organisational procedures
	1.6 Re-stow compressor after use in accordance with operational procedures
2 Conduct dive operations	**2.1** Select, inspect and fit CCBA (N2O2), and conduct apparatus test prior to entering water and in water, in accordance with dive plan
	2.2 Use CCBA (N2O2) during dive operations and demonstrate relevant dive contingencies in accordance with organisational procedures and dive plan
	2.3 Undertake de-servicing of CCBA (N2O2) and report defects as required, in accordance with organisational procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

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Unit Mapping Information

This unit replaces but is not equivalent to DEFDV005B Dive using closed-circuit breathing apparatus (N2O2) in open water to a maximum depth of 40 metres.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFWDV005 Dive using closed-circuit breathing apparatus (N2O2) in open water to a maximum depth of 40 metres

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least 15 dives, with diver diving to a depth not greater than 40 metres using closed-circuit breathing apparatus (CCBA) (N2O2) in open water and include:

- applying relevant industry standards, and organisational policies and procedures
- arranging for others to check equipment
- conducting CCBA (N2O2) open water dive operations in accordance with dive plan during the day and at night
- conducting inwater apparatus checks
- handling nonfunctional equipment items
- maintaining equipment during dive operations
- monitoring CCBA (N2O2) equipment and gauges
- operating an N2O2 compressor/handbooster pump in accordance with manufacturer specifications.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- CCBA (N2O2) characteristics and limitations
- CCBA (N2O2) dive equipment specifications and limitations
- dive physics
- dive physiology and medicine including:
  - heat and cold illnesses
  - compression illnesses
  - decompression illnesses
- diving descent and ascent techniques
- general diving safety awareness including:
  - diving in harbours
  - diving in tidal waters, currents and tides

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  - diving on and/or near a ship's bottom
  - lost/separated
  - entrapment/foul lines
  - marine animal threats
  - pollution/weeds
  - working in confined spaces
- hazards of nitrox
- relevant industry standards, and organisational policies and procedures
- relevant occupational/diving safety awareness
- safe operating ranges for airsupplies.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and protective equipment currently used in industry
- ocean with a range of oceanic, diurnal and nocturnal environments
- relevant documentation including organisational procedures, regulations, codes of practice and CCBA (N2O2) operation manuals.

When practicable, assessment should relate to the diver's vocational focus.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFWDV006 Dive using closed-circuit breathing apparatus (O2) in open water to a maximum depth of 10 metres

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Application

This unit specifies the skills and knowledge required to dive using closed-circuit breathing apparatus (CCBA) (O2) in an open water environment to a maximum depth of 10 metres.

It includes operating the oxygen compressor/handbooster pump, inspecting and operating CCBA (O2) equipment, and conducting CCBA (O2) specific contingency drills.

This unit applies to persons working as Defence divers, but can apply to others working as work divers.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Persons undertaking this unit work independently and perform specific tasks in a range of contexts that could be unpredictable.

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

Pre-requisite Unit

Not applicable

Competency Field

Work Diving

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential	Performance criteria describe the performance needed to

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outcomes.	demonstrate achievement of the element.
1 Operate an O2 compressor/hand-booster pump	**1.1** Inspect compressor and associated equipment for serviceability
	1.2 Fit appropriate protective equipment in accordance with organisational procedures
	1.3 Connect leads and hoses to compressor
	1.4 Charge gas cylinders to maximum working pressure and record details in relevant logs in accordance with organisational procedures
	1.5 Conduct operator level maintenance on compressor in accordance with operational procedures
	1.6 Undertake de-service the compressor after use, in accordance with operational procedures
2 Conduct dive operations	**2.1** Select, inspect and fit CCBA (O2), and conduct apparatus test prior to entering water and in water, in accordance with dive plan
	2.2 Use CCBA (O2) during dive operations and demonstrate relevant dive contingencies in accordance with organisational procedures and dive plan
	2.3 Undertake activities to de-service CCBA (O2) and report defects, as required

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces but is not equivalent to DEFDV006B Dive using closed-circuit breathing

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apparatus (O2) in open water to a maximum depth of 10 metres.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFWDV006 Dive using closed-circuit breathing apparatus (O2) in open water to a maximum depth of 10 metres

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant industry standards, organisational policies and procedures
- arranging for others to check equipment
- conducting closed-circuit breathing apparatus (CCBA) (O2) dive operations in accordance with dive plan
- conducting inwater CCBA (O2) checks
- handling nonfunctional equipment items
- maintaining equipment during dive operations
- monitoring CCBA (O2) equipment and gauges
- operating an O2 compressor/handbooster pump in accordance with manufacturer specifications
- recovering and clearing mask and mouthpiece
- switching from primary to reserve air system.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- CCBA (O2) dive equipment specifications and limitations
- CCBA (O2) characteristics and limitations
- dive physics
- dive physiology and medicine including:
  - heat and cold illnesses
  - compression illnesses
  - decompression illnesses
- diving descent and ascent techniques
- general diving safety awareness including:
  - diving in harbours

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  - diving in tidal waters, currents and tides
  - diving on and/or near a ship's bottom
  - lost/separated
  - entrapment/foul lines
  - marine animal threats
  - pollution/weeds
  - working in confined spaces
- hazards of oxygen
- relevant industry standards, organisational policies and procedures
- safe operating ranges for airsupplies.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- ocean with a range of oceanic, diurnal and nocturnal environments
- applicable documentation including organisational procedures, regulations, codes of practice and CCBA (O2) operation manuals.

When practicable, assessment should relate to the diver's vocational focus.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFWDV007 Dive using closed-circuit breathing apparatus (HeO2) in open water to a maximum depth of 60 metres

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Application

This unit specifies the skills and knowledge required to dive using closed circuit breathing apparatus (CCBA) (HeO2) in an open water environment to a maximum depth of 60 metres.

It includes operating the HeO2 compressor/handbooster pump, inspecting and operating CCBA (HeO2) equipment, and conducting CCBA (HeO2) specific contingency drills.

This unit applies to persons working as Defence Divers but could also apply to others working as work divers.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Persons undertaking this unit work independently and perform specific tasks in a range of contexts that could be unpredictable.

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

Pre-requisite Unit

Not applicable

Competency Field

Work Diving

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential	Performance criteria describe the performance needed to

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outcomes.	demonstrate achievement of the element.
1 Operate an HeO2 compressor/hand-booster pump	**1.1** Inspect compressor and associated equipment for serviceability and report faults in accordance with operational procedures
	1.2 Fit appropriate protective equipment in accordance with organisational procedures
	1.3 Connect leads and hoses to compressor in accordance with manufacturer instructions
	1.4 Charge gas cylinders to maximum working pressure and record details in relevant logs in accordance with organisational procedures
	1.5 Conduct operator level maintenance on compressor and report faults, as required in accordance with organisational procedures
	1.6 Undertake activity to de-service compressor after use in accordance with operational requirements
2 Conduct dive operations	**2.1** Select, inspect and fit CCBA (HeO2), and conduct apparatus test as part of dive preparations prior to entering water and in water, in accordance with dive plan
	2.2 Undertake dive activities using CCBA (HeO2) and demonstrate relevant dive contingencies in accordance with organisational procedures and dive plan
	2.3 Undertake activity to de-service CCBA (HeO2) and report defects in accordance with operational procedures
	2.4 Maintain situational awareness of other divers during dive operations
	2.5 Conduct a mid-water casualty handover between an HeO2 standby diver and an air standby diver, in accordance with dive plan

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces but is not equivalent to DEFDV007B Dive using closed-circuit breathing apparatus (HeO2) in open water to a maximum depth of 60 metres.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFWDV007 Dive using closed-circuit breathing apparatus (HeO2) in open water to a maximum depth of 60 metres

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least four separate dives, with diver diving to a depth not greater than 60 metres using closed-circuit breathing apparatus (CCBA) (HeO2) in open water (oceans, seas, lakes and rivers) and include:

- applying relevant industry standards, and organisational policies and procedures
- conducting CCBA (HeO2) dive operations:
  - in open water to a maximum depth of 60 metres during the day and at night
  - in water time of 60 minutes
  - with a total accrued sub-surface time of 0–60 minutes
  - in a range of sub-surface conditions including:
    - a range of surface and sub-surface hazards
    - current (0–2 knots)
    - temperature (0 degrees +)
    - visibility (0 metre +)
- conducting unconscious companion diver drills in accordance with dive plan
- identifying changes in divers, including distress and illness at depth
- inspecting and preparing CCBA (HeO2) equipment and gauges monitoring CCBA (HeO2) equipment and gauges
- operating an HeO2 compressor/handbooster pump in accordance with manufacturer specifications.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- CCBA (HeO2) characteristics and limitations
- CCBA (HeO2) dive equipment specifications and limitations
- dive physics
- dive physiology and medicine including:

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  - heat and cold illnesses
  - compression illnesses
  - decompression illnesses
- diving descent and ascent techniques
- general diving safety awareness including:
  - diving in harbours
  - diving in tidal waters, currents and tides
  - diving on and/or near a ship's bottom
  - lost/separated
  - entrapment/foul lines
  - marine animal threats
  - pollution/weeds
  - working in confined spaces
- hazards of Heliox
- relevant diving safety awareness
- relevant industry standards, and organisational policies and procedures
- safe operating ranges for airsupplies
- standby diver responsibilities.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- oceans, seas, lakes and rivers with a range of conditions, and diurnal and nocturnal environments
- relevant documentation including organisational procedures, regulations, codes of practice and CCBA (HeO2) operation manuals.

When practicable, assessment should relate to the diver's vocational focus.

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Links

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DEFWDV008 Employ hand tools in an underwater environment

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Application

This unit specifies the skills and knowledge required to use hand tools in an underwater environment.

It includes preparing appropriate hand tools for work task and inspecting them for serviceability, ensuring tools are secured on own body throughout dive, and employing tools during work task. It also includes recovering waste arising from work task and deservicing, maintaining and storing tools for ongoing use.

This unit relates, in part, to existing standards in the Australian Diver Accreditation Scheme (ADAS).

This unit applies to persons working as Defence divers but is applicable to all individuals who work in this field.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Persons undertaking this unit work independently and perform specific tasks in a range of contexts that could be unpredictable.

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

Pre-requisite Unit

Not applicable

Competency Field

Work Diving

Unit Sector

Not applicable.

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Elements and Performance Criteria

ELEMENTS		PERFORMANCE CRITERIA	
Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Prepare hand tools**	**1.1**	Determine specific requirements for hand tools to meet work task and worksite requirements
		1.2	Develop a work plan that is consistent with dive plan
		1.3	Select and inspect hand tools and protective equipment, and report any faults
		1.4	Safely secure hand tools for transport to/from dive site
		1.5	Conduct a risk assessment of worksite hazards and take action/s to manage identified risks
2	**Operate hand tools underwater**	**2.1**	Secure hand tools on self during dive for ease of accessibility, and lack of interference with mobility and dive equipment
		2.2	Establish a work safe area and confirm location and safety of divers prior to commencing work task/s
		2.3	Operate hand tools underwater in accordance with work plan
3	**Maintain hand tools**	**3.1**	Minimise environmental impact arising from use of hand tools and recover waste products in accordance with dive plan
		3.2	Undertake activity to de-service hand tools and protective equipment after use

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

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Unit Mapping Information

This unit replaces but is not equivalent to DEFDV008B Employ hand tools in an underwater environment.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFWDV008 Employ hand tools in an underwater environment

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include:

- applying relevant industry standards, organisational policies and procedures
- attending to personal and collective safety
- developing a work plan in agreement with dive plan
- employing hand tools underwater in accordance with work plan
- identifying hazards, assessing risks and implementing control measures
- inspecting hand tools and protective equipment
- maintaining hand tools
- using not less than four different hand tools in underwater work tasks for a total usage time of not less than 60 minutes across a number of work tasks.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- care of hand tools
- dive physics
- dive physiology and medicine including:
  - heat and cold illnesses
  - compression illnesses
  - decompression illnesses
- diving descent and ascent techniques
- general diving safety awareness including:
  - diving in harbours
  - diving in tidal waters, currents and tides
  - diving on and/or near a ship’s bottom
  - lost/separated
  - entrapment/foul lines
  - marine animal threats

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  - pollution/weeds
  - working in confined spaces
- identification of tool faults
- relevant dive equipment
- relevant industry standards, and organisational policies and procedures
- use of tools on land
- workplace hazards and risk mitigation procedures.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- ocean with a range of oceanic, diurnal and nocturnal environments
- relevant documentation including organisational procedures, regulations, codes of practice and operation manuals.

When practicable, assessment should relate to the diver’s vocational focus.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFWDV009 Conduct an underwater search of a ship's hull

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Application

This unit specifies the skills and knowledge required to conduct an exterior search of the underwater component of a ship’s hull.

It includes defining a ship’s hull search area and searching the underwater component of a ship’s hull.

This unit relates, in part, to existing standards in the Australian Diver Accreditation Scheme (ADAS). All information was correct at the time of development; however, any diver seeking ADAS accreditation should consult ADAS and not rely on the information contained in this unit.

This unit applies to persons working as Defence personnel with diving duties. But can apply to others working as work divers

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Persons undertaking this unit work independently in a small team and perform routine tasks in a range of contexts that could be unpredictable.

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

Pre-requisite Unit

Not applicable

Competency Field

Work Diving

Unit Sector

Not applicable.

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Define search area of ship's hull	**1.1** Determine and analyse search task and worksite data to define search area
	1.2 Develop a search plan consistent with dive plan, ensuring scope addresses task requirements
	1.3 Prepare and position search control devices on ship's hull in accordance with search and dive plan
2 Refurbish search site	**2.1** Apply manual or visual search methods in accordance with visibility levels, search plan and task requirements
	2.2 Refurbish search site in accordance with search plan
	2.3 Recover, disconnect, refurbish and stow search control devices on completion of search activity

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces but is not equivalent to DEFDV009B Conduct an underwater search of a ship's hull.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFWDV009 Conduct an underwater search of a ship's hull

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant industry standards, organisational policies and procedures
- conducting an underwater dive to search ship’s hull in accordance with dive plan, organisational procedures and search plan
- locating an object (such as a mine) that is attached to a ship’s hull and is of a minimum underwater length of 30 metres during a search conducted under poor visibility (maximum of 0.5 metres) that demands the use of manual search techniques
- planning to conduct a ship’s hull manual search
- using search control devices in accordance with manufacturer specifications
- working safely throughout dive operation.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- dive equipment and search control devices
- dive physics
- dive physiology and medicine including:
  - heat and cold illnesses
  - compression illnesses
  - decompression illnesses
- diving descent and ascent techniques
- general diving safety awareness including:
  - diving in harbours
  - diving in tidal waters, currents and tides
  - diving on and/or near a ship’s bottom
  - lost/separated
  - entrapment/foul lines
  - marine animal threats

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  - pollution/weeds
  - working in confined spaces
- marine, ship and dive hazards
- oceanography
- relevant industry standards, and organisational policies and procedures
- relevant occupational/diving safety awareness
- relevant search device manufacturer specifications
- search techniques.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- a ship
- ocean with a range of oceanic, diurnal and nocturnal environments
- relevant documentation including organisational procedures, regulations, codes of practice and operation manuals.

When practicable, assessment should relate to the diver’s vocational focus.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFWDV010 Employ power tools in an underwater environment

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Application

This unit specifies the skills and knowledge required to use power tools in an underwater environment.

It includes operating a compressor, selecting appropriate tools for work task, inspecting them for serviceability and deservicing and storing tools. It also includes recovering waste arising from work task.

This unit relates, in part, to existing standards in the Australian Diver Accreditation Scheme (ADAS).

This unit applies to persons working as Defence Divers but is applicable to all individuals who work in this field.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Persons undertaking this unit work independently and perform specific tasks in a range of contexts that could be unpredictable.

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

Pre-requisite Unit

Not applicable

Competency Field

Work Diving

Unit Sector

Not applicable.

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Prepare to use power tools under water	**1.1** Determine specific requirements for power tools in accordance with work task, worksite and work object requirements
	1.2 Develop a work plan consistent with dive plan
	1.3 Select and inspect power tools, protective equipment and compressor to meet task requirements
	1.4 Secure power tools, compressor, and associated leads and hoses for transport to/from dive site
	1.5 Assess access obstructions and other hazards, and manage risks as required
2 Operate power tools under water	**2.1** Secure power tools on self during dive for ease of accessibility, and lack of interference with mobility and dive equipment
	2.2 Determine safe route for leads and hoses for dive activity
	2.3 Determine work safe area and location and confirm safety of divers prior to commencing work task/s
	2.4 Operate power tools underwater ensuring management of their associated hazards
	2.5 Conduct operator maintenance at worksite on power tools, leads and hoses, as required
	2.6 Disconnect power tools temporarily and render safe to evaluate work task in accordance with operational procedures
3 Operate compressor	**3.1** Perform pre-start checks and connect hoses and leads in accordance with manufacturer instructions
	3.2 Develop pressure gradually without surging and stabilise compressor to establish required output
	3.3 Conduct routine operational checks, and diagnose and address any warning signs

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		3.4 Shut down compressor or conduct an emergency shut down procedure in accordance with dive plan
4	**Conclude power tool operations**	**4.1** Minimise environmental impact arising from use of power tools and recover waste products in accordance with operational procedures
		4.2 Undertake activity to de-service equipment and compressor after use
		4.3 Complete equipment log book/s, as required

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces but is not equivalent to DEFDV010B Employ power tools in an underwater environment.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFWDV010 Employ power tools in an underwater environment

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant industry standards, and organisational policies and procedures
- operating any four of the following power tools:
  - power wrench, including changing sockets on site, tightening and loosening nuts
  - drill, including drilling a hole in a steel plate and changing bits on site
  - disc cutter, including cutting steel or concrete and changing disc on site
  - jack hammer, including breaking concrete
  - chainsaw, including cutting wooden beams 230 mm x 100 mm
  - angle grinder, including cleaning and smoothing a fillet, chamfering a 12 mm plate and changing disc on site
  - scrubber, including cleaning 2 m2 of horizontal and vertical surface
- operating a pneumatic or hydraulic compressor must include one or more of the following:
  - connecting hoses and leads
  - connecting to power supply
  - adjusting output power
  - switching compressor on/off.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- dive equipment
- dive physics
- dive physiology and medicine including:
  - heat and cold illnesses
  - compression illnesses
  - decompression illnesses
- diving descent and ascent techniques
- general diving safety awareness including:

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  - diving in harbours
  - diving in tidal waters, currents and tides
  - diving on and/or near a ship's bottom
  - lost/separated
  - entrapment/foul lines
  - marine animal threats
  - pollution/weeds
  - working in confined spaces
- oceanography
- power tool equipment, compressor, hoses and leads for the power tools operated:
  - causes and remedies for surging
  - control of output
  - effects of temperature and compression ratio pressure/temperature relationships and effects on condensation (e.g. moisture and/or gas)
  - methods of resolving problems
  - principles of operation
  - physics of operation
- relevant industry standards, and organisational policies and procedures
- relevant workplace hazards
- use of compressor
- use of power tools.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- ocean with a range of oceanic, diurnal and nocturnal environments
- relevant documentation including organisational procedures, regulations, codes of practice

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and operation manuals.

When practicable, assessment should relate to the diver's vocational focus.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFWDV011 Perform non-technical structural inspections underwater

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Application

This unit specifies the skills and knowledge required to conduct underwater non-technical structural inspections, such as examining bridges, piers or ship hulls.

It includes preparing and conducting general qualitative underwear inspection (visual and manual), as well as quantitative analysis such as taking basic measurements including angles, dimensions and lengths.

This unit relates to existing standards in the Australian Diver Accreditation Scheme (ADAS).

This unit applies to person working as Defence Divers. but is applicable to all individuals who work in this field.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Persons undertaking this unit work independently and perform routine tasks in a range of contexts that could be unpredictable.

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

Pre-requisite Unit

Not applicable

Competency Field

Work Diving

Unit Sector

Not applicable.

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Prepare for underwater inspection	**1.1** Identify and determine inspection task, target and available worksite data
	1.2 Develop inspection plan consistent with dive plan in accordance with organisational procedures
	1.3 Select and inspect inspection equipment to meet task requirements
	1.4 Secure inspection equipment safely for transport to/from dive site
	1.5 Identify obstructions and underwater hazards, assess risks and manage risk control measures in accordance with dive plan
2 Conduct underwater inspection	**2.1** Secure inspection equipment on self for ease of accessibility and lack of interference to mobility and dive equipment
	2.2 Clear dive area surface of debris and/or marine growth in accordance with inspection plan
	2.3 Conduct visual analysis of dive area to identify significant features or defects
	2.4 Measure underwater structures and record lengths, gaps angle and holes, in accordance with inspection plan and task requirements
	2.5 Take appropriate visual imagery of target
3 Complete post inspection procedures	**3.1** Undertake activity to de-service and store inspection equipment after use
	3.2 Report inspection outcomes and identified faults in accordance with organisational procedures and inspection plan

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of

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competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces but is not equivalent to DEFDV011B Perform non-technical structural inspections underwater.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFWDV011 Perform non-technical structural inspections underwater

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant industry standards, organisational policies and procedures
- assisting in providing information for an inspection report
- completing underwater dives
- conducting an inspection task requiring angular and linear measurements on one of the following:
  - pier/bridge – assessment is to be constructed around the examination of an existing pier/bridge requiring some expedient reinforcement to make fit for operational use
  - ship's hull – assessment is to be constructed around a sonar dome housing inspection and poker/feeler gauge surveys
- developing inspection plan in accordance with relevant organisational procedure
- documenting non-technical inspection report
- making underwater field notes and sketches
- measuring and recording underwater structure lengths, gaps, angles and holes in accordance with inspection plan
- planning underwater inspection requirements
- taking measurements under water.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- dive equipment
- dive physics
- dive physiology and medicine including:
  - heat and cold illnesses
  - compression illnesses
  - decompression illnesses
- diving descent and ascent techniques
- general diving safety awareness including:

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  - diving in harbours
  - diving in tidal waters, currents and tides
  - diving on and/or near a ship's bottom
  - lost/separated
  - entrapment/foul lines
  - marine animal threats
  - pollution/weeds
  - working in confined spaces
- oceanography
- relevant architecture of piers and bridges
- relevant documentation and inspection proformas
- relevant industry standards, and organisational policies and procedures
- relevant mechanics requirements
- relevant pier/bridge non-technical structural assessment techniques
- relevant ship's hull non-technical structural assessment techniques
- underwater workplace hazards.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- ocean with a range of oceanic, diurnal and nocturnal environments
- relevant documentation including organisational procedures, regulations, codes of practice and operation manuals.

When practicable, assessment should relate to the diver's vocational focus.

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Links

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DEFWDV012 Perform underwater beach and waterway surveys

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Application

This unit specifies the skills and knowledge required to conduct underwater surveys of beaches and waterways, such as estuaries and lakes.

It includes preparing and conducting an underwater beach and waterway survey relating to the potential establishment of structures such as bridges or piers, or to determine the feasibility of establishing a beachhead.

This unit relates, in part, to existing standards in the Australian Diver Accreditation Scheme (ADAS).

This unit applies to persons working as Defence Divers. but is applicable to all individuals who work in this field

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Persons undertaking this unit work independently and perform specific tasks in a range of contexts that could be unpredictable.

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

Pre-requisite Unit

Not applicable

Competency Field

Work Diving

Unit Sector

Not applicable.

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Elements and Performance Criteria

ELEMENTS		PERFORMANCE CRITERIA	
Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Prepare for underwater survey**	**1.1**	Identify and determine survey task and available worksite data
		1.2	Develop survey plan consistent with dive plan in accordance with organisational procedures
		1.3	Select and inspect survey equipment
		1.4	Secure survey equipment to/from dive site
		1.5	Assess access obstructions and other underwater hazards to determine risks and manage risk control measures in accordance with dive plan
2	**Conduct underwater survey**	**2.1**	Secure survey equipment on self for ease of accessibility and lack of interference to mobility and dive equipment
		2.2	Measure bottom gradient in accordance with survey plan
		2.3	Determine bottom composition and identify and record sub-surface features, channels and obstacles, in accordance with survey plan
3	**Complete post survey procedures**	**3.1**	De-service and store survey equipment after use in accordance with organisational procedures
		3.2	Document survey results and submit in accordance with organisational procedures and survey plan

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

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Unit Mapping Information

This unit replaces but is not equivalent to DEFDV012B Perform underwater beach and waterway surveys.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFWDV012 Perform underwater beach and waterway surveys

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one underwater survey of a beach/waterway (which should include at least two of: bottom gradient, bottom composition, sub surface features marking of obstacles/channels) and include:

- applying relevant legislation, standards and organisational policies and procedures
- applying safe diving principles and relevant risk control measures
- carrying and securing equipment throughout dive
- determining scope of survey task
- developing beach and underwater survey plans
- documenting beach/waterway survey outcomes including:
  - measuring bottom gradient
  - determining bottom composition
  - recording waterway sub-surface features
  - identifying obstacles/channels and waterway hazards
  - making underwater field notes and sketches
- using survey equipment relevant to beach and underwater surveys effectively.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- dive equipment
- dive physics
- dive physiology and medicine including:
  - heat and cold illnesses
  - compression illnesses
  - decompression illnesses
- diving descent and ascent techniques
- general diving safety awareness including:
  - diving in harbours

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  - diving in tidal waters, currents and tides
  - diving on and/or near a ship's bottom
  - lost/separated
  - entrapment/foul lines
  - marine animal threats
  - pollution/weeds
  - working in confined spaces
- oceanography
- relevant legislation, and organisational policies and procedures
- relevant organisational documentation
- relevant references and Australian Standards
- underwater beach/waterway survey techniques including:
  - waterway bottom gradient
  - waterway bottom composition
  - waterway sub-surface features
  - obstacles/channels and waterway hazards
- underwater workplace hazards.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- ocean with a range of oceanic, diurnal and nocturnal environments
- applicable documentation including organisational procedures, regulations, codes of practice and operation manuals.

When practicable, assessment should relate to the diver's vocational focus.

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Links

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DEFWDV013 Employ air-lift devices underwater

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Application

This unit specifies the skills and knowledge required to move submerged objects using air-lift devices.

It includes preparing, selecting and inspecting air-lift bags appropriate to the lift, securing bags to the object and inflating bags to required buoyancy to manoeuvre object under control.

This unit relates, in part, to existing standards in the Australian Diver Accreditation Scheme (ADAS).

This unit applies to persons working as Defence Work Divers, but may apply to others working in this field.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Persons undertaking this unit work independently and perform specific tasks in a range of contexts that could be unpredictable.

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

Pre-requisite Unit

Not applicable

Competency Field

Work Diving

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS **PERFORMANCE CRITERIA**

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Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.
1	**Prepare for underwater air-lift operation**	**1.1** Identify and analyse load metrics and worksite data to determine specific requirements for air-lift bags
		1.2 Develop a work plan consistent with dive plan
		1.3 Select, inspect and prepare air-lift bags in accordance with manufacturer specifications and safe weight limits
		1.4 Secure air-lift bags to/from dive site
		1.5 Assess obstructions and other underwater hazards to determine risks and manage risk control measures in accordance with dive plan
2	**Operate air-lift devices**	**2.1** Secure air-lift bags to object's lift point/s
		2.2 Determine a safe work area, confirm location of other divers and nearby vessels and/or structures prior to commencing and during air-lift operation, in accordance with work plan
		2.3 Inflate air-lift bags in accordance with work plan
		2.4 Control buoyancy and movement in accordance with work plan
3	**Complete air-lift operations**	**3.1** Minimise environmental impact arising from work task and recover waste products
		3.2 Carry out de-servicing and storage requirements for air-lift bags

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

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Unit Mapping Information

This unit replaces but is not equivalent to DEFDV013B Employ air-lift devices underwater.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFWDV013 Employ air-lift devices underwater

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying centre of gravity of lifted object
- applying relevant legislation, standards and organisational policies and procedures
- applying underwater risk control measures and work plan requirements
- controlling neutrally buoyant objects
- coordinating with other operators during lift
- demonstrating air-lift operations with manually inflated air bags including:
  - 1 x vertical lift to surface
  - 1 x lateral lift
- determining hydrodynamics of object as it is raised through the water
- developing underwater air-lift work plan
- rigging and de rigging air-lift equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- calculations to determination hydrodynamics, centre of gravity and mass of submerged objects
- characteristics and employment of airlift bags
- dive equipment
- dive physics
- dive physiology and medicine including:
  - heat and cold illnesses
  - compression illnesses
  - decompression illnesses
- diving descent and ascent techniques
- general diving safety awareness including:
  - diving in harbours

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  - diving in tidal waters, currents and tides
  - diving on and/or near a ship's bottom
  - lost/separated
  - entrapment/foul lines
  - marine animal threats
  - pollution/weeds
  - working in confined spaces
- oceanography
- relevant manufacturer specifications
- relevant marine workplace hazards
- relevant legislation, standards and organisational policies and procedures.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, air-lift equipment and personal protective equipment currently used in industry
- ocean with a range of oceanic, diurnal and nocturnal environments
- applicable documentation including organisational procedures, regulations, codes of practice, industry standards and operation manuals.

When practicable, assessment should relate to the diver's vocational focus.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFWDV014 Perform concreting in an underwater environment

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Application

This unit specifies the skills and knowledge required to concrete simple forms and excavations in an underwater environment.

It includes preparing for underwater concreting, constructing simple formwork, and positioning reinforcement rods and fixed anchorages. It also includes pouring and screeding the concrete to the required finish, recovering formwork and waste, and deservicing and storing tools.

This unit relates, in part, to existing standards in the Australian Diver Accreditation Scheme (ADAS).

This unit applies to persons working as Defence Divers, but is applicable to other people in this field.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Persons undertaking this unit work independently and perform specific tasks in a range of contexts that could be unpredictable.

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

Pre-requisite Unit

Not applicable

Competency Field

Work Diving

Unit Sector

Not applicable.

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Prepare for underwater concreting	**1.1** Identify and analyse work task and worksite data to determine the specific requirements for the concrete
	1.2 Develop work plan consistent with dive plan
	1.3 Select, inspect and prepare equipment
	1.4 Secure concreting equipment safely to/from dive site
	1.5 Assess access obstructions and other underwater hazards to determine risks and to manage risk control measures in accordance with dive plan
2 Concrete underwater site	**2.1** Determine safety of work area at worksite
	2.2 Prepare site in accordance with work plan
	2.3 Assemble formwork to meet task requirements
	2.4 Position reinforcing bars, rods, stirrups and mesh, bar chairs and spacers as required
	2.5 Mix cement and deliver to site in accordance with work plan and concrete strength specifications
	2.6 Take measures to confirm location and safety of divers prior to commencing pour, in accordance with operational procedures
	2.7 Spread and screed concrete in accordance with work plan
	2.8 Undertake tasks to finish surface, ensuring it is protected during curing
3 Complete underwater concreting	**3.1** Minimise environmental impact arising from concreting and recover waste materials on completion of task
	3.2 De-service and store all equipment, in accordance with operational procedures

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces but is not equivalent to DEFDV014B Perform concreting in an underwater environment.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFWDV014 Perform concreting in an underwater environment

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant legislation, standards and organisational policies and procedures
- applying underwater risk control measures and work plan requirements
- calculating cement mix ratios according to strength specifications
- completing underwater concrete work including:
  - assembling formwork and stripping agent
  - clearing and levelling site to prepare for pouring
  - ensuring a consistent pour when delivering cement
  - operating cement tools and equipment
  - protecting concrete during curing
- conducting at least one of the following underwater concreting tasks:
  - reinforcing pier legs
  - placing footings
  - laying a slab or ramp.
- developing underwater concreting work plan
- planning underwater concreting work
- using floats and brooms to finish surface.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- concrete setting and strength specifications
- dive equipment
- dive physics
- dive physiology and medicine including:
  - heat and cold illnesses
  - compression illnesses
  - decompression illnesses

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- diving descent and ascent techniques
- general diving safety awareness including:
  - diving in harbours
  - diving in tidal waters, currents and tides
  - diving on and/or near a ship's bottom
  - lost/separated
  - entrapment/foul lines
  - marine animal threats
  - pollution/weeds
  - working in confined spaces
- oceanography
- relevant legislation, standards, and organisational policies and procedures
- relevant risk mitigation organisational procedures including workplace hazard mitigation.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- dive location
- ocean with a range of oceanic, diurnal and nocturnal environments
- applicable documentation including organisational procedures, regulations, codes of practice and operation manuals.

When practicable, assessment should relate to the diver's vocational focus.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFWDV015 Employ explosive power tools in an underwater environment

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Application

This unit specifies the skills and knowledge required to employ explosive power tools (EPTs) in an underwater environment.

It includes preparing and selecting an appropriate EPT for underwater work task and inspecting it for serviceability. It also includes recovering waste, and deservicing and storing of equipment.

This unit applies to persons working as Defence Divers or to others working in this field.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Persons undertaking this unit work independently and perform specific tasks in a range of contexts that could be unpredictable.

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

Pre-requisite Unit

Not applicable

Competency Field

Work Diving

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential	Performance criteria describe the performance needed to

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outcomes.	demonstrate achievement of the element.
1 Prepare to use EPTs underwater	**1.1** Identify and analyse work task and worksite data to determine EPT specific requirements
	1.2 Develop work plan consistent with dive plan
	1.3 Select, inspect and prepare EPTs, explosive charges and protective equipment in accordance with work plan
	1.4 Secure EPTs and explosive charges safely to/from dive site
	1.5 Identify obstructions and other hazards, to determine risks and to manage appropriate risk control measures
2 Operate EPTs underwater	**2.1** Secure EPTs and explosive charges on self in accordance with operational and safety procedures
	2.2 Ensure material or base set out intended for explosive fasteners complies with detailed drawings and work plan specifications
	2.3 Install EPT attachments and chamber EPT charges in accordance with manufacturer specifications
	2.4 Determine safe work area, and confirm location of other divers prior to commencing work task/s in accordance with work plan
	2.5 Operate EPTs under water safely and manage identified risks
	2.6 Clear and render safe EPTs in accordance with manufacturer specifications
	2.7 Check fastener penetration for angle, depth and integrity of base in accordance with work plan
3 Complete underwater EPT operations	**3.1** Minimise environmental impact arising from use of EPTs and recover waste products
	3.2 De-service EPT and protective equipment in accordance with work plan
	3.3 Record explosive charge usage in accordance with organisational procedures

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces but is not equivalent to DEFDV015B Employ explosive power tools in an underwater environment.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFWDV015 Employ explosive power tools in an underwater environment

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria where the diver fires at least two charges into concrete, masonry or steel over a minimum of two underwater work tasks and include:

- applying relevant legislation, standards, and organisational policies and procedures
- applying underwater risk control measures and work plan requirements
- developing underwater explosive power tools work plan, including managing identified risks
- handling explosive charges and protective equipment safely
- using explosive power tools safely underwater in accordance with work plan.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- dive equipment
- dive physics
- dive physiology and medicine including:
  - heat and cold illnesses
  - compression illnesses
  - decompression illnesses
- diving descent and ascent techniques
- general diving safety awareness including:
  - diving in harbours
  - diving in tidal waters, currents and tides
  - diving on and/or near a ship’s bottom
  - lost/separated
  - entrapment/foul lines
  - marine animal threats
  - pollution/weeds
  - working in confined spaces

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- oceanography
- principles of underwater explosive power tool (EPT) operation
- relevant explosive hazards and control measures
- relevant EPT safety distances
- relevant legislation, standards, and organisational policies and procedures
- relevant underwater workplace hazards and control measures.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, explosive power tools, equipment and personal protective equipment currently used in industry
- ocean with a range of oceanic, diurnal and nocturnal environments
- applicable documentation including organisational procedures, regulations, codes of practice and operation manuals.

When practicable, assessment should relate to the diver’s vocational focus.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFWDV016 Perform underwater rigging work

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Application

This unit specifies the skills and knowledge required to complete underwater rigging work.

It includes securing and moving submerged loads by employing blocks and tackle, chains, slings and cordage. It also includes establishing secure lift points, setting rigging equipment between load and lifting platform, and controlling the conduct of the lift.

This unit applies to persons working as Defence divers.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Persons undertaking this unit work independently and perform specific tasks in a range of contexts that could be unpredictable.

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

Pre-requisite Unit

Not applicable

Competency Field

Work Diving

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1	**Prepare for underwater rigging operation**	**1.1**	Identify load metrics and worksite data to meet task requirements
		1.2	Develop work plan consistent with dive plan in accordance with organisational procedures and task requirements
		1.3	Select, inspect and prepare rigging gear in accordance with safe lifting weight limits and work plan
		1.4	Secure rigging gear for safe transport to/from dive site
		1.5	Identify obstructions and other lift hazards to determine risks and to manage risk control measures in accordance with dive plan
2	**Lift and handle submerged objects using mechanical advantage**	**2.1**	Identify lift points to secure object to lifting device in accordance with safe lifting weight limits
		2.2	Determine a safe work area and confirm location of other divers and nearby surface vessels and/or structure prior to commencing lift, in accordance with work plan
		2.3	Operate lifting devices within accepted load tolerances
		2.4	Ensure lifting devices are anchored off raised objects in accordance with operational and safety procedures
3	**Complete underwater rigging operations**	**3.1**	Minimise environmental impact arising from work task and recover waste products
		3.2	Disassemble, inspect, de-service and store rigging gear
		3.3	Complete required documentation and records, in accordance with organisational procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

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Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces but is not equivalent to DEFDV016B Perform underwater rigging work.

Links

Companion Volume - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFWDV016 Perform underwater rigging work

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- analysing constraints of object to be lifted to determine technique
- applying relevant legislation, standards, and organisational policies and procedures
- applying underwater risk control measures and work plan requirements
- calculating load parameters
- conducting one vertical lift to the surface with mechanical devices
- constructing rigs including:
  - assembling equipment to ensure load can be lifted with available equipment
- determining load capacity of components
- developing underwater rigging work plan
- planning underwater rigging work
- preparing accurate reports and required documentation
- rigging load within safe lifting weight limits.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- determination of mass of submerged objects
- dive equipment
- dive physics
- dive physiology and medicine including:
  - heat and cold illnesses
  - compression illnesses
  - decompression illnesses
- diving descent and ascent techniques
- equipment inspection and checking specifications
- general diving safety awareness including:
  - diving in harbours

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    - diving in tidal waters, currents and tides
    - diving on and/or near a ship's bottom
    - lost/separated
    - entrapment/foul lines
    - marine animal threats
    - pollution/weeds
    - working in confined spaces
- lifting and rigging equipment calculations, techniques and specifications
- oceanography
- relevant legislation, standards, and organisational policies and procedures
- relevant safe lifting weight limits
- relevant risk mitigation organisational procedures including:
    - relevant marine hazards and risk control measures
    - relevant rigging workplace hazards.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, lifting equipment and personal protective equipment currently used in industry
- ocean with a range of oceanic, diurnal and nocturnal environments
- applicable documentation including organisational procedures, regulations, industry standards, codes of practice and operation manuals.

When practicable, assessment should relate to the diver's vocational focus.

Links

Companion Volume - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFWDV017 Employ thermal cutting and welding tools (non-load bearing) in an underwater environment

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Application

This unit specifies the skills and knowledge required to use thermal cutting and welding tools in an underwater environment.

It includes preparing underwater cutting and welding tools, operating the generator, selecting appropriate work task tools and inspecting them for serviceability, and securing tools on own body throughout dive. It also includes the surface operation of the electrical generator or gas cylinders supplying the tools, recovering waste, and deservicing and storing equipment.

This unit applies to persons working as Defence Work Divers, or to others working in this field.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Persons undertaking this unit would work independently performing specific tasks in a range of contexts that could be unpredictable.

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

Pre-requisite Unit

Not applicable

Competency Field

Work Diving

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS **PERFORMANCE CRITERIA**

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Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.
1	**Prepare for cutting and welding underwater**	**1.1** Identify and analyse work task, worksite data and work object to determine task requirements
		1.2 Develop work plan consistent with dive plan in accordance with organisational procedures and task requirements
		1.3 Select, inspect and prepare thermal cutting and welding tools, electrical generator and associate leads, and oxy acetylene gas cylinders and associated hoses, in accordance with manufacturer specifications
		1.4 Secure equipment for transport to/from dive site
		1.5 Identify obstructions and other cutting/welding hazards to determine risk and to manage risk control measures in accordance with dive plan
2	**Operate thermal cutting and welding tools underwater**	**2.1** Secure thermal cutting and welding tools on self during dive
		2.2 Determine safe routes for leads and hoses to worksite in accordance with dive plan and operational safety procedures
		2.3 Determine safe work area and confirm location of other divers prior to commencing cutting/welding work tasks, in accordance with work plan
		2.4 Manage cutting and welding tool hazards in accordance with dive plan and operational safety procedures
		2.5 Disconnect and render tools safe in accordance with dive plan and operational safety procedures
3	**Operate generator**	**3.1** Conduct routine operational and pre-start checks and diagnose and address warning signs in accordance with manufacturer specifications
		3.2 Shut down and/or conduct emergency shut down drills in accordance with dive plan
4	**Complete underwater cutting and welding operations**	**4.1** Minimise environmental impact arising from use of thermal cutting and welding tools, and recover waste products

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4.2 De-service and store equipment on task completion in accordance with organisational procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces but is not equivalent to DEFDV017B Employ thermal cutting and welding tools (non-load bearing) in an underwater environment.

Links

Companion Volume - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFWDV017 Employ thermal cutting and welding tools (non-load bearing) in an underwater environment

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least two separate occasions and include:

- applying relevant legislation, standards, and organisational policies and procedures
- completing underwater cutting and welding operations safely
- cutting 12 mm steel plates
- identifying and addressing relevant cutting/welding workplace hazards and problems
- operating generator to support welding tasks in an underwater environment
- operating thermal cutting and welding tools underwater
- planning for cutting and welding underwater
- stabilising a generator
- undertaking underwater welding activities including:
  - preparing surface of work object for cut or weld
  - controlling voltage and amperage of arc welding equipment
  - turning on gas supplies
  - adjusting ratios of oxygen and acetylene
  - controlling pressure of oxy acetylene torch
  - making cuts and welds ensuring minimal distortion to object
  - inspecting and cleaning cuts and welds
  - developing power gradually without surging
- using a number of thermal cutting and welding tools (non-load bearing) in an underwater environment work tasks:
  - at depths between 5 metres and 20 metres
  - on at least one night work task
- welding manual metal arc using electric welding equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of

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the requirements of the elements and performance criteria and include knowledge of:

- dive equipment
- dive physics
- dive physiology and medicine including:
  - heat and cold illnesses
  - compression illnesses
  - decompression illnesses
- diving descent and ascent techniques
- general diving safety awareness including:
  - diving in harbours
  - diving in tidal waters, currents and tides
  - diving on and/or near a ship's bottom
  - lost/separated
  - entrapment/foul lines
  - marine animal threats
  - pollution/weeds
  - working in confined spaces
- oceanography
- relevant cutting/welding workplace hazards and problems
- relevant legislation, standards, and organisational policies and procedures
- thermal cutting and welding principles and techniques.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- ocean with a range of oceanic, diurnal and nocturnal environments
- applicable documentation including organisational procedures, regulations, codes of practice

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and operation manuals.

When practicable, assessment should relate to the diver's vocational focus.

Links

Companion Volume - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFWHS002 Develop noise management plans

Modification History

Release 2.0. This is the second release of this unit of competency in the DEF Defence Training Package Release 4.0. Modifications have been made to:

- Foundation Skills
- Range of Conditions
- Assessment Conditions.

Release 1.0. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFOH004B Develop noise management plans.

- Unit code updated
- Content and formatting updated to comply with the new standards
- All PC transitioned from passive to active voice
- PC 2.2 removed
- Elements 1 and 2 merged
- Element 1 one new PC.

Application

This unit involves the skills and knowledge required to develop noise management plans.

It includes measuring and analysing work noise to develop and draft, procedures and plans/instructions for the management, amelioration and/or control of hazardous noise in the workplace.

This unit applies to Defence personnel involved in developing noise management plans as a workplace responsibility but is applicable to all individuals who work in this field. Those undertaking this unit would work independently or as part of a team under indirect supervision. They must be able to use discretion and judgement and take responsibility for the quality of their outputs. They would perform complex tasks in a range of familiar contexts.

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

Pre-requisite Unit

Not applicable.

Competency Field

Work Health and Safety

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Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS		PERFORMANCE CRITERIA	
Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Prepare to develop a workplace noise management plan**	**1.1**	Recognise and acknowledge noise hazards and identify their sources
		1.2	Identify and access legislation and standards appropriate to noise hazard and work noise exposure levels
		1.3	Identify and access existing organisational records relevant to noise hazards
		1.4	Identify, acquire and prepare equipment and resources required for the measurement of noise
		1.5	Measure workplace noise
		1.6	Deploy measuring equipment and record readings
2	**Analyse workplace noise**	**2.1**	Interpret and confirm measurements
		2.2	Analyse and/or determine workplace noise and report findings to appropriate authorities/superiors
3	**Develop noise management plans**	**3.1**	Conduct consultation with stakeholders
		3.2	Identify and interpret technical standards, organisational environmental requirements and occupational noise exposure levels
		3.3	Develop noise management plans and forward to the relevant authority

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit supersedes and is equivalent to DEFOH004B Develop noise management plans.

Links

Companion Volume Implementation Guides are found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFWHS002 Develop noise management plans

Modification History

Release 2.0. This is the second release of this unit of competency in the DEF Defence Training Package Release 4.0. Modifications have been made to Assessment Conditions.

Release 1.0. These Assessment Requirements were released in DEF Defence Training Package release 1.0 and meet the Standards for Training Packages.

Assessment Requirements created drawing upon specified assessment information from superseded unit.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and includes:

- analysing work environment and identifying hazards
- assessing resources needed to establish and maintain WHS in the workplace, including a range of control measures
- assessing risks and design and implementing appropriate WHS systems
- operating noise measuring/monitoring equipment
- measuring and analysing workplace noise
- developing noise management plans that adhere to Australian and organisational standards and recognising stakeholder requirements
- applying knowledge of relevant WHS legislative frameworks
- identifying inspection tools and methods appropriate to the workplace
- identifying intervention points for advice to assist in work and to guide problem solving.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- environmental factors relevant to workplace noise
- noise control requirements
- noise measuring and monitoring techniques and equipment
- occupational noise exposure level standards/requirements
- legislation, regulations, standards and organisational policy relevant to workplace noise levels including:
  - Australian or international standards
  - equipment manufacturers’ specifications

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  - exposure standards
  - previous testing reports
  - risk assessments
  - Standing Operating Procedures (SOPs)
  - state/territory/Commonwealth WHS acts, regulations, codes of practice and guidance material
- provisions and principles of effective WHS management requirements for the organisation/industry
- reliability of measures
- tolerances of error that may apply.

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in simulated workplace operational situations that reflect workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or simulations
- acceptable means of simulation assessment
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and PPE currently used in industry.

Links

Companion Volume Implementation Guides are found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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AHCPMG307 Apply animal trapping techniques

Modification History

Release	Comments
Release 2	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 3.0.
Release 1	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 1.0.

Application

This unit of competency describes the skills and knowledge required to trap and hold live animals for release, transportation or destruction. Trapped animals can be native animals, domestic animals, animals determined to be pests or feral animals.

The unit applies to individuals who work under broad direction and take responsibility for their own work. They use discretion and judgement in the selection, allocation and use of available resources.

State or territory licensing, legislative or certification requirements apply in some jurisdictions.

Pre-requisite Unit

Nil

Unit Sector

Pest Management (PMG)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for trapping	1.1 Identify purpose of animal capture and set objectives 1.2 Confirm the location and size of the area designated for trapping activities

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.3 Confirm target animal movement patterns, behaviour and lifecycles to determine trapping location and placement of equipment and appropriate timing of trapping activity 1.4 Identify potential non-target animals 1.5 Estimate time required to complete trapping activities 1.6 Identify and check method of transport, materials and equipment required for trapping 1.7 Select appropriate traps for target animal and the environment 1.8 Clean, maintain and prepare trapping equipment according to manufacturer specifications 1.9 Identify hazards, risks and controls for trapping and select appropriate personal protective equipment 1.10 Identify and manage environmental risks associated with trapping animals 1.11 Obtain relevant approvals, permits and permission to carry out trapping activities 1.12 Determine precautions for minimising trapping of non-target animals
2. Place and set traps	2.1 Undertake site surveillance prior to setting traps 2.2 Select and prepare site to maximise opportunity for trapping target animals and minimise the chance of trapping non-target animals 2.3 Position, set and calibrate trapping equipment and check it for operation and safety 2.4 Apply lures, decoys, baits or toxins according to workplace procedures and permits 2.5 Camouflage traps according to workplace procedures 2.6 Apply precautions to prevent trapping of non-target animals 2.7 Set traps according to legislative requirements and animal welfare codes of practice
3. Check and remove traps	3.1 Inspect traps at the required frequency 3.2 Identify trapped animals then release, humanely destroy or prepare for transport according to trapping objectives and permits 3.3 Handle captured animals humanely according to animal welfare codes of practice

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	3.4 Transport animals from site according to trapping objectives and animal welfare codes of practice 3.5 Observe health and safety in the workplace procedures and public safety requirements during trapping activities 3.6 Operate trap release mechanism safely and remove trap 3.7 Restore trap-site to its prior condition
4. Record data	4.1 Use global positioning system (GPS) loggers to record locations of trapped animals 4.2 Use recording instruments to record details of trapping activities according to trapping plan and workplace procedures
5. Clean and store equipment and material	5.1 Clean and store carcases for research or other purposes 5.2 Clean and store equipment and materials according to safety data sheets, workplace and biosecurity procedures 5.3 Record target and non-target kills
6. Report completion of work	6.1 Report results of trapping activities and incidents according to workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Writing	• Accurately record and complete organisational documentation using clear language, and terminology when reporting and maintaining animal trapping records
Numeracy	• Perform basic mathematical calculations to determine and record trapping data and GPS locations
Navigate the world of work	• Take responsibility for following explicit and implicit policies, procedures and legislative requirements
Get the work done	• Take responsibility for planning, sequencing and prioritising tasks and workload for efficiency and effective trapping outcomes

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AHCPMG307 Apply animal trapping techniques Release 2	AHCPMG307 Apply animal trapping techniques Release 1	Minor changes and removal of unnecessary Performance Criteria for clarity Updated Performance Evidence and Knowledge Evidence	Equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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Assessment Requirements for AHCPMG307 Apply animal trapping techniques

Modification History

Release	Comments
Release 2	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 3.0.
Release 1	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 1.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit. There must be evidence that on at least one occasion the individual has demonstrated that they have applied animal trapping techniques, including:

- determined objectives for trapping and confirmed target animal characteristics and trapping location and size
- estimated trapping period and identified, selected and prepared baits, equipment, traps and transport for trapping activities
- set and trapped animals humanely and released or destroyed animals according to workplace procedures and animal welfare code of practice
- identified presence of target and non-target animals
- identified environmental, health and safety in the workplace hazards, risks and applied controls according to workplace and environmental procedures
- checked method of transport, equipment and materials for serviceability and cleaned equipment before and after trapping activities
- selected, prepared and restored trapping site during trapping activities
- positioned, set, calibrated and checking trapping equipment according to workplace procedures
- applied lures or baits according to trapping plan
- selected, used and stored baits or toxins according to workplace procedures
- inspected traps in a timely manner and handled and euthanised captured animals in accordance with workplace procedures and animal welfare practices
- maintained records using global positioning system data
- summarised and presented trapping data and reports according to workplace procedures
- cleaned and stored equipment and carcases using approved chemicals according to safety data sheets (SDS) and workplace procedures to minimise biosecurity risks.

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Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- basic requirements for ensuring the welfare of animals described in the relevant Codes of Practice
- purpose for trapping the animal
- target animals and non-target animals
- target animal's range, movement patterns and behaviour and how to apply knowledge of these to selecting trapping location and equipment
- reproductive cycle of the target animal to determine appropriate timing of trapping activities
- food preferences, both general and local, of target animals
- capture and kill points for target animals
- traps and techniques for target animals
- permissions that may be required to undertake trapping
- principles relating to property, stock and duty of care when trapping
- precautions that need to be taken to minimise trapping of non-target animals
- trap camouflage materials and techniques
- trap types, setting and operating release to render them inactive
- health and safety in the workplace procedures that relate to trapping animals
- recording and reporting requirements
- use of decoys and lures
- baits or toxins types and preparation
- applicable state or territory legislation on the use and storage of baits or toxins
- applicable legislation on the capture and handling of animals
- suitable personal protective equipment
- transportation methods for captured animals.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in the field or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - live animals in the field
  - traps appropriate to trapping technique required
  - baits, lures or poisons relevant to trapping context
  - methods of transport relevant to trapping context
  - cleaning products
- specifications:

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  - workplace documents including plans, procedures, records and forms
  - workplace instructions or briefs
  - specific regulations and animal welfare codes of practice
  - technical information and resources applicable to pest
  - specific SDS
- relationships:
  - supervisor.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

In addition, the following specific assessor requirements apply to this unit if firearms are used to destroy animals:

- must possess firearms licences
- appropriate experience in using firearms for pest control.

Links

Companion Volumes, including Implementation Guides, are available at VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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AVIM0008 Operate a simulator

Modification History

Release 1. This is the first release of this unit of competency in the AVI Aviation Training Package.

Application

This unit involves the skills and knowledge required to operate a simulator in compliance with relevant regulatory requirements of the Civil Aviation Safety Authority (CASA) and national operating standards.

Use of this unit for simulation activities outside of an aviation context is to be in accordance with relevant regulatory, organisational or enterprise procedures.

It includes applying simulation operations safety, conducting pre-operation planning, controlling a simulation activity and performing post-operation activities.

This unit addresses technical skill requirements (physical, mental and task-management abilities) related to training and assessment duties of simulator operators, instructors and assessors, and contributes to safe and effective performance in simple and/or complex operational or training environments.

Operations are conducted as part of recreational, commercial and military simulation activities across a variety of operational contexts within the Australian aviation industry, or other vocational operating environments when required.

Work is performed independently or under limited supervision as a single operator or within a team environment.

Licensing, legislative, regulatory or certification requirements are applicable to this unit.

Pre-requisite Unit

Not applicable.

Competency Field

M – Training and Assessment

Unit Sector

Not applicable.

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Apply simulation operations safety	**1.1** Access and egress to simulator is conducted in accordance with workplace procedures
	1.2 Safety and emergency procedures are communicated and actioned as required
	1.3 Simulator serviceability is monitored in accordance with workplace procedures
	1.4 Effects of simulation sickness are communicated to participants and treated as required in accordance with workplace procedures
	1.5 Workplace safety communications are followed in accordance with workplace procedures
2 Conduct pre-operation planning	**2.1** Appropriate simulation equipment is selected
	2.2 Simulation activity plan is developed in accordance with activity requirements
	2.3 Operating manuals are used to support work practices
	2.4 Simulation data is accessed to suit work practices in accordance with workplace procedures
	2.5 Simulation data is manipulated to suit work requirements in accordance with workplace procedures
	2.6 Simulation data is saved in accordance with workplace procedures
	2.7 Simulation data is stored to suit work requirements in accordance with workplace procedures
3 Control a simulation activity	**3.1** Liaison with relevant personnel is conducted to determine simulation activity requirements
	3.2 Simulation activity is commenced
	3.3 Simulation equipment is employed

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	3.4	Communication with simulation activity participants is maintained
	3.5	Abnormal/unusual conditions are monitored and addressed
	3.6	Variations to activity conditions are made as requested/required
	3.7	Activity is ceased in accordance with simulation activity plan
4 Perform post-operation activities	**4.1**	Simulation results are saved in accordance with workplace procedures
	4.2	Activity participants are debriefed as required
	4.3	Simulator faults are recorded in accordance with workplace procedures
	4.4	Simulation equipment is refurbished/maintained in accordance with workplace procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Unit Mapping Information

This unit replaces and is equivalent to AVIM5001 Operate a simulator.

Links

AVI Training Package Companion Volume Implementation Guide available on VET Net: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=4725260a-0af3-4daf-912b-ef1c2f3e5816

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Assessment Requirements for AVIM0008 Operate a simulator

Modification History

Release 1. This is the first release of this unit of competency in the AVI Aviation Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements, performance criteria and range of conditions on at least one occasion and include:

- accessing simulation data, including:
  - downloading from database
  - inserting a digital storage device
  - opening applications, directories and files
- applying fine physical motor skills
- communicating safety and emergency procedures
- communicating simulation sickness effects
- completing administrative tasks and functions related to simulator operations, including:
  - simulation activity planning
  - participant performance records and reports
  - simulation safety briefs
  - participant briefings/debriefings
- coordinating activities that involve a range of simple and/or complex tasks
- conducting access and egress, including:
  - appropriate and safe entry to simulator in accordance with organisational work health and safety (WHS) and security policies
  - appropriate and safe exit methodologies from simulators
  - interpretation of signage, safety warnings and simulator status
  - monitoring access of visitors to simulator and providing safety/security briefs as required
- coordinating information communication technology related activities
- creating and storing documents using information communication technology
- identifying and rectifying abnormal/unusual simulator conditions, including:
  - participant simulation sickness
  - equipment malfunction/failure
  - smoke or overheat warnings
  - emergency communication
  - loading stops
  - motion stops

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    - hardware malfunction/failure
    - software malfunction/failure
    - poor/unusual participant performance
    - personnel equipment malfunction/failure
- implementing WHS procedures and relevant regulations
- implementing simulation activity variations, including:
    - adapting scenarios/activities based on participant feedback and/or performance
    - modifying hardware configurations
- modifying software settings
- manipulating, saving and storing simulation data in accordance with workplace procedures
- monitoring and addressing abnormal/unusual conditions
- monitoring simulator serviceability, including:
    - ensuring simulator is maintained to a level satisfactory to comply with organisational requirements
    - recording hardware/software issues that may arise during the course of routine equipment operation
    - submission of routine maintenance documentation
- reading, comprehending and interpreting written technical English
- reading, interpreting and following relevant regulations, instructions, procedures, information and signs
- recording simulator faults
- refurbishing/maintaining simulator equipment and operating systems in accordance with workplace procedures
- selecting and employing simulation equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements, performance criteria and range of conditions and include knowledge of:

- abnormal conditions, including hardware, software and equipment malfunction/failure and poor/unusual participant performance
- application of simulation and synthetic activities including live, virtual and constructive (LVC) simulations
- basic database management
- basic briefing and debriefing techniques, including:
    - simulator safety
    - simulation event review
- documentation production and safe storage
- effects of simulation sickness, including:
    - nausea subscale:
        - increased salivation

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    - sweating
    - nausea
    - stomach awareness
    - burping
  - oculomotor subscale:
    - fatigue
    - headache
    - eyestrain
    - difficulty focusing
  - disorientation subscale:
    - vertigo
    - dizzy (eyes open)
    - dizzy (eyes closed)
    - blurred vision
- established procedures applicable to simulation operations
- functions of single-user, multi-user and distributed user operating systems
- identification of signs/symptoms and methods of rectifying abnormal/unusual simulator conditions, including:
  - participant simulation sickness
  - equipment malfunction/failure
  - smoke or overheat warnings
  - emergency communication
  - loading stops
  - motion stops
  - hardware malfunction/failure
  - software malfunction/failure
  - poor/unusual participant performance
  - personnel equipment malfunction/failure
  - relevant WHS and environmental procedures and regulations applicable to simulation operations and personnel safety/individual safety considerations
  - safety briefings
  - access and egress procedures
  - reporting and recording simulation WHS issues
- information communications technology in the simulation and synthetic learning environment
- simulation activity variations, including:
  - adapting scenarios/activities based on participant feedback and/or performance
  - modifying hardware configurations
  - modifying software settings.

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Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in simulated workplace operational situations that reflect workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or simulations
- acceptable means of simulation assessment
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment (PPE) currently used in industry
- appropriate simulation equipment must include one or more of the following:
  - access database
  - compact discs
  - computer software subclass
  - digital insertion devices
  - gaming software
  - personnel equipment (e.g. hearing protection, eye protection, clothing and footwear)
  - software applications
  - storage strategy within organisational databases
  - synthetic environment software (e.g. SETHI)
  - universal serial bus devices
  - web-based database
- simulator must include one or more of the following:
  - associated simulator computer hardware and software
  - desktop simulator
  - full motion simulator
  - flight training device
  - operating system
  - part-task trainer
  - simulator
  - single, multiple or team operator simulator
  - synthetic training device

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- virtual reality training system.

Links

AVI Training Package Companion Volume Implementation Guide available on VET Net: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=4725260a-0af3-4daf-912b-ef1c2f3e5816

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AVIM0009 Facilitate training in a synthetic environment

Modification History

Release 1. This is the first release of this unit of competency in the AVI Aviation Training Package.

Application

This unit involves the skills and knowledge required to facilitate training in a synthetic environment in compliance with relevant regulatory requirements of the Civil Aviation Safety Authority (CASA) and national operating standards.

Use of the unit for simulation training activities outside of an aviation context is in accordance with relevant regulatory, organisational or enterprise procedures.

It includes planning a synthetic learning activity; preparing a trainee for these activities; and guiding, facilitating and monitoring learning. It also includes conducting post-training activities and reviewing facilitation processes.

This unit addresses vocational training technical skill requirements (physical, mental and task-management abilities) related to synthetic training and assessment duties of vocational instructors and assessors and contributes to safe and effective performance in simple and/or complex operational and training environments.

Operations are conducted as part of commercial and military vocational training activities across a variety of operational contexts within Australian industry.

Work is performed independently or under limited supervision as a single operator or within a team environment.

Licensing, legislative, regulatory or certification requirements are applicable to this unit.

Pre-requisite Unit

Not applicable.

Competency Field

M – Training and Assessment

Unit Sector

Not applicable.

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Plan a synthetic learning activity	**1.1** Learning strategy and/or learning program is accessed, read and interpreted to determine learning outcomes or objectives to be met and relevant delivery requirements
	1.2 Potential risks, including those associated with human factor aspects of synthetic training devices, are identified
	1.3 Limitations of synthetic training device are identified
	1.4 Delivery plan is developed to plan, manage and sequence synthetic training activities and events to ensure logical progression of learning content, trainee safety and continuity of trainee progress
	1.5 Technical and human factor requirements for synthetic environment, including safety and emergency procedures, are confirmed
2 Prepare trainee for synthetic training activities	**2.1** Availability of suitable resources is confirmed
	2.2 Mental and physical preparedness of trainee to undertake training in synthetic environment is confirmed
	2.3 Introduction to synthetic environment is provided, including training objectives and relevant workplace procedures
	2.4 Instructional relationships are established between trainer/facilitator and trainees using appropriate communication tools and skills
	2.5 Trainee is briefed on how synthetic training activity will be conducted to meet training objectives
	2.6 Risk management issues applicable to synthetic training activity are discussed with trainee and trainee responsibility for managing relevant risks is confirmed
	2.7 Trainee ability to comprehend and/or recall training objectives, knowledge, handling techniques and planned

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		synthetic training activity/scenario is confirmed
3	**Guide and facilitate learning in a synthetic environment**	**3.1** Liaison with relevant personnel is conducted to determine simulation activity requirements
		3.2 Learning is facilitated in accordance with delivery plan using relevant synthetic devices and facilitation skills
		3.3 Good practice in facilitating learning in a synthetic environment is applied to ensure an effective and safe transfer of learning to the real world
		3.4 Technical issues are addressed as required using relevant technical support mechanisms and/or personnel
		3.5 Opportunities for authentic learning, practice and formative assessment are built into the learning experience
		3.6 Pre-loaded automatic demonstrations are employed as required
		3.7 Abnormal/unusual conditions are monitored and addressed
		3.8 Variations to activity conditions are implemented as required
		3.9 Handover/takeover procedures for control of synthetic device are implemented in accordance with workplace procedures
4	**Monitor learning in a synthetic environment**	**4.1** Trainee progress is monitored and documented in accordance with workplace procedures
		4.2 Trainee cognitive load is assessed, monitored and managed
		4.3 Support and guidance are provided within synthetic environment as appropriate
		4.4 Trainee is encouraged to develop self-assessment skills
		4.5 Trainee interaction with others and participation in synthetic training activities is continuously monitored, and interventions are made as required
		4.6 Opportunities are provided for trainees to reflect on their learning progress

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5	**Conduct post-training activities**	**5.1** Significant details of trainee performance are clearly and accurately debriefed
		5.2 Playback devices are employed during debriefing to illustrate key learning points as required
		5.3 Trainee is briefed on details of next training event as required
		5.4 Trainee records are maintained in accordance with workplace procedures
		5.5 Relevant stakeholders are kept informed about trainee progress
		5.6 Synthetic device faults are recorded and/or rectified in accordance with workplace procedures
		5.7 Support and guidance are provided post-synthetic environment activities as required
6	**Review synthetic environment facilitation processes**	**6.1** Synthetic training session outcomes are evaluated against desired session outcomes
		6.2 Review is undertaken post-completion of learning program, course or qualification
		6.3 Time is taken to reflect on own performance as a trainer or facilitator, and ways to improve performance are explored
		6.4 Recommendations for improvements in facilitating training and appropriateness of synthetic systems, tools and resources are identified and documented, and discussed with relevant personnel for future action

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

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Unit Mapping Information

This unit replaces and is equivalent to AVIM5004 Facilitate training in a synthetic environment.

Links

AVI Training Package Companion Volume Implementation Guide available on VET Net: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=4725260a-0af3-4daf-912b-ef1c2f3e5816

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Assessment Requirements for AVIM0009 Facilitate training in a synthetic environment

Modification History

Release 1. This is the first release of this unit of competency in the AVI Aviation Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements, performance criteria and range of conditions on at least one occasion and include:

- adapting to differences in equipment and operating environment in accordance with standard operating procedures (SOPs)
- applying flexibility in facilitation when using synthetic devices, including:
  - applying intervention techniques
  - assessing learning and performance
  - effectively using a variety of activities or providing directions for different trainee needs
- conducting briefings and debriefings
- confirming technical and human factor requirements for a synthetic environment
- following safety and emergency procedures, including established procedures and industry safe practice
- coordinating activities involving a range of complex tasks
- coordinating information communications technology related activities
- debriefing significant details of trainee performance
- developing a delivery plan that ensures logical progression of learning content, trainee safety and continuity of trainee progress, including:
  - determination of learning management tools, such as feedback systems and support mechanisms
  - individual/group learning objectives or outcomes for learning program or segment of learning program to be addressed
  - learning/activities/events to be addressed in e-learning sessions
  - number of trainees and their specific support requirements
  - resources and/or tools to be used
  - timing, sequence and number of pre-planned sessions
  - types of pre-planned sessions – synchronous (in real time using conferencing, chats and forums) or asynchronous (not in real time using email, offline forums and bulletin boards)
  - topics to be addressed in learning sessions
- evaluating instructional effectiveness
- identifying potential risks, including those associated with human factor aspects of synthetic

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training devices
- identifying potential risks, including:
  - effects on what is learned and relationship with the real world
  - negative learning
- implementing handover/takeover procedures for control of synthetic device in accordance with workplace procedures
- implementing work health and safety (WHS) procedures and relevant regulations
- interpreting trainee needs and directing them to new learning opportunities
- maintaining trainee records in accordance with workplace procedures
- managing an environment that fosters learning and performance
- monitoring and addressing abnormal/unusual conditions
- monitoring and documenting trainee progress in accordance with workplace procedures
- reading, comprehending and interpreting written technical English
- reading, interpreting and following relevant regulations, instructions, procedures, information and signs
- reporting and/or rectifying problems, faults or malfunctions promptly in accordance with workplace procedures
- selecting and employing appropriate simulation equipment
- selecting and using required personal protective (PPE) equipment conforming to industry and WHS standards
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements, performance criteria and range of conditions and include knowledge of:

- abnormal conditions, including hardware, software and equipment malfunction/failure and poor/unusual trainee performance, including:
  - emergency communication
  - equipment malfunction/failure
  - hardware malfunction/failure
  - loading stops
  - motion stops
  - participant simulation sickness
  - personnel equipment malfunction/failure
  - poor/unusual participant performance
  - smoke or overheat warnings
  - software malfunction/failure
- advantages of synthetic training environments in facilitating learning
- limitations of synthetic training devices, including:

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  - fidelity
  - instrumentation
  - movement
  - resolution
- good practice in facilitating learning in a synthetic environment, including:
  - assisting trainees in locating, using and evaluating online information
  - facilitating group work
  - guiding learning activities through setting up questions, issues, scenarios to be addressed
  - knowing when to intervene/when to let trainees direct themselves
  - maintaining momentum and motivation of trainees through ongoing individual contact and feedback
  - moderating disruptive, abusive or dominant trainees
  - observing trainee interaction and intervening as required to maintain focus/momentum/engagement
- application of simulation and synthetic activities including live, virtual and constructive (LVC) simulations
- common trainee errors and suggested suitable remedial instruction
- risk management issues, including:
  - emergency communication
  - equipment malfunction/failure
  - fidelity and resolution constraints/limitations smoke or overheat warnings
  - loading stops
  - motion stops
  - negative learning
  - simulator access/egress
  - simulation/motion sickness
  - threat and error management (TEM)
- debriefing and feedback techniques, including:
  - individual versus group debrief
  - basic techniques:
    - review simulation event
    - recall what happened
    - clarify facts
    - correct misconceptions
    - reinforce specific learning outcomes
  - intermediate techniques:
    - guided reflection of event
    - coaching methodology
    - transfer learning responsibility to participants
    - decision-making analysis

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        - cost versus benefit/trade-offs
        - skill and knowledge technique enhancement
    - advanced techniques:
        - less guidance
        - using media/checklists/video
        - oral and written evaluation
        - part of group talks/part listens
        - varied perspective (observers)
        - developing and evaluating new concepts
        - developing self-evaluative learning in participants
- debrief of stakeholders, including:
    - feedback to manufacturer, contracted suppliers and contracted maintainers
    - feedback to relevant organisational authorities
    - feedback to relevant personnel on conclusion of simulator activity
- documentation production and safe storage
- effective use of a course of training, curricula/syllabus and lesson plans
- effects of simulation sickness:
    - nausea subscale:
        - increased salivation
        - sweating
        - nausea
        - stomach awareness
        - burping
        - oculomotor subscale:
        - fatigue
        - headache
        - eyestrain
        - difficulty focusing
    - disorientation subscale:
        - vertigo
        - dizzy (eyes open)
        - dizzy (eyes closed)
        - blurred vision
        - established procedures applicable to simulation operations
- variations to training activity:
    - changes made in response to a strategic requirement
    - changes made in response to a training need
- functions of single-user, multi-user and distributed user operating systems
- fundamentals of instructing, questioning, engaging and motivating trainees
- handover/takeover procedures for controlling synthetic device/s

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- how to distinguish between a technical problem and a content problem, and how to respond accordingly
- human factors implication and risks in a synthetic training environment
- information communications technology in a simulation and synthetic environment
- intervention strategies, principles and implications for a synthetic environment
- relevant learning management systems
- relevant WHS and environmental procedures and regulations applicable to simulation operations and personnel safety
- relevant sections of national and state/territory regulatory requirements and codes of practice
- sequencing and developing synthetic training activities and their relationship with real world training activities
- structure and content of relevant training resources
- techniques for introducing tasks in manageable segments to avoid overloading a trainee
- training and assessment competency standards
- cognitive load assessment, including:
  - anxiety
  - apathy
  - fatigue
  - impatience
  - inadequate demonstration
  - inadequate fault analysis
  - inadequate opportunity to practice
  - information overload
  - lack of preparation
  - outside pressures
  - physical discomfort
  - task complexity
  - unreasonable expectations
- when to intervene and when to let trainees direct themselves
- when interventions must be made to:
  - address safety
  - engage trainee
  - highlight a key learning point
  - initiate remedial actions
  - maintain momentum
- review of training, including:
  - effectiveness of learning protocols, their application and proposed changes
  - feedback from trainees, colleagues, learning designers via survey or discussion
  - identification of issues in managing/monitoring e-learners and the need for changes to contact/monitoring processes
  - identification of issues in using a delivery plan and the need for changes/modifications to

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the plan
    - technology effectiveness
- self-reflection, including:
    - asking critical questions about performance, problems, methods used and success of trainees
    - seeking, listening to and acting on feedback from trainees and others.

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in simulated workplace operational situations that reflect workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or simulations
- acceptable means of simulation assessment
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment (PPE) currently used in industry.

Synthetic training devices must include one of the following:

- associated simulator computer hardware and software
- desktop simulator
- flight training device
- full motion simulator
- operating system
- part-task trainer
- simulator
- single, multiple or team operator simulator
- synthetic training device
- virtual reality training system.

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Links

AVI Training Package Companion Volume Implementation Guide available on VET Net: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=4725260a-0af3-4daf-912b-ef1c2f3e5816

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AVIW3006 Refuel aircraft

Modification History

Release 1. This is the first release of this unit of competency in the AVI Aviation Training Package.

Application

This unit involves the skills and knowledge required to refuel aircraft, in compliance with relevant regulatory requirements of the Civil Aviation Safety Authority (CASA) and national operating standards.

It includes conducting pre-operational checks on fueller/dispenser vehicle and equipment, loading fueller, and positioning fueller/dispenser vehicle. It also includes carrying out refuelling operations, completing post-refuelling operations, and completing documentation.

This unit addresses aviation technical skill requirements (physical, mental and task-management abilities) related to equipment and system operations of ground operations personnel, and contributes to safe and effective performance in complex aviation operational environments.

Operations are conducted as part of recreational, commercial and military aircraft activities across a variety of operational contexts within the Australian aviation industry.

Work is performed independently or under limited supervision as a single operator or within a team environment.

Licensing, legislative, regulatory or certification requirements are applicable to this unit.

Use for Defence Aviation is to be in accordance with relevant Defence Orders, Instructions, Publications and Regulations.

Pre-requisite Unit

Not applicable.

Competency Field

W – Equipment and Systems Operations

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Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Conduct pre-operational checks on fueller/dispenser vehicle and equipment	1.1 Personal protective equipment is selected and used in accordance with workplace procedures
	1.2 Hazards are identified, risks are assessed and hazard management is implemented
	1.3 Pre-operational checks of fueller/dispenser vehicle and auxiliary equipment are conducted
	1.4 Problems or defects identified during pre-operational checks are reported or rectified in accordance with workplace procedures and manufacturer requirements
	1.5 Outcomes of pre-operational checks are reported and recorded
2 Load fueller	2.1 Vehicle is positioned at loading bay and all precautionary and reporting requirements are carried out
	2.2 Vehicle is grounded and loading bay bonding lead is connected to fueller
	2.3 Fueller is dipped and ullage is determined
	2.4 Loading operations and quality control checks are completed
3 Position fueller/dispenser vehicle	3.1 Fueller/dispenser vehicle is moved to aircraft
	3.2 Aircraft is approached after checks are made to confirm aircraft engines have stopped and aircraft wheel chocks are in place
	3.3 Vehicle is positioned either underwing or standoff, depending on aircraft type
	3.4 Appropriate precautions are taken to avoid risk of collision with aircraft control surfaces and engines

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	3.5	Fueller/dispenser vehicle is parked in a position that provides easiest route for evacuation in an emergency
4 Carry out refuelling operations	4.1	Vehicle is grounded and bonding lead is connected to aircraft
	4.2	Pressure refuelling auxiliary equipment is positioned and hose is connected
	4.3	Hydrant dispenser delivery hoses and couplings are connected to aircraft and intake hose is connected to inlet coupler
	4.4	Aircraft is refuelled to required fuel quantity or tank capacity
5 Complete post-refuelling operations	5.1	Refuelling operations are completed
	5.2	Fuel sample is taken from filter sump/inlet and visual check is made prior to aircraft departure
	5.3	Hoses, couplings and auxiliary equipment are disconnected and stowed
	5.4	Hydrant dispenser lanyard is disconnected, and pit valve dust cover and hydrant pit lid are replaced
	5.5	Reel hoses are rewound and stowed
	5.6	Fueller/dispenser vehicle is driven either to depot or to next aircraft in accordance with workplace procedures, regulatory requirements and local instructions
6 Complete documentation	6.1	Hard copy documentation and paperwork is completed as required and airline representative's signature is obtained
	6.2	Electronic fuel management systems are used to report, record and verify refuel operations

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Pre-operational checks must include:	• air-pressure after start-up • auxiliary equipment • brake interlock override switch seal • brake test • fire extinguishers • personal protective equipment (PPE) • radio check with base • required documentation • sampling equipment and water detection capsules • serviceability of ladder or portable steps • sufficient fuel in fueller for planned refuelling job • vehicle parked in designated area • visual inspection for leaks, defects and obstructions
Personal protective equipment must include:	• approved uniform • gloves • hearing protection • high visibility clothing • mask or respirator • safety glasses • safety headwear and footwear
Hazards must include one or more of the following:	• contamination of, or from, materials being handled • dust • fuel vapours • hazardous or dangerous materials • hot engines, static electricity, sparks and other forms of ignition • jet blast • noise • other additives (such as water, methanol, icing inhibitors) • other vehicles on tarmac • rotating propellers • spill, leakages, ruptures

Unit Mapping Information

This unit replaces and is equivalent to AVIW3006B Refuel aircraft.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=4725260a-0af3-4daf-912b-ef1c2f3e5816

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Assessment Requirements for AVIW3006 Refuel aircraft

Modification History

Release 1. This is the first release of this unit of competency in the AVI Aviation Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements, performance criteria and range of conditions on at least one occasion and include:

- adapting to differences in equipment and operating environment in accordance with standard operating procedures
- applying precautions and required action to minimise, control or eliminate identified hazards
- applying relevant legislation and workplace procedures
- communicating effectively with others
- identifying and correctly using relevant equipment
- implementing contingency plans
- implementing work health and safety (WHS)/occupational health and safety (OHS) procedures and relevant regulations
- interpreting and following operational instructions and prioritising work
- modifying activities depending on workplace contingencies, situations and environments
- monitoring and anticipating operational problems and hazards and taking appropriate action
- monitoring work activities in terms of planned schedule
- operating electronic communications equipment to required protocol
- reading, interpreting and following relevant regulations, instructions, procedures, information and signs
- reporting and/or rectifying identified problems promptly, in accordance with regulatory requirements and workplace procedures and local instructions
- selecting and using required personal protective equipment (PPE) conforming to industry and WHS/OHS standards
- working collaboratively with others
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

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Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements, performance criteria and range of conditions and include knowledge of:

- differences in refuelling procedures for various types of aircraft
- emergency procedures
- manufacturer instructions for fueller vehicle and auxiliary equipment
- relevant Australian Standards
- relevant information/documents:
  - airport airside driver handbook
  - conditions of service, legislation and industrial agreements including workplace agreements and awards
  - flight schedules
  - relevant International Air Transport Association (IATA) fuel guidelines
  - induction and training materials
  - loading and fuelling operational checklists
  - manufacturer specifications and instructions for fueller/dispenser vehicle and auxiliary equipment
  - workplace instructions and job specification
- relevant legislation and regulations such as the Australian Dangerous Goods Code (ADG) Code
- people to consult about refuelling operations:
  - aircrew
  - airline engineers or representatives
  - ground support staff
  - other refuelling staff
  - supervisors and managers
  - technical staff
- principles and processes of aircraft refuelling
- problems that may occur when refuelling an aircraft and appropriate action that should be taken in each case
- relevant sections of Civil Aviation Safety Regulations (CASRs) and Civil Aviation Orders and other regulations for the refuelling of aircraft
- relevant WHS/OHS and environmental procedures and regulations
- risks that exist when refuelling an aircraft and related risk control procedures and precautions
- selection and correct fitment of PPE
- workplace procedures for loading a fueller and refuelling aircraft.

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Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in *the Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in simulated workplace operational situations that reflect workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or simulations
- acceptable means of simulation assessment
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=4725260a-0af3-4daf-912b-ef1c2f3e5816

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BSBADM101 Use business equipment and resources

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to choose equipment and resources to complete a variety of tasks under direct supervision.

It applies to individuals looking to develop the basic skills and knowledge required to use a variety of business equipment.

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

Unit Sector

Administration – General Administration

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1 Select equipment or resources	1.1 Identify and access business equipment or resources required to complete the task under direct instructions 1.2 Estimate quantities and resources correctly to complete the task 1.3 Check equipment for serviceability in accordance with equipment instructions
2 Operate equipment	2.1 Operate equipment in accordance with manufacturer's specifications and under direct instructions 2.2 Identify equipment faults accurately and take action to ensure

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ELEMENT	PERFORMANCE CRITERIA
	equipment is repaired in accordance with manufacturer's specifications 2.3 Report repairs outside area of own responsibility to appropriate persons
3 Maintain equipment or resources	3.1 Maintain equipment or resources to support completion of tasks under direct instructions 3.2 Undertake maintenance to ensure equipment meets manufacturer's specifications 3.3 Maintain records concerning equipment or resources under direct instructions 3.4 Store equipment and resources under direct instructions

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.3, 2.1, 3.3	• Comprehends and follows instructions in familiar texts
Writing	3.3	• Records and updates documents according to instructions
Oral Communication	1.1, 2.3, 3.1, 3.4	• Comprehends simple instructions • Asks clarifying questions and responds to answers
Numeracy	1.2	• Uses rounding and other mathematical techniques to estimate quantity requirements
Navigate the world of work	2.3	• Follows organisational procedures when tasks are beyond own level of responsibility
Get the work done	1.1, 1.2, 1.3, 2.2, 3.1-3.4	• Follows clearly defined instructions provided by others • Completes routine tasks taking some limited responsibility for decisions regarding equipment and resource choices, operation and maintenance • Responds to routine problems by referring to instructions or standard procedures

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Range of Conditions

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBADM101 Use business equipment and resources	BSBADM101A Use business equipment and resources	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBADM101 Use business equipment and resources

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- choose equipment and resources required for tasks
- operate equipment according to manufacturer or organisational requirements
- report faults according to organisational requirements
- maintain equipment and records according to instructions.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- describe the functions of available business equipment
- list the key points in operating the available business equipment safely and correctly
- identify common equipment faults
- describe how to maintain and store equipment and resources.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the general administration field of work and include access to:

- operational and maintenance manuals
- organisational procedures related to operation and maintenance of equipment
- records relating to resources
- case studies and, where possible, real situations.

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Assessors must satisfy NVR/AQTF assessor requirements.

Links

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BSBADM406 Organise business travel

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to organise domestic and overseas business travel, including developing associated itineraries, booking travel and accommodation, preparing travel related documentation and making travel arrangements.

It applies to individuals employed in a range of work environments who may work providing administrative support within an enterprise, or have responsibility for these tasks in relation to their own workgroup or role.

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

Unit Sector

Administration – General Administration

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1 Organise business itinerary for domestic and overseas travel	1.1 Confirm purpose and requirements of domestic or overseas travel including planned itinerary, budget, meeting requirements and traveller preferences 1.2 Identify points of contact and names of contact persons, and make and confirm arrangements for meetings in accordance with planned itinerary 1.3 Prepare daily itineraries with appointments, arrival and

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ELEMENT	PERFORMANCE CRITERIA
	departure times, accommodation and other itinerary details in accordance with travel purpose 1.4 Source, prepare and provide documents and support material for meetings within designated timelines 1.5 Prepare itinerary in accordance with meeting requirements and traveller's work health and safety (WHS) requirements 1.6 Provide itinerary and meeting documents to the traveller within designated timelines
2 Make travel arrangements	2.1 Make bookings in accordance with organisational policies and procedures for business travel 2.2 Identify and arrange travel documents in accordance with itinerary and individual requirements 2.3 Confirm and check travel arrangements and dispatch confirmation documents to the traveller within designated timelines 2.4 Negotiate and confirm alternative arrangements in response to changed requirements 2.5 Record travel details and itinerary in accordance with organisational requirements 2.6 Negotiate and confirm communication arrangements in accordance with organisational requirements
3 Arrange credit facilities	3.1 Check and confirm methods of payment 3.2 Make credit arrangements in accordance with organisational policy and procedures

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1-1.5, 2.1-2.3, 3.1, 3.2	• Researches and interprets information from various sources in a range of formats to establish and confirm travel requirements
Writing	1.1-1.5, 2.1-2.3, 2.5,	• Produces clear, detailed and logically organised texts in required format using vocabulary specific to travel

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	3.1, 3.2	requirements
Oral Communication	1.1, 1.2, 2.1, 2.4, 2.6	• Uses appropriate vocabulary, pitch and intonation to convey relevant information • Listens and asks questions to confirm requirements or clarify understanding
Numeracy	1.1, 1.3, 1.4, 1.6, 2.3, 3.1	• Interprets and comprehends a range of everyday mathematical information that is embedded in familiar texts • Uses basic mathematical formula to calculate credit requirements
Navigate the world of world	1.5, 2.1, 2.5, 2.6, 3.2	• Recognises and responds to both explicit and implicit organisational procedures and protocols and legislative/regulatory requirements
Interact with others	1.1, 1.4, 1.6, 2.1, 2.3, 2.4, 2.6	• Collaborates and negotiates with others to achieve agreeable outcomes, playing an active role in facilitating agreement • Selects the appropriate form, channel and mode of communication for a specific purpose relevant to own role
Get the work done	1.1-1.6, 2.2, 2.3, 3.1	• Applies formal processes when planning complex tasks, producing plans with logically sequenced steps, reflecting an awareness of time constraints • Takes responsibility for the outcomes of routine decisions related directly to own role • Utilises a range of features within digital applications to improve personal productivity, optimising software functions for specific purposes

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
BSBADM406 Organise business travel	BSBADM406B Organise business travel	Updated to meet Standards for Training Packages	Equivalent unit

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Links

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Assessment Requirements for BSBADM406 Organise business travel

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- organise business-related travel for others, including scheduling and developing itineraries and travel-related documents
- finalise all booking and travel arrangements including any necessary credit requirements according to predetermined budgets and time constraints.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- identify booking procedures relevant to business travel
- list the key provisions of relevant legislation that may affect aspects of business operations
- summarise organisational policies and procedures required to organise business travel, including use of internet sites and other online resources.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the general administration field of work and include access to:

- office equipment including telecommunications equipment
- travel-related reference material, such as accommodation and transport suppliers
- appointment books, scheduling software, diaries and other recording and scheduling systems
- preferred suppliers, contact details, websites
- maps.

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Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBADM502 Manage meetings

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to manage a range of meetings including overseeing the meeting preparation processes, chairing meetings, organising the minutes and reporting meeting outcomes.

It applies to individuals employed in a range of work environments who are required to organise and manage meetings within their workplace, including conducting or managing administrative tasks in providing agendas and meeting material. They may work as senior administrative staff or may be individuals with responsibility for conducting and chairing meetings in the workplace.

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

Unit Sector

Administration – General Administration

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1 Prepare for meetings	1.1 Develop agenda in line with stated meeting purpose 1.2 Ensure style and structure of meeting are appropriate to its purpose 1.3 Identify meeting participants and notify them in accordance with organisational procedures

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ELEMENT	PERFORMANCE CRITERIA
	1.4 Confirm meeting arrangements in accordance with requirements of meeting 1.5 Despatch meeting papers to participants within designated timelines
2 Conduct meetings	2.1 Chair meetings in accordance with organisational requirements, agreed conventions for type of meeting and legal and ethical requirements 2.2 Conduct meetings to ensure they are focused, time efficient and achieve the required outcomes 2.3 Ensure meeting facilitation enables participation, discussion, problem-solving and resolution of issues 2.4 Brief minute-taker on method for recording meeting notes in accordance with organisational requirements and conventions for type of meeting
3 Follow up meetings	3.1 Check transcribed meeting notes to ensure they reflect a true and accurate record of the meeting and are formatted in accordance with organisational procedures and meeting conventions 3.2 Distribute and store minutes and other follow-up documentation within designated timelines, and according to organisational requirements 3.3 Report outcomes of meetings as required, within designated timelines

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1, 1.2, 1.4, 3.1, 3.2	• Identifies and interprets information from complex texts including legislation, organisational policies and procedures • Compares final output with original notes to check for accuracy
Writing	1.1-1.5, 3.2, 3.3	• Addresses the context, purpose and audience when generating a range of texts • Prepares complex texts from notes using appropriate

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		structure, and accurate spelling, grammar and punctuation • Records notes of meeting proceedings according to organisational requirements • Edits and corrects own work to ensure accuracy
Oral Communication	2.1-2.4	• Participates in verbal exchanges using appropriate style, tone and vocabulary for audience, context and purpose • Listens for specific information during meetings • Asks questions and listens to responses to clarify understanding
Numeracy	1.4, 1.5, 3.2, 3.3	• Recognises and interprets numerical information related to timeframes and budgets
Navigate the world of work	1.3, 2.1, 2.4, 3.1, 3.2	• Recognises and responds to both explicit and implicit organisational procedures and protocols and legislative/regulatory requirements
Interact with others	1.3, 1.5, 2.3, 3.2	• Selects the appropriate form, channel and mode of communication for a specific purpose relevant to own role • Cooperates with others as part of familiar activities, playing an active role in facilitating group interaction
Get the work done	1.1, 1.3, 1.4, 1.5, 2.1, 2.2, 2.4, 3.1, 3.2, 3.3	• Applies formal processes when planning complex tasks, producing plans with logically sequenced steps, reflecting an awareness of time constraints • Recognises and takes responsibility for addressing predictable problems in familiar work contexts

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
BSBADM502 Manage meetings	BSBADM502B Manage meetings	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBADM502 Manage meetings

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- apply conventions and procedures for formal and informal meetings including:
  - developing and distributing agendas and papers
  - identifying and inviting meeting participants
  - organising and confirming meeting arrangements
  - running the meeting and following up
- organise, take part in and chair a meeting
- record and store meeting documentation
- follow organisational policies and procedures.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- outline meeting terminology, structures, arrangements
- outline responsibilities of the chairperson and explain group dynamics in relation to managing meetings
- describe options for meetings including face-to-face, teleconferencing, web-conferencing and using webcams
- identify the relevant organisational procedures and policies regarding meetings, chairing and minutes including identifying organisational formats for minutes and agendas.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the general administration field of work and include access to:

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- reference material in regard to meeting venues and technology, catering and transport suppliers
- organisational policies and procedures for managing meetings
- office supplies and equipment
- computers and relevant software
- case studies and, where possible, real situations.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBAUD411 Participate in quality audits

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Application

This unit describes the skills and knowledge required to prepare for and participate in quality audits as a member of a quality audit team. The types of audits may include internal or external systems audits, process audits or product/service audits. The process includes reviewing designated documentation; identifying and developing checklists and audit related documentation; preparing audit plans and evaluating information; and reporting findings to the lead auditor.

The unit applies to individuals with a broad knowledge of the quality auditing environment, who gather, analyse and evaluate information from a variety of sources and provide objective audit findings, to be included as part of the audit report.

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

Unit Sector

Technical Skills – Audit and Compliance

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Review own role and documentation	1.1 Review own role and responsibilities within quality audit team 1.2 Review previous quality audits and determine impact on conduct of current audit, where required 1.3 Source required organisational documentation from lead auditor, and check the adequacy of the documentation 1.4 Review documents, and determine and request further documentation required

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ELEMENT	PERFORMANCE CRITERIA
	1.5 Identify and resolve documentation issues with lead auditor and relevant stakeholders, within scope of own role 1.6 Identify aspects of the audit that require the use of specialists and refer to lead auditor
2. Participate in audit preparation	2.1 Access or prepare checklists, tools and audit related documentation 2.2 Confirm schedule and required resources with lead auditor 2.3 Prepare for possible issues and outline mitigation strategies 2.4 Confirm that preparation activities and documentation align with the audit plan with required personnel 2.5 Determine appropriate methods and techniques in consultation with auditing team 2.6 Create entry and exit meeting agendas according to organisational templates, and present to required audit team member, where required 2.7 Participate in entry meeting
3. Gather and analyse information	3.1 Access a range of sources of information relevant to task 3.2 Collect, and make an initial assessment of, documentation 3.3 Communicate with relevant parties in relation to documentation 3.4 Analyse patterns, trends, interrelationships and areas of risk, and communicate to team according to own role and responsibilities
4. Evaluate information	4.1 Evaluate information against prescribed benchmarks 4.2 Form an objective decision regarding the level of compliance found 4.3 Check decision is formed from and supported by available information
5. Report findings	5.1 Formulate findings and prepare recommendations on corrective actions if discrepancies or non-compliances are detected 5.2 Examine results and findings against audit objectives and present to lead auditor 5.3 Report recommendations for improvements to lead auditor according to agreed documentation
6. Participate in exit meeting process	6.1 Prepare for exit meeting using exit meeting agenda 6.2 Confirm context and consequences of audit are explained, and follow-up is discussed

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

Skill	Description
Reading	• Identifies and interprets information from organisational documentation and workplace procedures
Writing	• Records or amends information and conveys details • Produces reports matching style of writing to purpose and audience
Oral Communication	• Participates in spoken exchanges using structure and language to suit the audience • Listens for required information and asks clarifying questions
Teamwork	• Collaborates and cooperates with others to achieve joint outcomes • Selects and uses appropriate conventions and protocols when communicating with team members and other people in a range of work contexts
Self-management	• Organises, plans and prioritises workload with some sense of what can be achieved in a timeframe
Problem solving	• Recognises and addresses some problems within own scope, recognising when to seek the expertise of others
Technology	• Uses digital tools and systems to report audit findings

Unit Mapping Information

Supersedes and is equivalent to BSBAUD402 Participate in a quality audit.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBAUD411 Participate in quality audits

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- participate in a quality audit as a member of a quality audit team on at least two occasions.

In the course of the above, the candidate must:

- source and review documentation
- develop audit plan using tools and strategies
- use predetermined reference criteria to evaluate findings and formulate well-founded objective decisions
- contribute to preparation of a corrective action report
- use terminology relating to auditing in written and oral communications.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- auditing benchmarks
- auditing methods and techniques
- current audit practices
- current industry products and services that support the auditing process
- key components of an audit plan
- patterns, trends, interrelationships and areas of risk in an organisational quality system
- key features of technology required for quality auditing participation and reporting.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

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This includes access to:

- workplace documentation including previous quality audit reports, checklists, risk management plans and audit plans.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBAUD412 Work within compliance frameworks

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Application

This unit describes the skills and knowledge required to identify statutory, legislative and regulatory requirements and relate them to individual work practices to ensure ongoing adherence to the compliance framework.

The unit applies to individuals who carry out work in accordance with the compliance framework applying to a particular job role, occupation or profession.

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

Unit Sector

Technical Skills – Audit and Compliance

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify compliance requirements	1.1 Identify and document statutory, legislative and regulatory requirements relevant to job role and industry 1.2 Identify and document organisational and industry requirements
2. Interpret compliance requirements	2.1 Map compliance requirements against position description and work practices 2.2 Discuss ethical considerations with relevant stakeholders

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ELEMENT	PERFORMANCE CRITERIA
3. Manage personal compliance	3.1 Consult with relevant stakeholders and identify procedures to be applied, applicable to work environment and own job role 3.2 Evaluate own actions in the context of compliance requirements 3.3 Record own compliance action according to organisational policies and procedures
4. Review own compliance	4.1 Seek feedback on personal compliance from relevant personnel 4.2 Access and analyse documentation relating to changes in compliance requirements 4.3 Discuss feedback and documentation with relevant personnel and check own ongoing compliance 4.4 Identify required changes to own compliance practice

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

Skill	Description
Reading	• Identifies and analyses statutory, legislative and regulatory requirements to determine key information, specific requirements and responsibilities
Writing	• Collates and compiles information gathered from multiple sources in required format for using technical and enterprise specific language
Oral Communication	• Discusses compliance using structure and language to suit the audience • Uses listening and questioning techniques to confirm understanding of compliance requirements
Self-management	• Takes personal responsibility for following explicit and implicit policies, procedures and legislative requirements

Unit Mapping Information

Supersedes and is equivalent to BSBCOM406 Conduct work within a compliance framework.

Supersedes but is not equivalent to:

- BSBCOM401 Organise and monitor the operation of compliance management system
- BSBCOM402 Implement processes for the management of a breach in compliance requirements

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- BSBCOM403 Provide education and training on compliance requirements and systems
- BSBCOM404 Promote and liaise on compliance requirements, systems and related issues
- BSBCOM405 Promote compliance with legislation
- BSBEDU301 Assist with monitoring compliance in international education services.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBAUD412 Work within compliance frameworks

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- on at least two occasions, interpret and apply personal compliance requirements for job role and industry.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- legislation, regulations and codes of conduct relevant to job role, occupation and profession
- sources of information to ensure currency with changes in compliance requirements
- organisational policies and procedures relevant to compliance framework in relevant industry
- individual work requirements and practices
- methods to map compliance requirements.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- legislation, regulations and codes of conduct relevant to job role, occupation and profession
- position descriptions
- organisation policies and procedures relevant to performance evidence.

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Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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BSBAUD501 Initiate a quality audit

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to initiate and organise a quality audit with an auditee. It covers assessing the scope and objectives of a quality audit; communicating with the auditee regarding the proposed quality audit; identifying resources required to conduct the audit; and developing and submitting a quality audit plan. The types of audits may include external or internal systems audits or process or product/service audits.

It applies to individuals with a well-established theoretical knowledge base in quality auditing who are proficient in using a wide range of specialised, quality auditing and managerial techniques to plan, carry out and evaluate a quality audit. Individuals also supervise and monitor the processes and outcomes of others working in a quality audit team.

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

Unit Sector

Regulation, Licensing and Risk – Quality Auditing

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1 Assess quality audit scope and objectives	1.1 Determine and discuss audit objectives with the auditee, client and all other relevant parties 1.2 Determine and discuss scope of the quality audit with the auditee, client and all other relevant parties

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ELEMENT	PERFORMANCE CRITERIA
	1.3 Identify relevant standards that impact the environment in which the audit operates 1.4 Determine scope commensurate with identified risks
2 Communicate with auditee regarding proposed quality audit	2.1 Determine audit history, organisational structure and culture through consultation with the auditee 2.2 Negotiate and ensure agreement with auditee, the proposed audit methods and techniques to be applied 2.3 Outline audit processes to establish sequence of audit activities, and the roles of the auditors and auditees in the process
3 Identify resources required to conduct quality audit	3.1 Identify resources required to perform the quality audit efficiently and effectively 3.2 Select audit team members on the basis of relevant expertise 3.3 Confirm availability of resources required to conduct the audit with auditee 3.4 Assign roles and responsibilities to audit team members
4 Develop and submit quality audit plan	4.1 Develop quality audit plan according to established scope and objectives 4.2 Assign timing, schedules and responsibilities for implementation of the audit plan 4.3 Develop audit priorities and ensure agreement with auditees and audit team members 4.4 Document and submit audit plan to auditee
5 Prepare audit team	5.1 Inform audit team members of their responsibilities, audit objectives and scope 5.2 Communicate audit plan and schedules to all audit team members 5.3 Discuss and clarify audit methods and techniques with audit team members
6 Review auditee documentation	6.1 Review auditee’s previous audits to establish possible impact on the conduct of the current audit 6.2 Review and check relevant organisational documents for accuracy 6.3 Resolve arising problems with auditee and relevant parties
7 Identify and prepare checklists and audit	7.1 Develop checklists to reflect audit scope and objectives

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ELEMENT	PERFORMANCE CRITERIA
related documentation	7.2 Develop or obtain documentation required for the audit 7.3 Prepare agenda for entry meeting 7.4 Include value-adding activities in audit related documentation where required

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.3, 4.1, 6.1, 6.2, 7.1	• Interprets and analyses information from organisational documentation
Writing	4.1-4.4, 6.2, 7.1-7.4	• Develops a range of documents using structure, tone and vocabulary appropriate to audience, context and purpose • Records or amends information and conveys details in accordance with audit objectives
Oral Communication	1.1, 1.2, 2.1-2.3, 4.3, 5.1-5.3, 6.3	• Participates in spoken exchanges using structure and language to suit the audience • Uses questioning and listening techniques to clarify requirements
Numeracy	4.2	• Uses mathematical calculations for project scheduling
Navigate the world of work	1.3	• Monitors adherence to organisational policies and relevant standards and considers own role in terms of its contribution to broader goals of the work environment
Interact with others	1.1, 1.2, 2.1, 2.2, 3.4, 4.4, 5.1, 5.2	• Selects the appropriate form, channel and mode of communication for a specific purpose relevant to own role • Recognises the importance of building rapport and building effective working relationships • Collaborates with others to negotiate acceptable outcomes, playing an active role in facilitating effective group interaction
Get the work done	1.1, 1.2, 1.4, 2.1, 2.3, 3.1, 3.2, 4.1,	• Organises, plans and sequences own workload and schedules work activities of others • Uses analytical processes to decide on a course of

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	4.2, 4.3, 6.1, 6.3	action, establishing criteria for deciding between options and seeking advice from others before taking action when necessary • Addresses some unfamiliar problems of increasing complexity within own scope, recognising when to seek the expertise of others

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
BSBAUD501 Initiate a quality audit	BSBAUD501B Initiate a quality audit	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBAUD501 Initiate a quality audit

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- produce documented audit plans for auditees across a variety of contexts including:
  - the scope and objectives of the audit
  - proposed audit methods and techniques to be used
  - required resources and schedules
  - allocation of individual audit team member responsibilities for conducting the proposed audit.
- use terminology relating to quality auditing in written or oral communications.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- identify the relevant auditing codes of practice or ethics
- describe auditing methods and techniques
- outline the requirements of auditing regulations and standards
- identify current audit practices
- outline quality auditing principles, techniques and systems
- describe the requirements of house or other style manual protocols for written communications
- identify software applications relevant to quality auditing activities.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the regulation, licensing and risk – quality auditing field of work and include access to:

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- workplace documentation including previous quality audit reports, checklists, risk management plans and audit plans.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBAUD503 Lead a quality audit

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to lead an audit team as it runs a quality audit. It covers conducting entry and exit meetings; identifying and gathering relevant information; managing audit team resources; and providing feedback to audit team members on their performance. The types of quality audit that may be covered by this unit include an external or internal systems audit or process or product/service audit.

It applies to individuals with a well-established theoretical knowledge base of quality auditing, who are proficient in using a wide range of specialised quality auditing and managerial techniques to carry out their own work and to supervise the quality audit team. It is relevant to audits where a lead auditor is responsible for a quality audit team.

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

Unit Sector

Regulation, Licensing and Risk – Quality Auditing

Elements and Performance Criteria

ELEMENT	**PERFORMANCE CRITERIA**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1 Conduct entry meeting	1.1 Organise entry meeting in advance at a mutually agreed time 1.2 Prepare agenda for audit 1.3 Confirm objectives and scope of audit at entry meeting 1.4 Confirm schedules and logistical arrangements at entry

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ELEMENT	PERFORMANCE CRITERIA
	meeting 1.5 Make changes to plan, schedules and arrangements where required
2 Identify and gather information	2.1 Identify a range of potential sources of information 2.2 Interview appropriate persons 2.3 Gather relevant information and sample documentation
3 Manage audit team resources	3.1 Supervise activities of audit team members 3.2 Assess and review audit team findings in line with audit scope 3.3 Re-assign team members as required 3.4 Instigate contingency actions as required 3.5 Seek and reach agreement on corrective action reports
4 Conduct exit meeting	4.1 Make preparations for exit meeting 4.2 Examine results and findings against audit objectives and present to auditee 4.3 Ensure reporting arrangements are agreed on 4.4 Explain context and consequences of audit and discuss during follow-up
5 Guide team members in continuously improving their performance	5.1 Provide feedback on performance to audit team members 5.2 Encourage and support audit team members to critique their own work 5.3 Provide and document advice for individual improvement

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	3.2, 4.2	• Interprets and analyses information from audit scoping materials
Writing	1.2, 1.5, 5.3	• Develops a range of documents using relevant structure, tone and vocabulary appropriate to audience,

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		context and purpose • Records or amends information and conveys details in accordance with audit objectives
Oral Communication	1.3, 1.4, 2.2, 3.5, 4.2-4.4, 5.1, 5.2, 5.3	• Participates in spoken exchanges using clear language, tone and pace • Uses questioning and listening techniques to clarify requirements
Numeracy	4.2	• Uses mathematical calculations to analyse and arrange numeric information
Interact with others	1.3, 1.4, 2.2, 3.1, 3.3, 4.2-4.4, 5.1, 5.2, 5.3	• Selects the appropriate form, channel and mode of communication for a specific purpose relevant to own role • Recognises the importance of rapport in establishing and building effective working relationships • Collaborates with others to negotiate acceptable outcomes, playing an active role in directing and facilitating effective group interaction
Get the work done	1.1, 1.2, 1.4, 2.1, 2.3, 3.2, 3.3, 3.4, 4.1	• Organises, plans and sequences own workload and schedules work activities of others • Uses a combination of formal, logical planning processes and an increasingly intuitive understanding of context to identify relevant information and evaluate appropriate strategies to achieve objectives • Responds to problems requiring immediate attention, drawing on past experiences to devise solutions • Makes a range of critical and non-critical decisions in relatively complex situations, taking a range of factors into account

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
BSBAUD503 Lead a quality audit	BSBAUD503B Lead a quality audit	Updated to meet Standards for Training Packages	Equivalent unit

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Links

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Assessment Requirements for BSBAUD503 Lead a quality audit

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- identify all objectives, schedules and relevant information prior to commencement of audit
- demonstrate leadership and management of a quality auditing team
- manage the information gathering process by team members, and analysis, synthesis and reporting of the findings
- encourage team members to continuously improve their performance through feedback and self-critique
- use terminology relating to quality auditing in written or oral communications.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- describe quality auditing principles, methods and techniques
- outline the requirements of auditing regulations and standards
- identify current audit practices
- identify software applications relevant to conducting quality auditing activities.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the regulation, licensing and risk – quality auditing field of work and include access to:

- workplace documentation including previous quality audit reports
- checklists
- risk management and audit plans.

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Assessors must satisfy NVR/AQTF assessor requirements.

Links

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BSBAUD504 Report on a quality audit

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to report on the outcomes of a quality audit and to take appropriate follow up action. It covers compiling audit results; preparing a report for the auditee/client; negotiating follow up action with the auditee/client; and monitoring and reviewing the auditing system and activities. The types of quality audit that may be covered by this unit include an external or internal systems audit or process or product/service audit.

It applies to individuals with a well-established theoretical knowledge base in quality auditing who are proficient in using a wide range of specialised quality auditing and managerial techniques to carry out their own work and to supervise the quality audit team. It addresses the function performed by either an auditor having sole responsibility for the audit or a lead auditor of a quality audit team.

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

Unit Sector

Regulation, Licensing and Risk – Quality Auditing

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1 Compile audit results	1.1 Compare results of the audit evaluation against audit objectives and criteria plan

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ELEMENT	PERFORMANCE CRITERIA
	1.2 Analyse audit results
2 Prepare report	2.1 Provide objective evidence relating to the need for reduction, elimination and prevention of non-conformance as the basis for the audit report 2.2 Produce audit report according to specified audit requirements 2.3 Present audit report to auditee and other stakeholders
3 Negotiate follow up process with auditee	3.1 Determine and initiate any corrective action required to deal with non-conformance, in consultation with auditee 3.2 Provide suggestions for improvements where applicable 3.3 Ensure timelines are agreed on for completion of corrective action activities 3.4 Ensure corrective action follow-up procedures are agreed with auditee
4 Monitor and review audit system and activities	4.1 Evaluate effectiveness and suitability in achieving audit objectives 4.2 Investigate possible improvements in audit methods, economy and efficiency

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1, 1.2, 4.1	• Interprets and analyses information from a complex range of organisational documentation
Writing	2.1, 2.2, 4.1	• Develops a variety of complex documents using relevant structure, tone and vocabulary appropriate to audience, context and purpose
Oral Communication	2.3, 3.1-3.4	• Participates in spoken exchanges using clear language, tone and pace • Uses questioning and listening techniques to clarify understanding
Numeracy	1.1, 1.2, 3.3, 4.2	• Collects, represents, summarises and interprets a range of statistical data

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		• Performs calculations required to measure output against timeframes
Navigate the world of work	2.2	• Monitors adherence to organisational policies and procedures • Considers own role in terms of its contribution to broader goals of the work environment
Interact with others	2.3, 3.1-3.4	• Selects the appropriate form, channel and mode of communication for a specific purpose relevant to own role • Collaborates with others to negotiate joint outcomes, playing an active role in facilitating team understanding
Get the work done	1.1, 1.2, 3.1, 4.1, 4.2	• Organises, plans and sequences own workload according to timelines and organisational requirements • Makes a range of critical and non-critical decisions in relatively complex situations, taking a range of factors into account • Analyses outcomes of decisions to identify opportunities for improvement • Recognises a range of familiar problems, their symptoms and causes, actively looking for suitable corrective actions

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
BSBAUD504 Report on a quality audit	BSBAUD504B Report on a quality audit	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBAUD504 Report on a quality audit

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- interpret audit results and produce a detailed audit report containing detailed analysis according to specified requirements
- negotiate follow-up actions with auditees/clients
- determine future improvements in auditing methods
- use terminology relating to quality auditing in written or oral communications.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- describe quality auditing principles, methods and techniques
- outline the requirements of auditing regulations and standards
- identify current audit practices
- identify software applications relevant to conducting quality auditing activities.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the regulation, licensing and risk – quality auditing field of work and include access to:

- workplace documentation including quality audit reports, checklists, risk management plans and audit plans.

Assessors must satisfy NVR/AQTF assessor requirements.

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Links

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BSBAUD511 Initiate quality audits

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Application

This unit describes the skills and knowledge required to initiate and organise quality audits. It covers assessing the scope and objectives of quality audits; communicating with the auditees and developing and submitting a quality audit plans.

The unit applies to individuals who have an established knowledge base in quality auditing, and who are proficient in using a range of quality auditing and managerial techniques to initiate quality audits. Individuals may also supervise and monitor the processes and outcomes of others working in a quality audit team.

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

Unit Sector

Technical Skills – Audit and Compliance

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Assess quality audit scope and objectives	1.1 Identify standards that impact on the environment in which audit operates 1.2 Determine and agree on audit objectives and scope with auditee and other required stakeholders 1.3 Identify risks within scope of quality audit
2. Communicate with auditee	2.1 Consult with auditee and determine relevant information 2.2 Prepare audit notifications according to organisational protocols 2.3 Confirm proposed audit methods and techniques to be applied

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ELEMENT	PERFORMANCE CRITERIA
	with auditee 2.4 Outline audit processes and establish sequence of audit activities, and the role of the audit team and auditee
3. Prepare resources for quality audit	3.1 Identify resources required to perform the quality audit 3.2 Select audit team members on the basis of relevant expertise 3.3 Identify resources required with auditee
4. Develop and submit quality audit plan	4.1 Develop quality audit plan according to established scope and objectives 4.2 Assign roles and responsibilities to audit team members 4.3 Assign timing, schedules and responsibilities for implementation of the audit plan 4.4 Document and submit audit plan to auditee for approval, where required
5. Prepare audit team	5.1 Inform audit team members of their responsibilities, audit objectives and scope 5.2 Communicate audit plan and schedules to all audit team members 5.3 Discuss and clarify audit methods and techniques with audit team members
6. Review auditee documentation	6.1 Determine auditee's previous quality audits as relevant and establish impact on the conduct of the current audit 6.2 Source organisational documentation from auditee, and check adequacy of documentation provided 6.3 Review documents, and determine and source any further documentation required
7. Prepare audit documentation	7.1 Develop checklist according to audit scope and objectives 7.2 Create entry and exit meeting agendas according to organisational templates

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

Skill	Description
Reading	• Interprets and analyses information from organisational documentation
Writing	• Develops a range of documents using structure, tone and vocabulary

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Skill	Description
	appropriate to audience, context and purpose • Records and amends information and conveys details in accordance with audit objectives
Oral Communication	• Participates in spoken exchanges using structure and language to suit the audience • Uses questioning and listening techniques to clarify requirements
Numeracy	• Uses mathematical calculations for project scheduling
Planning and organising	• Monitors adherence to organisational policies and relevant standards
Teamwork	• Collaborates with others to negotiate acceptable outcomes, playing an active role in facilitating effective group interaction
Problem solving	• Identifies and addresses complex problems within own scope, recognising when to seek the expertise of others
Self-management	• Organises, plans and sequences own workload and schedules work activities of others
Technology	• Uses digital tools and systems to assist in initiating quality audits

Unit Mapping Information

Supersedes and is equivalent to BSBAUD501 Initiate a quality audit.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBAUD511 Initiate quality audits

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- produce documented audit plans for auditees on at least two different occasions, including:
  - scope and objectives of the audit
  - proposed audit methods and techniques to be used
  - required resources and audit plan
  - allocation of individual audit team member responsibilities.

In the course of the above, the candidate must:

- use terminology relating to quality auditing in communications.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- auditing codes of practice and ethics
- auditing methods and techniques, including audit plans and value adding activities
- requirements of auditing regulations and standards
- current audit practices
- quality auditing principles, techniques and systems
- requirements of organisational and audit style manual protocols for written communications
- key features of technology required for quality auditing activities described in performance evidence.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

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This includes access to:

- workplace documentation including previous quality audit reports, checklists, risk management plans and audit plans.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBAUD512 Lead quality audits

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Application

This unit describes the skills and knowledge required to lead audit teams as they conduct quality audits. It covers conducting entry and exit meetings; identifying and gathering relevant information; managing audit team resources; and providing feedback to audit team members on their performance.

The unit applies to individuals who have a well-established knowledge of quality auditing and who are proficient in using a range of quality auditing and managerial techniques to supervise quality audit teams.

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

Unit Sector

Technical Skills – Audit and Compliance

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Lead entry meeting	1.1 Confirm agenda is prepared for entry meeting 1.2 Review and confirm proposed audit plan with relevant stakeholders in entry meeting 1.3 Make changes to audit plan, as required
2. Identify and gather evidence	2.1 Identify sources of information according to audit plan 2.2 Interview relevant stakeholders 2.3 Gather information and documentation
3. Manage audit team	3.1 Supervise activities of audit team members

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ELEMENT	PERFORMANCE CRITERIA
resources	3.2 Re-assign team members, as required 3.3 Instigate contingency actions, as required
4. Lead exit meeting	4.1 Review, assess, and reach agreement on audit team findings according to audit plan 4.2 Prepare for exit meeting 4.3 Examine results and findings against audit objectives and present to relevant stakeholders 4.4 Confirm reporting arrangements for the quality audit with the auditee 4.5 Explain context and consequences of audit and discuss follow-up 4.6 Review and submit final audit report according to audit plan
5. Lead team members in performance improvement	5.1 Provide feedback on performance to audit team 5.2 Encourage and support audit team to review their own work 5.3 Provide and document advice for individual improvement

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

Skill	Description
Reading	• Interprets and analyses information from audit scoping materials
Writing	• Develops a range of documents using relevant structure, tone and vocabulary appropriate to audience, context and purpose • Records and amends information and conveys details in accordance with audit objectives
Oral Communication	• Participates in spoken exchanges using clear language, tone and pace • Uses questioning and listening techniques to clarify requirements
Numeracy	• Uses mathematical calculations to analyse and arrange numeric information
Teamwork	• Selects the appropriate form, channel and mode of communication for a specific purpose relevant to team communication requirements • Recognises the importance of rapport in establishing and building effective working relationships • Collaborates with others to negotiate acceptable outcomes, playing an active role in directing and facilitating effective group interaction
Initiative and	• Makes a range of critical and non-critical decisions in relatively

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Skill	Description
enterprise	complex situations, taking a range of factors into account
Self-management	• Organises, plans and sequences own workload and schedules work activities of others
Problem solving	• Responds to problems requiring immediate attention, drawing on past experiences to devise solutions
Technology	• Uses digital tools and systems to assist in leading a quality audit team

Unit Mapping Information

Supersedes and is equivalent to BSBAUD503 Lead a quality audit.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBAUD512 Lead quality audits

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- lead a quality audit team on at least two occasions, including:
  - leading entry and exit meetings
  - identifying all objectives, schedules and relevant information and confirming they have been included in the audit plan
  - managing the information gathering process by team members, and analysing, synthesising and reporting of the findings
  - assisting team members to continuously improve their performance.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- quality auditing principles, methods and techniques
- requirements of auditing standards
- key features of technology required for quality auditing activities for leading a quality audit team
- strategies to develop performance improvement in audit team members.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- workplace documentation including previous quality audit reports
- checklists
- risk management and audit plans.

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Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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BSBAUD513 Report on quality audits

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Application

This unit describes the skills and knowledge required to report on the outcomes of quality audits and take appropriate follow up actions. It covers compiling audit results, preparing reports for relevant stakeholders, and negotiating follow up actions with relevant stakeholders.

The unit applies to individuals who have an established knowledge of quality auditing and are proficient in using a range of quality auditing techniques. It addresses the function performed by either an auditor having sole responsibility for the audit or an auditor required to report on quality audits as part of a quality audit team.

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

Unit Sector

Technical Skills – Audit and Compliance

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare to report audit results	1.1 Compile audit results 1.2 Analyse compiled audit results against agreed audit plan and identify non-compliances 1.3 Consult with team members, if required
2. Prepare final audit report	2.1 Produce draft audit report according to audit plan 2.2 Provide draft report to relevant stakeholders and seek feedback 2.3 Finalise audit report, integrating stakeholder feedback, as required 2.4 Present final audit report to auditee and other relevant

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ELEMENT	PERFORMANCE CRITERIA
	stakeholders
3. Agree on follow up process with auditee	3.1 Determine timeframes for any corrective action required to deal with non-conformance, in consultation relevant stakeholders, including the auditee 3.2 Confirm corrective action follow-up procedures are agreed with relevant stakeholders

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

Skill	Description
Reading	• Interprets and analyses information from a complex range of organisational documentation
Writing	• Develops a variety of complex documents using relevant structure, tone and vocabulary appropriate to audience, context and purpose
Oral Communication	• Participates in spoken exchanges using clear language, tone and pace • Uses questioning and listening techniques to clarify understanding
Numeracy	• Collects, represents, summarises and interprets a range of statistical data
Self-management	• Monitors adherence to organisational policy/ies and procedure/s • Organises, plans and sequences own workload according to timelines and organisational requirements • Analyses outcomes of decisions to identify opportunities for improvement
Teamwork	• Collaborates with others to negotiate joint outcomes, playing an active role in facilitating team understanding
Problem solving	• Recognises a range of familiar problems, their symptoms and causes, actively looking for suitable corrective actions
Initiative and enterprise	• Makes a range of decisions in complex situations, taking a range of factors into account
Technology	• Uses digital tools and systems to develop reports in an effective way

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Unit Mapping Information

Supersedes and is equivalent to BSBAUD504 Report on a quality audit.

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Assessment Requirements for BSBAUD513 Report on quality audits

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- interpret audit results and produce a detailed audit report containing detailed analysis according to specified organisational requirements on at least two different occasions.

In the course of the above, the candidate must:

- negotiate follow-up actions with relevant stakeholders
- use terminology relating to quality auditing.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- quality auditing principles, methods and techniques
- requirements of auditing regulations
- key features of technology required for producing quality auditing results and reports according to organisational requirements
- presentation of corrective action requirements.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- workplace documentation including quality audit reports, checklists, and audit plans
- technology required for quality auditing reporting.

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Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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BSBAUD514 Interpret compliance requirements

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Application

This unit describes the skills and knowledge required to identify and interpret the range of internal and external compliance requirements and obligations that must be fulfilled by an organisation or work area.

The unit applies to individuals who use their knowledge of compliance and skills in identifying compliance requirements to plan, carry out and evaluate their own work and/or the work of a team.

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

Unit Sector

Technical Skills – Audit and Compliance

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Clarify the scope of operations	1.1 Analyse organisational operations and identify the functions, products and services that may be subject to compliance requirements 1.2 Develop and document plan for determining relevant compliance requirements 1.3 Obtain approval of plans from relevant stakeholders
2. Identify compliance requirements	2.1 Research information on compliance requirements relevant to the organisation 2.2 Analyse and document information from search according to organisational requirements

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ELEMENT	PERFORMANCE CRITERIA
	2.3 Organise and store collected information on relevant compliance requirements according to organisation policies and procedures
3. Interpret and prioritise compliance requirements	3.1 Discuss and clarify with relevant stakeholders ambiguities and issues experienced in interpreting identified compliance information 3.2 Prioritise compliance requirements according to organisational requirements
4. Document compliance requirements	4.1 Organise and document outcomes of the identification and interpretation activities 4.2 Prepare and distribute reports of compliance requirements and assessment of implications to relevant stakeholders

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

Skill	Description
Reading	• Identifies, interprets, analyses and reviews complex texts from various sources to determine compliance requirements
Writing	• Collates and compiles results of research and analysis using technical language and organisational formats • Develops materials to convey information, requirements and recommendations using language and structure appropriate to the audience
Oral Communication	• Uses appropriate techniques, including active listening and questioning, to seek approvals and to confirm understanding
Self-management	• Takes responsibility for following policies, procedures and legislative requirements
Technology	• Uses digital tools and systems to locate, organise and share information in effective ways

Unit Mapping Information

Supersedes and is equivalent to BSBCOM501 Identify and interpret compliance requirements.

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Supersedes but is not equivalent to BSBCOM601 Research compliance requirements and issues.

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Assessment Requirements for BSBAUD514 Interpret compliance requirements

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- analyse operations of an organisation or work area, identify areas subject to compliance requirements and report findings, on at least three occasions.

In the course of the above, the candidate must:

- interpret and analyse information from standards, legislation, regulations, industry and organisational codes of practice and determine their relevance to compliance in the organisation
- document and store the outcomes of identification and interpretation activities related to the organisation's compliance requirements
- report on adherence to key compliance requirements and the implications of these for the organisation or work area.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- standards, legislation, and codes relevant to compliance requirements
- key sources of information relevant to organisational compliance requirements
- compliance requirements relevant to the operations of organisation or work area.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- standards, legislation, codes relevant to compliance requirements

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- resources for conducting digital searches.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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BSBAUD515 Evaluate and review compliance

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Application

This unit describes the skills and knowledge required to evaluate an organisation's management system and assess its ability to fulfil its obligations and responsibilities under applicable compliance requirements.

The unit applies to individuals who are responsible for evaluating and reviewing the operation and effectiveness of an organisation's management system to ensure compliance with the relevant standards.

Application of this unit must be consistent with the relevant sections of standards and legislative requirements.

Unit Sector

Technical Skills – Audit and Compliance

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Develop evaluation plan	1.1 Obtain and interpret information on organisation's policies, procedures and compliance requirements 1.2 Develop evaluation methodology 1.3 Prepare evaluation plan, detailing established evaluation criteria and data to be collected 1.4 Confirm approval of plan from relevant stakeholders
2. Prepare evaluation data	2.1 Source required evaluation data according to evaluation plan 2.2 Organise, interpret and review collected data against established evaluation criteria 2.3 Discuss issues interpreting data and address in consultation with

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ELEMENT	PERFORMANCE CRITERIA
	relevant stakeholders 2.4 Arrange evaluation data for analysis
3. Analyse data	3.1 Analyse evaluation data in accordance with evaluation plan 3.2 Discuss outcomes and findings of the analysis with relevant stakeholders
4. Determine evaluation findings and outcomes	4.1 Develop and discuss preliminary findings and any identified issues with relevant stakeholders 4.2 Source additional data required to clarify aspects of findings, and issues, where required 4.3 Prepare recommendations for actions to improve identified issues
5. Distribute outcomes and recommendations of evaluation	5.1 Prepare draft report of outcomes, findings and recommendations of the compliance evaluation 5.2 Distribute draft report to relevant stakeholders 5.3 Edit report based on the feedback obtained 5.4 Proofread report in preparation for publishing 5.5 Confirm final report is signed off by authorised personnel 5.6 Distribute report to relevant stakeholders according to evaluation plan

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

Skill	Description
Reading	• Identifies, interprets, analyses and reviews complex texts from various sources to determine legislative requirements, organisational operations, specific requirements and responsibilities • Checks documents for accuracy of content, grammar, spelling and punctuation
Writing	• Collates and compiles results of research and analysis using technical language and organisational formats • Develops materials to convey information, requirements and recommendations using language and structure appropriate to the audience • Composes and edits texts, selecting appropriate vocabulary and structure for audience and purpose

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Skill	Description
Self-management	• Follows policies, procedures and legislative requirements
Planning and organising	• Plans, develops, implements and monitors processes for evaluating and reviewing compliance performance
Technology	• Uses digital tools and systems to locate, organise and share information effectively

Unit Mapping Information

Supersedes and is equivalent to BSBCOM502 Evaluate and review compliance.

Supersedes but is not equivalent to BSBCOM602 Develop and create compliance requirements.

Links

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Assessment Requirements for BSBAUD515 Evaluate and review compliance

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- develop outcomes, findings and recommendations regarding an organisation's compliance requirements, on at least two different occasions.

In the course of the above, the candidate must:

- access and interpret information about required compliance standards
- develop an evaluation plan including:
  - preparation of an evaluation methodology
  - preparation and submission of a final report for approval and implementation.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- compliance evaluation methods
- sources of data relevant to compliance requirements
- format and content of an evaluation plan and a report
- features of relevant compliance management systems
- organisational policies and procedures
- standards and legislative requirements relevant to compliance.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

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- standards, laws, regulations, industry and organisational codes and standards relevant to compliance requirements
- data required for the demonstration of the performance evidence
- resources for conducting digital searches.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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BSBCMM101 Apply basic communication skills

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to develop basic communication skills in the workplace in particular gathering, conveying and receiving information together with completing assigned written information.

It applies to individuals working under direct supervision who are developing basic skills and knowledge of workplace communication in preparation for working in a broad range of settings

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

Unit Sector

Communication – Interpersonal Communication

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1 Identify workplace communication procedures	1.1 Identify organisational communication requirements and workplace procedures with assistance from appropriate people 1.2 Identify appropriate lines of communication with supervisors and colleagues 1.3 Seek advice on the communication method/equipment most appropriate for the task

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ELEMENT	PERFORMANCE CRITERIA
2 Communicate in the workplace	2.1 Use effective questioning, and active listening and speaking skills to gather and convey information 2.2 Use appropriate non-verbal behaviour at all times 2.3 Encourage, acknowledge and act upon constructive feedback
3 Draft written information	3.1 Identify relevant procedures and formats for written information 3.2 Draft and present assigned written information for approval, ensuring it is written clearly, concisely and within designated timeframes 3.3 Ensure written information meets required standards of style, format and detail 3.4 Seek assistance and/or feedback to aid communication skills development

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1, 1.2, 3.1	• Reviews textual information to identify communication requirements and organisational procedures
Writing	3.2, 3.3	• Drafts simple texts using appropriate grammar, spelling and punctuation in accordance with organisational standards • Proofreads own texts for accuracy and compliance with organisational requirements
Oral Communication	1.1, 1.2, 1.3, 2.1, 2.2, 2.3, 3.2, 3.4	• Asks questions and listens to gain information or confirm understanding • Listens and follows instructions
Navigate the world of work	1.1, 1.2, 3.1, 3.3, 3.4	• Follows organisational policies and procedures and practices relevant to own role • Develops skills required to carry out own role by seeking and acting on feedback

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Interact with others	1.1, 1.2, 1.3, 2.1, 2.2, 2.3, 3.4	• Follows instructions regarding what and how to communicate • Seeks to cooperate with others to achieve results in immediate work context
Get the work done	1.3, 2.3, 3.1, 3.2, 3.3	• Follows clearly defined instructions, seeking assistance when necessary • Uses digital technologies following instructions to enter and retrieve data

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
BSBCMM101 Apply basic communication skills	BSBCMM101A Apply basic communication skills	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBCMM101 Apply basic communication skills

Modification History

Release	Comments
Release 1	This version first released with Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- gather information about procedures, methods and equipment requirements for workplace communication, with the assistance of others
- use appropriate verbal and non-verbal skills to seek and convey information in face-to-face situations
- draft routine written documents within designated timeframes and check that the documents meet organisational requirements.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- outline organisational policies, plans and procedures related to the organisation's standards or protocols for workplace communication
- describe different communication styles.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced by individuals using interpersonal communication skills in the workplace and include access to:

- office equipment
- business resources
- workplace policies and procedures relating to communication
- case studies and, where possible, real situations
- interaction with others.

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Assessors must satisfy NVR/AQTF assessor requirements.

Links

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BSBCMM201 Communicate in the workplace

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package version 1.0

Application

This unit describes the skills and knowledge required to communicate in the workplace including gathering, conveying and receiving information and completing routine written correspondence.

It applies to individuals who perform a range of routine workplace communication tasks using a limited range of practical skills and fundamental knowledge of effective listening, questioning and non-verbal communication in a defined context under direct supervision or with limited individual responsibility.

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

Unit Sector

Communication – Interpersonal Communication

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1 Gather, convey and receive information and ideas	1.1 Collect information to achieve work responsibilities from appropriate sources 1.2 Use method/s and/or equipment to communicate appropriate ideas and information to the audience 1.3 Use effective listening and speaking skills in verbal communication

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ELEMENT	PERFORMANCE CRITERIA
	1.4 Seek input from internal and external sources to develop and refine new ideas and approaches 1.5 Respond to instructions or enquiries promptly and in accordance with organisational requirements
2 Complete workplace documentation and correspondence	2.1 Present written information and ideas in clear and concise language to ensure the intended meaning of correspondence is understood by the recipient 2.2 Draft and present correspondence within designated time lines 2.3 Ensure presentation of written information meets organisational standards of style, format and accuracy 2.4 Complete workplace forms and documentation in a clear, concise and easy to read format
3 Communicate in a way that responds positively to individual differences	3.1 Value all individuals and treat them with respect, courtesy and sensitivity 3.2 Take into consideration cultural differences in all verbal and non-verbal communication 3.3 Use communication to develop and maintain positive relationships, mutual trust and confidence 3.4 Make efforts to use basic strategies to overcome language barriers 3.5 Ensure that behaviour is consistent with legislative requirements, enterprise guidelines and/or social protocols

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Learning	1.4	• Seeks advice from others to implement strategies to improve knowledge or skills
Reading	1.1, 1.4, 1.5, 2.3, 2.4	• Reviews textual information to identify and interpret communication requirements and organisational standards
Writing	1.2, 1.5, 2.1, 2.2,	• Develops simple written texts using appropriate grammar, spelling and punctuation in accordance with

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	2.3, 2.4	organisational formats • Completes workplace forms and texts in accordance with organisational conventions and legislative requirements.
Oral Communication	1.1, 1.2, 1.3, 1.4, 1.5, 3.3, 3.4	• Explains ideas and requirements clearly and listens carefully to verbal instructions and discussions • Asks questions to confirm understanding
Navigate the world of work	1.5, 2.3, 3.5	• Understands responsibilities of role and complies with legislative, regulatory and organisational requirements
Interact with others	1.2, 1.4, 1.5, 3.1, 3.2, 3.3, 3.4	• Recognises common cultural and other differences of people in the work context and makes adjustments to accommodate the differences • Follows accepted communication practices and protocols to assist in building and maintaining positive working relationships
Get the work done	1.1, 1.2, 1.4,1.5, 2.1-2.4	• Plans and implements routine tasks and workload making limited decisions on sequencing, timing and collaboration, seeking assistance in setting priorities • Uses digital technology to find, record or communicate basic information

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
BSBCMM201 Communicate in the workplace	BSBCMM201A Communicate in the workplace	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBCMM201 Communicate in the workplace

Modification History

Release	Comments
Release 1	This version first released with Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- communicate information and ideas verbally and non-verbally, taking cultural differences and language barriers into consideration
- produce written material, used routinely in day to day work, which is clear, concise and effectively convey the intended meaning to the recipient
- complete workplace forms
- use style, format and level of accuracy appropriate to the type of written material
- provide prompt responses to requests for information in accordance with organisational requirements.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- identify any organisational policies, plans and procedures which detail organisation's standards or protocols for workplace communication
- describe different communication styles
- outline barriers to communication.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced by individuals using interpersonal communication skills in the workplace and include access to:

- office equipment
- business resources

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- workplace policies and procedures relating to communication
- case studies and, where possible, real situations
- interaction with others.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBCMM211 Apply communication skills

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Application

This unit describes the skills and knowledge required to apply basic communication skills in the workplace, including identifying, gathering and conveying information along with completing assigned written information.

The unit applies to individuals working under direct supervision, who are developing basic skills and knowledge of workplace communication in preparation for working in a broad range of settings.

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

Unit Sector

Social Competence – Verbal Communication

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify communication requirements	1.1 Identify work task 1.2 Identify communication channels in the organisation 1.3 Identify relevant stakeholders 1.4 Seek advice from supervisor on communication methods
2. Communicate using verbal and non-verbal communication skills	2.1 Plan verbal communication 2.2 Use verbal communication to communicate with stakeholders 2.3 Use non-verbal behaviour to communicate with stakeholders 2.4 Seek and respond to feedback on communication

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ELEMENT	PERFORMANCE CRITERIA
3. Draft written communications	3.1 Identify formats for written information according to organisational policies and procedures 3.2 Draft written information and submit to supervisor for approval 3.3 Seek and respond to feedback on written communication

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

SKILL	DESCRIPTION
Learning	• Develops skills required to carry out own role by seeking and acting on feedback
Reading	• Reviews textual information to identify communication requirements and organisational procedures
Writing	• Drafts simple texts using appropriate grammar, spelling and punctuation in accordance with organisational standards • Proofreads own texts for accuracy and compliance with organisational requirements
Teamwork	• Seeks to cooperate with others to achieve results in immediate work context
Self-management	• Follows clearly defined instructions, seeking assistance when necessary • Follows organisational policies and procedures and practices relevant to own role
Technology	• Uses digital tools to complete tasks
Initiative and enterprise	• Asks questions and listens to gain information and confirm understanding

Unit Mapping Information

No equivalent unit. Supersedes but is not equivalent to:

- BSBCMM101 Apply basic communication skills
- BSBCMM201 Communicate in the workplace.

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Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBCMM211 Apply communication skills

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- use verbal and non-verbal skills to seek and convey information in face-to-face situations on at least three occasions
- draft written documents and confirm that the documents meet organisational requirements on at least three occasions.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- organisational policies and procedures related to workplace communication
- communication styles
- questioning, listening and speaking skills
- standards of written information applicable to own role
- presentation styles, format and detail relevant to own role.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- workplace policies and procedures relating to communication.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

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BSBCMM401 Make a presentation

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0

Application

This unit covers the skills and knowledge required to prepare, deliver and review a presentation to a target audience.

This unit applies to individuals who may be expected to make presentations for a range of purposes, such as marketing, training and promotions. They contribute well developed communication skills in presenting a range of concepts and ideas.

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

Unit Sector

Communication – Interpersonal Communication

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1 Prepare a presentation	1.1 Plan and document presentation approach and intended outcomes 1.2 Choose presentation strategies, format and delivery methods that match the characteristics of the target audience, location, resources and personnel needed 1.3 Select presentation aids, materials and techniques that suit the format and purpose of the presentation, and will enhance audience understanding of key concepts and central ideas

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ELEMENT	PERFORMANCE CRITERIA
	1.4 Brief others involved in the presentation on their roles/responsibilities within the presentation 1.5 Select techniques to evaluate presentation effectiveness
2 Deliver a presentation	2.1 Explain and discuss desired outcomes of the presentation with the target audience 2.2 Use presentation aids, materials and examples to support target audience understanding of key concepts and central ideas 2.3 Monitor non-verbal and verbal communication of participants to promote attainment of presentation outcomes 2.4 Use persuasive communication techniques to secure audience interest 2.5 Provide opportunities for participants to seek clarification on central ideas and concepts, and adjust the presentation to meet participant needs and preferences 2.6 Summarise key concepts and ideas at strategic points to facilitate participant understanding
3 Review the presentation	3.1 Implement techniques to review the effectiveness of the presentation 3.2 Seek and discuss reactions to the presentation from participants or from key personnel involved in the presentation 3.3 Utilise feedback from the audience or from key personnel involved in the presentation to make changes to central ideas presented

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1, 1.2, 1.3, 2.2	• Reviews and analyses documents to identify information relevant to a specific presentation
Writing	1.1, 3.3	• Develops material to convey ideas and information to target audience in an engaging way
Oral	1.4, 2.1, 2.2, 2.3,	• Presents information using words and non-verbal features appropriate to the audience and context

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Communication	2.4, 2.5, 2.6, 3.2	• Uses listening and questioning techniques to gather information required to develop or modify presentations • Interprets audience reactions and changes words or non-verbal features accordingly
Interact with others	1.4, 2.1, 2.2, 2.4, 2.5, 2.6, 3.2	• Selects and uses appropriate conventions and protocols to encourage interaction or to present information • Demonstrates sophisticated control over oral, visual and written formats, drawing on a range of communication practices to achieve goals • Recognises the need to alter personal communication style in response to the needs or expectations of others
Get the work done	1.1-1.5, 2.2, 2.5, 3.1-3.3	• Takes responsibility for planning, sequencing and prioritising tasks and own workload to achieve outcomes • Uses feedback from others, analytical and lateral thinking to review current practices and develop new ideas • Uses the main features and functions of digital tools to complete work tasks

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
BSBCMM401 Make a presentation	BSBCMM401A Make a presentation	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBCMM401 Make a presentation

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- prepare and deliver presentations related to occupation or area of interest which demonstrate the use of:
  - effective presentation strategies and communication principles
  - aids and materials to support the presentation
- select and implement methods to review the effectiveness of own presentation and document any changes which would improve future presentations.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- identify information collection methods that will support review and feedback of presentations
- identify regulatory and organisational obligations and requirements relevant to presentations
- describe the principles of effective communication
- describe the range of presentation aids and materials available to support presentations.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced by individuals using interpersonal communication skills in the workplace and include access to:

- equipment, materials and business software packages for making a presentation
- business technology
- interaction with others.

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Assessors must satisfy NVR/AQTF assessor requirements.

Links

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BSBCMM402 Implement effective communication strategies

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to select and use communication strategies required to respond to an enquiry.

It applies to individuals who analyse information and then either respond personally or refer the enquiry to others.

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

Unit Sector

Communication – interpersonal communication

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1 Receive enquiry	1.1 Establish nature of enquiry 1.2 Ensure interactions with person making enquiry are in accordance with organisation's standards and procedures and meet the person’s needs and expectations 1.3 Clearly outline legal and other limits of own responsibility to person making the enquiry 1.4 Record person's details and issues
2 Identify and apply	2.1 Use communication strategies that reflect organisational

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ELEMENT	PERFORMANCE CRITERIA
appropriate communication techniques	standards and procedures 2.2 Use effective communication techniques during the enquiry 2.3 Ensure confidentiality of the enquiry is respected
3 Determine action to be taken	3.1 Identify personal limitations in taking action and seek appropriate assistance from designated individuals 3.2 Respond in an appropriate manner 3.3 Involve other parties in action if appropriate 3.4 Manage expectations of person making enquiry
4 Review outcomes of communication	4.1 Follow up with person making enquiry to ensure action was effected 4.2 Seek feedback about the communication strategies 4.3 Undertake appropriate record keeping and reporting

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1, 1.2, 2.1	• Interprets textual information from a range of sources to determine organisational standards and procedures
Writing	1.4, 2.1, 3.1, 3.2, 4.1, 4.3	• Accurately records information and completes documentation using required format, terminology and conventions • Prepares reports according to organisational requirements
Oral Communication	1.1, 1.2, 1.3, 2.1, 2.2, 3.1, 3.2, 3.3, 4.1, 4.2	• Uses listening and questioning techniques to gather information required to respond to queries • Presents information using words and non-verbal features appropriate to the audience and context
Navigate the world of work	1.2, 1.3, 2.1, 3.1	• Recognises and applies organisational policies and procedures and meets expectations associated with own work

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Interact with others	1.2, 2.1, 2.2, 3.1, 3.2, 3.3	• Uses appropriate communication practices showing awareness of the need to adjust personal communication style when handling enquiries of a sensitive nature
Get the work done	1.1, 1.4, 3.1, 3.3, 3.4, 4.1-4.3	• Plans a range of routine and non-routine tasks and implements actions in accordance with plan to meet desired outcomes • Uses problem solving skills to analyse enquiries and propose possible solutions, seeking input from others as required • Evaluates outcomes of decisions to identify opportunities for improvement

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
BSBCMM402 Implement effective communication strategies	BSBCMM402A Implement effective communication strategies	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBCMM402 Implement effective communication strategies

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- receive enquiries according to organisational and legislative requirements
- select and use appropriate communication strategies and techniques for the particular needs of the person making the enquiry
- convey options available to address the enquiry and determine action to be taken according to organisation's policies and procedures
- confirm that the enquiry has been adequately addressed with the person making the enquiry
- document details of the enquiry and action taken according to organisational and legislative requirements.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- identify organisation's standards and procedures which apply when responding to enquiries
- identify key legislative obligations and requirements which must be observed when responding to an enquiry.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced by individuals using interpersonal communication skills in the workplace and include access to:

- organisational policies and procedures relevant to customer service

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- relevant legislation or codes of practice
- office equipment and resources
- case studies and, where possible, real situations
- interaction with others.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBCMM501 Develop and nurture relationships

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to develop, nurture and maintain various networks and relationships with client, customers and colleagues in order to promote the organisation, to improve business practices and to find and secure new business relationships.

It applies to individuals who use communication and networking skills to develop and consolidate relationships with people in a range of sectors.

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

Unit Sector

Communication – interpersonal communication

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1 Develop professional relationships	1.1 Conduct dealings with clients, professionals, and other third parties professionally and in accordance with the organisation's policies and procedures and legislative, regulatory and professional codes of practice 1.2 Comply with organisation’s social, business and ethical standards to develop and maintain positive relationships 1.3 Deal with colleagues, clients and other parties in a competent manner and with regard to confidentiality

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ELEMENT	PERFORMANCE CRITERIA
	1.4 Adjust interpersonal styles and methods to the needs and situations of other parties
2 Build and maintain business networks and relationships	2.1 Develop and maintain business and professional networks and other relationships to benefit the organisation 2.2 Use business and professional networks to identify and cultivate relationships in order to promote and market the organisation 2.3 Collaborate with other professionals and third parties to expand and enhance the reputation of the organisation and to identify new and improved business practices
3 Nurture relationships and build on referral business for the long term	3.1 Follow up referral business through appropriate communication channels to find and secure new business relationships 3.2 Identify referral needs quickly and provide information about relevant products and services 3.3 Refer information and ideas about referral business to designated individuals with a view to nurturing ongoing business relationships

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1, 1.2, 2.2, 3.1, 3.2	• Identifies, analyses and evaluates complex texts to determine, legislative, regulatory and organisational requirements • Analyses and evaluates information from a range of sources to support the development/maintenance of networks and relationships
Writing	3.1, 3.2, 3.3	• Develops materials that convey ideas and information to target audience in order to promote the organisation
Oral communication	1.1, 1.3, 1.4, 2.3, 3.1, 3.2, 3.3	• Presents information using words and non-verbal features appropriate to the audience and context • Uses listening and questioning techniques to gather information or confirm understanding

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Navigate the world of work	1.1-1.3	• Takes full responsibility for following policies, procedures, ethical standards and legislative requirements
Interact with others	1.1-1.4, 2.1-2.3, 3.1, 3.3	• Implements strategies to build rapport and nurture relationships with diverse individuals • Understands the importance of building formal and informal networks within and beyond immediate work context • Selects the appropriate form, channel and mode of communication to maximise building relationships
Get the work done	2.1-2.3, 3.1-3.3	• Develops and implements plans which aim to develop new relationships and maintaining existing relationships

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
BSBCMM501 Develop and nurture relationships	BSBCMM501A Develop and nurture relationships	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBCMM501 Develop and nurture relationships

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- communicate with others in accordance with organisational and legislative requirements
- use business and professional networks to benefit the organisation
- use available communication channels to identify new business relationships
- follow up on opportunities to build and develop ongoing business relationships.

Note; If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- briefly summarise the relevant legislation, regulations and codes of practice
- explain the relevance of an organisation's social, business or ethical standards to the development of professional relationships
- explain the interpersonal and communication skills needed to build and maintain business relationships
- list and describe communication channels that could be used to find and secure new business relationships
- identify sources of information about relevant associations, conferences and other relationship building opportunities.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced by individuals using interpersonal communication skills in the workplace and include access to:

- organisational policies and procedures

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- organisation's social, business and ethical standards
- relevant legislation, regulations and professional codes of practice
- office equipment and resources
- case studies and, where possible, real situations
- interaction with others.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBCOM501 Identify and interpret compliance requirements

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to identify and interpret the range of internal and external compliance requirements and obligations that must be fulfilled by an organisation.

It applies to individuals who use their sound theoretical knowledge of compliance and skills in identifying compliance requirements to plan, carry out and evaluate their own work and/or the work of a team.

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

Unit Sector

Regulation, licensing and risk – compliance

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1 Clarify the scope of operations	1.1 Identify and review the relevant range of operations and the sphere of business arrangements of the organisation 1.2 Conduct an analysis of the operations and business arrangements of the organisation and identify the functions, products and services that may be subject to compliance requirements 1.3 Develop and document work activity plans for determining

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ELEMENT	PERFORMANCE CRITERIA
	relevant compliance requirements 1.4 Obtain approval of plans from relevant organisational personnel
2 Identify compliance requirements	2.1 Conduct a search of information on internal and external compliance requirements using appropriate search resources, including relevant Australian and international standards 2.2 Ensure the search of compliance requirements scans across all relevant jurisdictions of laws, regulations, and industry and organisational codes and standards and identify pertinent compliance requirements 2.3 Progressively review information collected in terms of its relevance to the organisation's operations, services and products 2.4 Organise and store gathered information on relevant compliance requirements in an appropriate format for further analysis
3 Interpret, analyse and prioritise identified compliance requirements	3.1 Review and interpret collected information in terms of its relevance to the organisation's functions, services and products 3.2 Discuss and clarify with relevant internal or external personnel ambiguities, uncertainties and problems experienced in interpreting identified compliance information 3.3 Identify, analyse and prioritise relevant compliance requirements in terms of critical implications for the organisation and risks and consequence of possible breaches 3.4 Group pertinent compliance requirements into those that are critical and central to the organisation's operations, those that are important in some circumstances but are not central to the organisation's operations, and those that are pertinent but are incidental to the organisation's operations
4 Document compliance requirements	4.1 Organise and document outcomes of the identification and interpretation activities 4.2 Prepare and communicate reports of relevant compliance requirements and assessment of implications to relevant personnel performing specific compliance management functions

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

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Skill	Performance Criteria	Description
Reading	1.1, 1.2, 2.1, 2.2, 2.3, 3.1, 3.3, 3.4	• Identifies, interprets, analyses or reviews complex texts from various sources to determine legal requirements, organisational operations, specific requirements and responsibilities
Writing	1.2, 1.3, 1.4, 2.4, 3.2, 3.3, 3.4, 4.1, 4.2	• Collates and compiles results of research and analysis using appropriate technical language and organisational formats • Develops materials to convey information, requirements or recommendations using language and structure appropriate to the audience
Oral Communication	1.4, 3.2, 4.2	• Presents specialised information using structure and language to suit the audience • Uses appropriate techniques, including active listening and questioning, to seek approvals and to confirm understanding
Navigate the world of work	1.2, 2.2, 3.1, 3.3	• Takes full responsibility for following policies, procedures and legislative requirements and identifies organisational implications of new legislation or regulations
Interact with others	1.4, 3.2, 4.2	• Identifies and uses appropriate conventions and practices when communicating with internal and external personnel
Get the work done	1.1, 1.3, 2.1-2.4, 3.1, 3.3, 3.4, 4.1, 4.2	• Plans, organises and implements activities required to identify, prioritise and document compliance requirements • Systematically gathers, analyses and evaluates all relevant information in order to make informed decisions about management of compliance breaches • Uses digital tools and systems to locate, organise and share information in effective ways

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status

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Code and title current version	Code and title previous version	Comments	Equivalence status
BSBCOM501 Identify and interpret compliance requirements	BSBCOM501B Identify and interpret compliance requirements	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBCOM501 Identify and interpret compliance requirements

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- analyse an organisation's operations to identify areas subject to compliance requirements
- interpret and analyse information from Australian and international standards, legislation, regulations, industry and organisational codes of practice to determine their relevance to the organisation
- document and store the outcomes of identification and interpretation activities related to the organisation's compliance requirements
- report on key compliance requirements and the implications of these for the organisation.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- outline elements of compliance programs and related management systems breaches
- identify relevant Australian and international standards.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the compliance field of work and include access to:

- relevant Australian and international standards, laws, regulations, industry and organisational codes and standards
- appropriate computer resources for online searching
- case studies and, where possible, real situations.

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Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBCOM502 Evaluate and review compliance

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to evaluate and review an organisation's compliance program/management system and how it is fulfilling its obligations and responsibilities under applicable compliance requirements.

It applies to individuals who are responsible for evaluating and reporting on the operation and effectiveness of an organisation's planned compliance program/management system to ensure that compliance is an integral part of normal business operations.

Application of this unit must be consistent with the pertinent sections of relevant Australian and international standards and legislative requirements including: AS 3806:2006 Compliance programs, AS ISO 10002:2006 Customer satisfaction – Guidelines for complaints handling in organizations, AS/NZS 4360:2004 Risk management and AS ISO 15489:2004 Records management.

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

Unit Sector

Regulation, Licensing and Risk – Compliance

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1 Develop the evaluation	1.1 Obtain details of the organisation's compliance policies,

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ELEMENT	PERFORMANCE CRITERIA
plan	objectives and assessment criteria 1.2 Obtain and interpret information on current compliance requirements applicable to the organisation 1.3 Develop a suitable evaluation methodology to enable sufficiently valid and reliable outcomes for the required research and suitable arrangements for both internal and external monitoring processes 1.4 Prepare the evaluation plan for the proposed project including the detailing of established evaluation criteria and the data to be collected 1.5 Obtain approval of plan from relevant internal and/or external personnel
2 Gather required evaluation data	2.1 Collect relevant evaluation data on how the organisation is fulfilling its compliance requirements using appropriate techniques and sources in accordance with the agreed evaluation plan 2.2 Organise, interpret and review collected data against established evaluation criteria including those specified in relevant Australian and international standards 2.3 Discuss ambiguities, uncertainties and problems experienced while interpreting collected data and address appropriately in conjunction with relevant internal and/or external personnel 2.4 Organise interpreted evaluation data for later analysis
3 Analyse the collected data	3.1 Analyse evaluation data in accordance with planned methodology 3.2 Review and discuss outcomes and findings of the analysis with relevant internal and/or external personnel
4 Determine evaluation findings and outcomes	4.1 Develop and discuss preliminary findings and any identified issues with relevant internal and/or external personnel 4.2 Undertake any additional data collection and analysis required to clarify aspects of findings, issues and related action options if necessary 4.3 Prepare recommendations for any action to improve identified deficiencies in conjunction with relevant internal and/or external personnel
5 Document and disseminate the outcomes and recommendations of the evaluation	5.1 Prepare a draft report of the outcomes, findings and recommendations of the compliance evaluation in accordance with the agreed structure and format and distribute to relevant internal and/or external personnel for comment and feedback

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ELEMENT	PERFORMANCE CRITERIA
	5.2 Edit the report based on the feedback obtained 5.3 Proofread the report in preparation for publishing 5.4 Ensure the report of outcomes, findings and recommendations of the evaluation is signed off by authorised personnel 5.5 Produce and disseminate the report to nominated internal and external personnel in accordance with agreed arrangements

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1, 1.2, 2.1-2.3, 3.1, 3.2, 4.2, 5.2, 5.3	• Identifies, interprets, analyses or reviews complex texts from various sources to determine legal requirements, organisational operations, specific requirements and responsibilities • Checks documents for accuracy of content, consistency of layout and grammar, spelling and punctuation
Writing	1.3-1.52.2, 4.1-4.3, 5.1-5.	• Collates and compiles results of research and analysis using appropriate technical language and organisational formats • Develops materials to convey information, requirements or recommendations using language and structure appropriate to the audience • Composes and edits texts, selecting appropriate vocabulary and structure for audience and purpose
Oral Communication	2.3, 3.2, 4.1,	• Presents specialised information using structure and language to suit the audience • Elicits the view and opinions of others by listening and questioning
Navigate the world of work	1.1-1.3, 2.2	• Takes full responsibility for following policies, procedures and legislative requirements and identifies organisational implications of new legislation or regulations
Interact with others	1.2, 1.5, 2.1, 2.3, 3.2, 4.1-4.3, 5.1, 5.4,	• Identifies and uses appropriate conventions and practices when communicating with internal and

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	5.5	external personnel
Get the work done	1.3, 1.4, 2.1-2.4, 3.1, 4.2, 4.3, 5.1, 5.4, 5.5	• Plans, develops, implements and monitors processes for evaluating and reviewing compliance performance • Systematically gathers, analyses and evaluates all relevant information in order to identify issues and make informed recommendations about compliance issues • Uses digital tools and systems to locate, organise and share information in effective ways

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
BSBCOM502 Evaluate and review compliance	BSBCOM502B Evaluate and review compliance	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBCOM502 Evaluate and review compliance

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- access and interpret information about Australian and international standards related to compliance requirements
- develop an evaluation methodology including:
  - preparation of an evaluation plan
  - analysis and interpretation of collected data and feedback with/from stakeholders
- prepare and submit final report for approval and implementation.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- describe evaluation methods and techniques suitable for compliance related evaluation and review
- list sources of data relevant to compliance related evaluation and review
- identify relevant Australian and international standards
- outline elements of relevant compliance program/management systems
- identify relevant organisational policies and procedures.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the compliance field of work and include access to:

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- relevant Australian and international standards, laws, regulations, industry and organisational codes and standards
- relevant data
- office equipment and business technology
- computer resources for online searching
- case studies and, where possible, real situations.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBCRT412 Articulate, present and debate ideas

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Application

This unit describes the skills and knowledge required to articulate, present and debate ideas in a work or broader life context using creative techniques in order to provoke response, reaction and critical discussion.

The unit applies to individuals who contribute and present ideas that may be complex in nature and may relate to new products, services, processes or creative works. These individuals are required to communicate ideas persuasively.

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

Unit Sector

Critical Thinking & Problem Solving – Critical Thinking

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Establish framework for communication	1.1 Assess purpose of, and audience for communication according to task requirements 1.2 Evaluate advantages and disadvantages of various methods of communication according to task requirements 1.3 Research organisational or legislative frameworks applicable to communication
2. Develop ideas for communication	2.1 Assess persuasive communication techniques against objectives of communication 2.2 Identify specific ways to provoke and encourage response in individuals or groups in consultation with others

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ELEMENT	PERFORMANCE CRITERIA
	2.3 Consider potential communication challenges and strategies for mitigation 2.4 Research and document selected key ideas for presentation according to objectives of communication
3. Debate and discuss ideas	3.1 Present substantiated communication to audience 3.2 Facilitate conversations that challenge existing, and explore new, approaches to idea generation 3.3 Respond to questions about communication with relevant information 3.4 Use feedback to refine communication

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

Skill	Description
Oral communication	• Articulates ideas and requirements clearly and creatively using techniques appropriate to audience and environment • Participates in a verbal exchange of ideas and elicits the view and opinions of others by listening and questioning • Uses a range of persuasive responses and makes comparisons which show an understanding of topics and concepts
Writing	• Presents clearly written formats, drawing on a range of communication practices to achieve goals
Initiative and enterprise	• Identifies opportunities to develop and apply new ideas and select ideas for implementation • Identifies key themes and ideas to be explored and identifies ways to respond to and use diverse perspectives
Technology	• Uses features and functions of digital tools and technologies to store and present information

Unit Mapping Information

Supersedes and is equivalent to BSBCRT401 Articulate, present and debate ideas.

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Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBCRT412 Articulate, present and debate ideas

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- facilitate a discussion and debate on ideas with at least two different audience types.

In the course of the above, the candidate must:

- evaluate the purpose, audience and legislative and organisational frameworks applicable to task
- identify and analyse methods to elicit responses from audiences in consultation with others
- identify challenges to communication of ideas for mitigation
- research selected ideas for presentation
- adopt persuasive communication techniques
- participate actively in presentation and critical discussion of ideas
- respond constructively to presentation feedback
- use feedback to further refine developed communication.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- ways in which individuals receive and respond to ideas and information, and factors that influence response
- advantages and disadvantages of various methods of communication
- organisational or legislative frameworks applicable to subject or format of communication
- key features of persuasive communication techniques, including storytelling
- methods of researching ideas including:
  - desktop research
  - consultation with relevant experts
- common techniques to tailor comments to audiences.

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Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to opportunities to present, discuss and debate ideas with others.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBCUS501 Manage quality customer service

Modification History

Release	Comments
Release 2	This version released with BSB Business Services Training Package Version 2.0. Version created to clarify assessment conditions
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to develop strategies to manage organisational systems that ensure products and services are delivered and maintained to standards agreed by the organisation.

It applies to individuals who supervise the provision of quality customer service within an organisation's procedures framework by others. At this level, individuals must exercise considerable discretion and judgement, using a range of problem solving and decision making strategies.

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

Unit Sector

Stakeholder Relations – Customer Service

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1 Plan to meet internal and external customer	1.1 Investigate, identify, assess, and include the needs of customers in planning processes

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ELEMENT	PERFORMANCE CRITERIA
requirements	1.2 Ensure plans achieve the quality, time and cost specifications agreed with customers
2 Ensure delivery of quality products and services	2.1 Deliver products and services to customer specifications within organisation's business plan 2.2 Monitor team performance to consistently meet the organisation's quality and delivery standards 2.3 Help colleagues overcome difficulties in meeting customer service standards
3 Monitor, adjust and review customer service	3.1 Develop and use strategies to monitor progress in achieving product and/or service targets and standards 3.2 Develop and use strategies to obtain customer feedback to improve the provision of products and services 3.3 Develop, procure and use resources effectively to provide quality products and services to customers 3.4 Make decisions to overcome problems and to adapt customer services, products and service delivery in consultation with appropriate individuals and groups 3.5 Manage records, reports and recommendations within the organisation's systems and processes

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1, 1.2, 2.1, 3.1, 3.2, 3.3, 3.5	• Interprets and analyses textual information from a variety of sources and applies the knowledge that has been gained to evaluate standards for organisation's products and services
Writing	1.2, 3.1, 3.2, 3.3, 3.5	• Produces a range of text types to convey information, requirements or recommendations matching style of writing to purpose and audience
Oral Communication	1.1, 1.2, 2.1, 2.3, 3.2	• Clearly articulates systems and standards in a team environment using language suitable to diverse audiences • Uses listening and questioning techniques to obtain

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		feedback and confirm understanding
Numeracy	1.2	• Interprets and comprehends mathematical information in organisation's business and customer service plans.
Navigate the world of work	2.1, 2.2, 3.1, 3.5	• Recognises and applies organisational protocols and meets expectations associated with own work
Interact with others	1.1, 2.3, 3.4	• Identifies and uses appropriate conventions and protocols when communicating with colleagues and customers • Collaborates with others, taking into account their strengths and experience, to achieve desired outcomes • Provides support in field of expertise to team
Get the work done	1.1, 1.2, 2.1, 2.2, 3.1-3.5	• Develops and implements plans using logical processes and monitors and evaluates progress against stated goals • Accepts responsibility for addressing complex or non-routine difficulties, applying problem solving processes in determining a solution. • Uses digital technology to access, organise and present information in a format that meets requirements

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
BSBCUS501 Manage quality customer service Release 2	BSBCUS501 Manage quality customer service Release 1	Updated to clarify assessment conditions	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBCUS501 Manage quality customer service

Modification History

Release	Comments
Release 2	This version released with BSB Business Services Training Package Version 2.0 Version created to clarify assessment conditions
Release 1	This version first released with Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- develop and manage organisational systems for quality customer service
- develop and review plans, policies and procedures for delivering and monitoring quality customer service
- implement policies and procedures to ensure quality customer service
- solve complex customer complaints and system problems that lead to poor customer service
- monitor and assist teams to meet customer service requirements
- develop, procure and use human and physical resources to support quality customer service delivery.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- outline the legislative and regulatory context of the organisation relevant to customer service
- describe organisational policy and procedures for customer service including handling customer complaints
- identify service standards and best practice models
- summarise public relations and product promotion
- outline techniques for dealing with customers including customers with specific needs

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- explain techniques for solving complaints including the principles and techniques involved in the management and organisation of:
  - customer behaviour
  - customer needs research
  - customer relations
  - ongoing product and/or service quality
  - problem identification and resolution
  - quality customer service delivery
  - record keeping and management methods
  - strategies for monitoring, managing and introducing ways to improve customer service relationships
  - strategies to obtain customer feedback.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the customer service field of work and include access to:

- legislation, regulations and codes of practice related to customer service
- business technology
- workplace documentation and resources
- complex customer complaints
- case studies and, where possible, real situations
- interaction with others.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBFIM501 Manage budgets and financial plans

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to undertake financial management within a work team in an organisation. It includes planning and implementing financial management approaches, supporting team members whose role involves aspects of financial operations, monitoring and controlling finances and reviewing and evaluating effectiveness of financial management processes.

It applies to managers in a wide range of organisations and sectors who have responsibility for ensuring that work team financial resources are used effectively and are managed in line with financial objectives of the team and organisation.

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

Unit Sector

Finance - Financial Management

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1 Plan financial management approaches	1.1 Access budget/financial plans for the work team 1.2 Clarify budget/financial plans with relevant personnel within the organisation to ensure that documented outcomes are achievable, accurate and comprehensible 1.3 Negotiate any changes required to be made to budget/financial

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ELEMENT	PERFORMANCE CRITERIA
	plans with relevant personnel within the organisation 1.4 Prepare contingency plans in the event that initial plans need to be varied
2 Implement financial management approaches	2.1 Disseminate relevant details of the agreed budget/financial plans to team members 2.2 Provide support to ensure that team members can competently perform required roles associated with the management of finances 2.3 Determine and access resources and systems to manage financial management processes within the work team
3 Monitor and control finances	3.1 Implement processes to monitor actual expenditure and to control costs across the work team 3.2 Monitor expenditure and costs on an agreed cyclical basis to identify cost variations and expenditure overruns 3.3 Implement, monitor and modify contingency plans as required to maintain financial objectives 3.4 Report on budget and expenditure in accordance with organisational protocols
4 Review and evaluate financial management processes	4.1 Collect and collate for analysis, data and information on the effectiveness of financial management processes within the work team 4.2 Analyse data and information on the effectiveness of financial management processes within the work team and identify, document and recommend any improvements to existing processes 4.3 Implement and monitor agreed improvements in line with financial objectives of the work team and the organisation

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1, 1.2, 2.1, 2.3, 3.1-3.4, 4.2, 4.3	• Interprets and analyses information to determine activities required

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Writing	1.1, 1.4, 4.1-4.3	• Records information in correct forms and prepares materials which convey detailed and factual content in accordance with internal procedures
Oral Communication	1.2, 1.3, 2.1-2.3	• Presents information about financial issues and requirements to a range of audiences using structure and language to suit the audience • Uses active listening and questioning to clarify information and to confirm understanding
Numeracy	1.1-1.3, 2.1-2.3, 3.1-3.4, 4.1-4.3	• Uses a wide range of mathematical calculations to analyse numeric information in budgets or financial plans
Navigate the world of work	2.2, 3.3, 3.4, 4.3	• Recognises, understands and adheres to organisational requirements in undertaking own work
Interact with others	1.2, 1.3, 2.1, 2.2, 3.1, 2.3, 4.2, 4.3	• Uses a range of strategies to connect, collaborate and cooperate with other work colleagues in activities requiring collective effort and diverse skills and knowledge
Get the work done	1.1, 1.4, 2.3, 3.1-3.4, 4.1-4.3	• Uses logical processes in planning, implementing and evaluating complex tasks and developing alternative strategies in achieving goals and timelines • Uses a range of digital technologies to access, filter, compile, integrate and logically present complex information from multiple sources

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
BSBFIM501 Manage budgets and financial plans	BSBFIM501A Manage budgets and financial plans	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBFIM501 Manage budgets and financial plans

Modification History

Release	Comments
Release 1	This version first released with Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- use financial skills to work with and interpret budgets, ageing summaries, cash flow, petty cash, Goods and Services Tax (GST), and profit and loss statements
- communicate with relevant people to clarify budget/financial plans, negotiate changes and disseminate information
- prepare, implement and modify financial contingency plans
- monitor expenditure and control costs
- support and monitor team members
- report on budget and expenditure
- review and make recommendations for improvements to financial processes
- meet record keeping requirements for the Australian Taxation Office (ATO) and for auditing purposes.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- describe basic accounting principles
- identify and explain the relevant legislation and current requirements of the Australian Taxation Office, including the Goods and Services Tax (GST)
- explain the key requirements for financiall record keeping and auditing
- describe the principles and techniques involved in managing:
  - budgeting
  - cash flows
  - electronic spreadsheets

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- GST
- ledgers and financial statements
- profit and loss statements.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the financial management field of work and include access to:

- resources and documentation used in the workplace
- workplace policies and procedures
- workplace budgets and financial plans
- business technology
- case studies and, where available, real situations.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBFIN501 Manage budgets and financial plans

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Application

This unit describes the skills and knowledge required to undertake financial management in an organisation or work area. It includes planning and implementing financial management approaches and supporting and evaluating effectiveness of financial management processes.

The unit applies to managers in a wide range of organisations and sectors who have responsibility for the effective use of financial resources within work teams. They are responsible for ensuring that financial resources are managed in line with the financial objectives of the team and organisation.

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

Unit Sector

Business Competence – Financial Literacy

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Plan financial management approaches	1.1 Access budget and financial plans for work team 1.2 Evaluate budget and financial plan outcomes with required organisational personnel 1.3 Negotiate any changes required to be made to budget and financial plans with required organisational personnel 1.4 Prepare contingency plans in the event that initial plans need to be varied
2. Implement and monitor financial	2.1 Communicate details of agreed budget and financial plans to relevant team members

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ELEMENT	PERFORMANCE CRITERIA
management plans	2.2 Support team members to access resources and systems to perform required roles 2.3 Implement processes to monitor actual expenditure, control costs and modify contingency plans as required according to financial objectives 2.4 Report on budget and expenditure according to organisational protocols
3. Review and evaluate financial management plans	3.1 Collect information on effectiveness of financial management processes within work team 3.2 Analyse variance between actual and budgeted finances 3.3 Identify and recommend improvements to existing financial management processes 3.4 Implement agreed improvements according to financial objectives of work team and organisation 3.5 Evaluate agreed improvements

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

SKILL	DESCRIPTION
Numeracy	• Uses a wide range of mathematical calculations to analyse numeric information in budgets or financial plans
Oral communication	• Presents information about financial issues and requirements to a range of audiences using structure and language to suit audience • Uses active listening and questioning to clarify information and to confirm understanding
Reading	• Interprets and analyses information to determine activities required
Writing	• Records information in correct forms and prepares materials which convey detailed and factual content according to internal procedures
Teamwork	• Uses a range of strategies to connect, collaborate and cooperate with other work colleagues in activities requiring collective effort and diverse skills and knowledge
Initiative and enterprise	• Applies organisational requirements in undertaking own work
Planning and organising	• Uses logical processes in planning, implementing and evaluating complex tasks and developing alternative strategies to achieve goals

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SKILL	DESCRIPTION
	and timelines
Technology	• Uses a range of digital technologies to access, filter, compile, integrate and logically present complex information from multiple sources

Unit Mapping Information

Supersedes and is equivalent to BSBFIM501 Manage budgets and financial plans.

Supersedes but is not equivalent to BSBGOV403 Analyse financial reports and budgets.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBFIN501 Manage budgets and financial plans

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- manage the budget and financial plan of an organisation for one reporting period.

In the course of the above, the candidate must:

- communicate with relevant people to clarify budget and financial plans, negotiate changes and disseminate information
- prepare, implement and modify financial contingency plans
- monitor expenditure and control costs
- support and monitor team members
- report on budget and expenditure
- review and make recommendations for improvements to financial processes
- meet record-keeping requirements for Australian Taxation Office (ATO) and for auditing purposes.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- basic accounting principles
- types of budgets and financial plans
- legislation and current ATO requirements, including the Goods and Services Tax (GST)
- key requirements for financial record keeping and auditing
- principles for managing work teams
- principles and techniques involved in managing:
  - budgeting
  - cash flows
  - electronic spreadsheets

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- Goods and Services Tax
- ledgers and financial statements
- profit and loss statements
- evaluation of budget and financial plans.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- workplace policies and procedures
- workplace budgets and financial plans.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBHRM413 Support the learning and development of teams and individuals

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Application

This unit describes the skills and knowledge required to determine individual and team development needs and to facilitate the development of the workgroup.

The unit applies to individuals with a broad knowledge of learning and development who apply their skills in addressing development needs to meet team objectives. They may have responsibility to provide guidance or to delegate aspects of tasks to others.

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

Unit Sector

Technical Skills – Human Resources

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Contribute to needs development	1.1 Collect information on performance of team members from relevant sources 1.2 Identify individual and team learning and development needs in line with organisational requirements 1.3 Confirm learning plans meet individual and group training and development needs 1.4 Provide opportunities to individuals to self-evaluate performance and identify areas for improvement
2. Support implementation of	2.1 Develop collaborative learning plans to match skill needs of individuals and groups and match the competency standards

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ELEMENT	PERFORMANCE CRITERIA
learning and development	relevant to the industry 2.2 Ensure learning delivery methods are relevant to the participants 2.3 Identify and coordinate workplace learning opportunities to facilitate individual and team achievement of competencies 2.4 Identify and manage resources and timelines relevant for learning activities according to organisational requirements
3. Monitor and evaluate workplace learning	3.1 Monitor learning plans to improve the efficiency and effectiveness of learning 3.2 Seek feedback from individuals or teams to identify and implement improvements in future learning arrangements 3.3 Assess and record outcomes and performance of individuals and teams to determine the effectiveness of development programs and the extent of additional development support 3.4 Document and maintain records and reports of competency according to organisational requirements

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

SKILL	DESCRIPTION
Learning	• Uses structured approaches to set goals, monitor progress and adjust learning approaches for self and others • Builds on knowledge and experience to facilitate interaction and learning with others
Reading	• Analyses textual information from a range of sources to identify organisational requirements • Analyses information from a range of sources to evaluate performance
Writing	• Develops materials to suit the requirements of different roles and individuals in the organisation • Maintains records using correct technical and organisational vocabulary
Oral Communication	• Uses vocabulary appropriate to context and to establish a supportive and learning environment • Uses listening and questioning techniques to confirm or show understanding of different perspectives • Selects and uses appropriate conventions and protocols when communicating with co-workers in a range of work contexts

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SKILL	DESCRIPTION
Self-management	• Recognises and responds to explicit and implicit organisational procedures and protocols • Understands how own role meshes with others and contributes to broader goals
Teamwork	• Recognises the importance of building rapport to establish effective working relationships • Collaborates with others to achieve joint outcomes, playing an active role in facilitating effective group interaction • Negotiates with others to achieve agreeable outcomes playing an active role in facilitating consensus in potentially contentious situations
Problem solving	• Uses logical planning processes to organise, implement and monitor learning and development needs • Systematically gathers and analyses all relevant information and evaluates options to make informed decisions • Evaluates outcomes of decisions to identify opportunities for improvement

Unit Mapping Information

Supersedes and is equivalent to BSBLED401 Develop teams and individuals.

Supersedes but is not equivalent to:

- BSBFLM311 Support a workplace learning environment
- BSBLED301 Undertake e-learning.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBHRM413 Support the learning and development of teams and individuals

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- contribute to, facilitate and monitor learning and development for at least one team and for at least one individual.

In the course of the above, the candidate must:

- collect data on team and individual and team development needs
- collaboratively develop learning plans to match skill needs of individuals and groups
- coordinate learning opportunities
- give and receive feedback during the implementation of learning plans
- monitor and review workplace learning plan implementation plans.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- facilitation techniques to support team development and improvement
- organisational policies, plans and procedures for developing teams
- career paths and competency standards relevant to the industry
- key sources of information relevant to inform development needs
- key features of learning and development methods.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- learning and development plans, policies and procedures.

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Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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BSBHRM523 Coordinate the learning and development of teams and individuals

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Application

This unit describes the skills and knowledge required to coordinate the learning and development of teams and individuals. Particular emphasis is on the coordination of strategies to facilitate and promote learning and to monitor and improve learning performance.

The unit applies to individuals who have a role in coordinating the development of a learning environment in which work and learning come together. At this level work will normally be carried out within complex and diverse methods and procedures, which require the exercise of considerable discretion and judgement, using a range of problem solving and decision-making strategies.

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

Unit Sector

Technical Skills – Human Resources

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Coordinate creation of learning opportunities	1.1 Identify potential formal and informal learning opportunities 1.2 Identify learning requirements of teams and individuals according to requirements of organisation and available learning opportunities 1.3 Coordinate implementation of learning plans and ensure that learning plans reflect diversity of needs 1.4 Review relevant organisational procedures and ensure they

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ELEMENT	PERFORMANCE CRITERIA
	support individual and team access to learning opportunities, where required 1.5 Consult with training and development specialists and use their advice to contribute to learning opportunities
2. Coordinate learning	2.1 Coordinate strategies to ensure workplace learning opportunities are used by teams and individuals 2.2 Coordinate implementation of policies and procedures to encourage team members to assess their own competencies and identify their own learning and development needs 2.3 Communicate benefits of learning with others in the team and organisation 2.4 Recognise workplace achievement by relevant recognition, feedback and rewards
3. Monitor and improve learning effectiveness	3.1 Monitor team and individual learning performance to determine type and extent of any additional work-based support required 3.2 Use feedback from individuals and teams to identify and recommend improvements in future learning arrangements 3.3 Suggest adjustments, negotiated with training and development specialists, for improvements to learning 3.4 Record and report learning and development of teams and individuals

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

SKILL	DESCRIPTION
Reading	• Interprets textual information obtained from a range of sources and determines how content may be applied to individuals and to organisational requirements
Writing	• Uses information from a range of sources to develop and document plans, strategies and feedback according to organisational requirements • Maintains records using correct technical and organisational vocabulary
Oral Communication	• Present information and opinions using language and features appropriate to the audience and context • Uses questioning and listening techniques to identify learning needs and obtain feedback
Initiative and	• Recognises and responds to both explicit and implicit organisational procedures and protocols and legislative and regulatory requirements

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SKILL	DESCRIPTION
enterprise	• Understands how own role meshes with others and contributes to broader goals
Teamwork	• Selects the appropriate form, channel and mode of communication for a specific purpose relevant to own role • Collaborates with others to achieve joint outcomes, playing an active role in facilitating effective group interaction, influencing direction and taking a leadership role on occasion • Recognises the importance of building rapport to establish effective working relationships • Applies a range of communication strategies to encourage others to share their knowledge and skills and reflect on the effectiveness of the interaction
Problem solving	• Uses logical processes to plan, implement and monitor learning in the workplace • Systematically gathers and analyses relevant information and evaluates options to make informed decisions
Technology	• Uses digital tools to organise, store, integrate and share relevant information

Unit Mapping Information

No equivalent unit. Supersedes but is not equivalent to BSBLED501 Develop a workplace learning environment.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBHRM523 Coordinate the learning and development of teams and individuals

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- coordinate learning and development for at least one team and for at least one individual.

In the course of the above, the candidate must:

- liaise with training and development specialists
- recognise workplace achievement by giving feedback, recognition and rewards
- monitor and recommend improvements for workplace learning
- record and report workplace learning outcomes.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- how management of relationships can achieve a learning environment
- principles and techniques involved in the management and organisation of:
  - adult learning
  - coaching and mentoring
  - consultation and communication
  - improvement strategies
  - leadership
  - learning environment and learning culture
  - monitoring and reviewing workplace learning
  - problem identification and resolution
  - record keeping and management methods
  - structured learning
  - work-based learning.

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Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- relevant organisational policies and procedures
- workplace equipment and resources relevant to performance evidence.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBINM201 Process and maintain workplace information

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to collect, process and store, and maintain workplace information and systems. It also includes the maintenance of filing and records systems.

It applies to individuals who perform a range of routine tasks in the workplace, using a limited range of practical skills and fundamental knowledge of information and information systems in a defined context, under direct supervision or with limited individual responsibility.

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

Unit Sector

Knowledge Management – Information Management

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1 Collect information	1.1 Collect information in a timely manner and ensure it is relevant to organisational needs 1.2 Use business equipment/technology available in the work area to effectively obtain information 1.3 Apply organisational requirements relating to security and confidentiality in handling information

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ELEMENT	PERFORMANCE CRITERIA
2 Process workplace information	2.1 Use business equipment/technology to process information in accordance with organisational requirements 2.2 Process information in accordance with defined timeframes, guidelines and procedures 2.3 Update, modify and file information in accordance with organisational requirements 2.4 Collate and despatch information in accordance with specified timeframes and organisational requirements
3 Maintain information systems	3.1 Maintain information and filing systems in accordance with organisational requirements 3.2 Identify, remove and/or relocate inactive or dead files in accordance with organisational requirements 3.3 Establish and assemble new files in accordance with organisational requirements 3.4 Update reference and index systems in accordance with organisational requirements

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1-1.3, 2.1-2.4, 3.1-3.4	• Recognises and interprets textual information to complete tasks according to organisational requirements
Writing	1.3, 2.1-2.4, 3.4	• Records simple and routine content using an established format to organise information
Oral Communication	1.1, 1.2	• Uses listening and questioning skills to clarify and adhere to requirements
Numeracy	2.2, 2.4, 3.4	• Comprehends basic mathematical measurements relating to times and number sequences
Navigate the world of work	1.3, 2.1, 2.3, 2.4, 3.1-3.4	• Recognises organisational procedures and understands relevance of legislative requirements
Get the work	1.1-1.3, 2.1, 2.2, 2.4,	• Follows clearly defined instructions and monitors own

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done	3.1-3.3	progress to achieve timelines • Solves problems directly related to tasks, and makes low-impact decisions • Uses digital technologies following instructions regarding data entry and retrieval

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
BSBINM201 Process and maintain workplace information	BSBINM201A Process and maintain workplace information	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBINM201 Process and maintain workplace information

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- collect and process workplace information according to organisational policies and procedures and related regulatory requirements
- record and document information accurately within expected timeframes
- store, classify and maintain documents and records correctly.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- identify key provisions of relevant legislation, regulations, standards and codes of practice that may affect information management
- outline organisational policies and procedures relating to collecting and processing workplace information
- identify and describe organisational recordkeeping/filing systems and security procedures
- describe a range of filing systems including paper-based and software-based.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the knowledge management – information management field of work and include access to:

- office equipment and resources
- examples of workplace information systems.

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Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBINM301 Organise workplace information

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to gather, organise and apply workplace information in the context of an organisation's work processes and knowledge management systems.

It applies to individuals who perform a defined range of skilled operations in various work contexts. They may exercise discretion and judgement using appropriate knowledge of information management to provide technical advice and support to a team.

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

Unit Sector

Knowledge Management – Information Management

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1 Collect and assess information	1.1 Access product and service information in accordance with organisational requirements 1.2 Ensure methods of collecting information are reliable and make efficient use of available time and resources 1.3 Assess information for clarity, accuracy, currency and relevance to intended tasks 1.4 Use interpersonal skills to access relevant information from

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ELEMENT	PERFORMANCE CRITERIA
	teams and individuals
2 Organise information	2.1 Organise information in a format suitable for analysis, interpretation and dissemination in accordance with organisational requirements 2.2 Use appropriate technology/systems to maintain information in accordance with organisational requirements 2.3 Collate information and materials and communicate to relevant designated persons 2.4 Identify difficulties organising and accessing information and solve collaboratively with individuals and team members 2.5 Update and store information in accordance with organisational requirements and systems
3 Review information needs	3.1 Actively seek feedback on clarity, accuracy and sufficiency of information to ensure relevance of information and system 3.2 Review the contribution of information to decision making and implement appropriate modifications to collection processes 3.3 Identify future information needs and incorporate modifications to collection processes 3.4 Document future information needs and incorporate in modifications to reporting processes

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1-1.3, 2.1-2.3, 2.5, 3.2	• Recognises and assesses textual information to complete tasks according to requirements
Writing	2.1, 2.2, 2.3, 2.5, 3.1, 3.4	• Completes workplace records, forms and documentation accurately using correct format, accurate spelling and grammar and terminology specific to requirements
Oral Communication	1.4, 2.3, 2.4, 3.1	• Elicits the view and opinions of others and obtains information by listening and questioning

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		• Participates in a verbal exchange of ideas/solutions using clear language to contribute information and convey issues
Navigate the world of work	1.1, 2.1, 2.5	• Understands rights and responsibilities and complies with explicit policies and procedures and legal and regulatory requirements
Interact with others	1.4, 2.3, 2.4, 3.1	• Identifies and follows accepted communication practices and protocols • Complies with work instructions and contributes to work group discussions using accepted conventions
Get the work done	1.1, 1.2, 2.1, 2.2, 2.4, 3.2, 3.3	• Plans and implements routine tasks and workload making decisions about sequencing and timing • Makes low impact decisions within familiar situations, based on a range of predefined or routine solutions, and evaluates the effectiveness of the outcome • Uses digital technology to access and record information and to communicate with others

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
BSBINM301 Organise workplace information	BSBINM301A Organise workplace information	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBINM301 Organise workplace information

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- efficiently and effectively gather, assess, organise and use workplace information as part of own job role
- provide accurate information for defined purposes
- maintain and handle data and documents systematically
- use business technology to manage information
- communicate with colleagues and clients using effective interpersonal skills to obtain and check workplace information
- apply relevant legislation and regulations to workplace information
- monitor, review and modify information processes.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- explain how legislation and regulations may affect the gathering organising and distribution of workplace information
- describe methods for checking validity of information and its sources
- describe organisational recordkeeping and filing systems, security procedures and safe recording practices
- identify workplace policies and procedures relating to workplace information.

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Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the knowledge management – information management field of work and include access to:

- business technology
- workplace policies and procedures
- relevant legislation and codes of practice
- office equipment and resources
- examples of information documents found in the workplace
- interaction with others.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBINM302 Utilise a knowledge management system

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to access a knowledge management system, use monitoring and review processes to provide feedback and improve own work practices using the system.

This includes a whole range of strategies, methods, activities and techniques used formally and informally by individuals and the organisation (as formalised in a knowledge management system) to identify, collect, organise, store, retrieve, analyse, share and apply knowledge to the work of the organisation.

It applies to individuals who apply a broad range of competencies in various work contexts. They may exercise discretion and judgement using appropriate theoretical knowledge of knowledge management to assist in increasing productivity, to improve quality or to recognise the benefits to the organisation through the improved use of knowledge.

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

Unit Sector

Knowledge Management – Information Management

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1 Access and use	1.1 Access knowledge management system to assist with specific

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ELEMENT	PERFORMANCE CRITERIA
knowledge management system	tasks, in line with system procedures 1.2 Administer system, in line with legislative, regulatory and organisational procedures
2 Input to knowledge management system	2.1 Gather, analyse and prepare inputs for contribution to system, in line with procedures 2.2 Check inputs for clarity, accuracy, currency and relevance 2.3 Make inputs to system, in line with procedures 2.4 Analyse requirements of the system and ensure suggestions for improvements are provided to relevant personnel
3 Review and improve work practices	3.1 Provide feedback about clarity, accuracy, currency and relevance of system's output to relevant personnel 3.2 Document learning resulting from use of the system 3.3 Improve work practices as a result of learning from use of the system

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Learning	3.2, 3.3	• Builds on knowledge and experience from the use and review of using the knowledge management system, and applies knowledge to improve work practices
Reading	1.1, 1.2, 2.1, 2.2, 2.4, 3.2	• Comprehends textual information, incorporating ideas and concepts from a range of sources, and checks for accuracy and relevance
Writing	1.2, 2.3, 2.4, 3.1, 3.2	• Documents information analysis and emphasises key outcomes using vocabulary and structure appropriate to audience
Oral Communication	2.4, 3.1	• Expresses own observations and opinions using clear and specific language to relevant personnel • Elicits views and information from others and obtains information by listening and questioning
Navigate the	1.1, 1.2, 2.1, 2.3, 3.3	• Understands rights and responsibilities, and complies with explicit procedures in the workplace

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world of work		
Interact with others	2.4, 3.1	• Identifies and takes steps to follow accepted communication practices and protocols when providing feedback
Get the work done	1.1, 1.2, 2.1, 2.4, 3.3	• Plans and implements routine tasks and workload making limited decisions on sequencing, timing and collaboration • Uses basic functions of digital technology tools to read, record, search and input required information • Uses analytical processes to review and evaluate the effectiveness of workplace systems and suggest improvements

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
BSBINM302 Utilise a knowledge management system	BSBINM302A Utilise a knowledge management system	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBINM302 Utilise a knowledge management system

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- access, use and review a knowledge management system in accordance with organisational policies and procedures
- provide feedback to the organisation about improvements to the knowledge management system
- produce records of outcomes resulting from the use of the system.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- identify key provisions of relevant legislation, regulations, standards and codes of practice that may affect knowledge management
- describe organisational policies and procedures for knowledge management.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in knowledge management – information management field of work and include access to:

- office equipment and resources
- examples of information documents found in the workplace
- a knowledge management system (which can be a simulated system to satisfy privacy and confidentiality provisions).

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Assessors must satisfy NVR/AQTF assessor requirements.

Links

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BSBINM303 Handle receipt and despatch of information

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to receive and distribute incoming mail, and to collect and despatch outgoing mail. It also covers collating and despatching bulk mail according to Australia Post specifications.

It applies to individuals who, while under supervision, provide services to support legal practitioners. All aspects of legal practice may be subject to a range of legislation, rules, regulations and/or codes of practice relevant to different job roles and jurisdictions.

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

Unit Sector

Knowledge Management – Information Management

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1 Receive and distribute incoming mail	1.1 Check and register incoming mail to ensure accuracy of records 1.2 Process court documents according to firm's policies and procedures 1.3 Process original documents according to firm's policies and procedures 1.4 Process served documents according to firm's policies and

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ELEMENT	PERFORMANCE CRITERIA
	procedures 1.5 Identify and ensure understanding of titles and locations of company personnel and departments 1.6 Identify and promptly distribute urgent and confidential mail to addressee 1.7 Sort mail and despatch to nominated person/location 1.8 Record damaged, suspicious or missing items and report promptly where necessary
2 Receive and despatch outgoing mail	2.1 Collect outgoing mail from each section of the firm, check and sort all items to ensure they are correctly prepared for despatch 2.2 Determine most appropriate delivery method and select appropriate envelopes and address correctly 2.3 Process outgoing mail correctly 2.4 Record mail in register 2.5 Sort mail according to carrier 2.6 Despatch mail using most appropriate delivery method 2.7 Despatch mail to meet designated timelines
3 Collate and despatch documents for bulk mailing	3.1 Estimate quantities/resources/time to complete bulk mailing of documents correctly 3.2 Collate documents as required 3.3 Sort envelopes and batch in accordance with specifications 3.4 Employ bulk mail interstate satchels where appropriate 3.5 Self-check numerical information 3.6 Lodge batched items in time for delivery by relevant carrier
4 Organise urgent and same day deliveries	4.1 Weigh, package and address items for urgent delivery 4.2 Determine and select cheapest and best option for urgent delivery 4.3 Conduct a follow-up if necessary

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

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Skill	Performance Criteria	Description
Reading	1.1-1.7, 2.1-2.5, 3.3, 4.3	• Identifies familiar information from a range of sources, compares it against defined criteria and requirements, and checks for accuracy and completeness
Writing	1.1-1.4, 1.8, 2.2-2.4, 3.1, 4.1-4.3	• Accurately records information and completes organisational documents and correspondence using clear language and correct spelling, grammar and terminology
Oral Communication	1.7, 1.8, 2.1, 4.3	• Participates in spoken interactions with others using clear and direct language to convey and clarify information
Numeracy	3.1, 3.5, 4.1, 4.2	• Performs basic calculations to check and confirm numerical information and estimate time requirements
Navigate the world of work	1.2-1.4, 3.3	• Understands own role and associated responsibilities for task completion in compliance with organisational policies and procedures
Interact with others	1.5, 1.8	• Uses a limited range of accepted practices for communicating in work environment
Get the work done	1.1-1.7, 2.1-2.3, 2.5-2.7, 3.1, 3.3, 3.4, 3.6, 4.1-4.3	• Plans and implements routine tasks and workload making limited decisions on sequencing and timing, and follows instructions to set priorities • Makes low-impact decisions within familiar situations, based on a range of predefined or routine solutions and evaluates the effectiveness of the outcome • Responds to predictable routine problems, implementing standard or logical solutions • Uses digital tools for basic reading, recording, searching and communicating information following routine procedures

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBINM303 Handle receipt and despatch of information	BSBINM303A Handle receipt and despatch of information	Updated to meet Standards for Training Packages	Equivalent unit

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Links

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Assessment Requirements for BSBINM303 Handle receipt and despatch of information

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- register and distribute incoming mail in accordance with firm's policies and procedures, promptly and accurately
- despatch and register outgoing mail in accordance with firm's policies and procedures and carrier's requirements and relevant legislation
- check all details routinely, including addresses, numerical information, spelling and contents of mail for accuracy
- seek clarification from designated person/s and apply correct addressing protocols for despatch with a range of carriers
- apply the principles of legal practitioner/support, responsibilities and obligations for despatch of information.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- describe accepted codes of conduct related to duty of care, privacy and confidentiality, and compliance with reasonable direction
- outline criteria for courier selection
- identify and describe organisation's policies and procedures as they apply to despatch
- list roles and locations of a firm's personnel
- describe scope of mail and document handling support role.

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Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the knowledge management – information management field of work and include access to:

- a real or simulated work environment
- typical samples of mail and documents.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBINM501 Manage an information or knowledge management system

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to organise training for others for an information or knowledge management system and to manage the use of the system.

It applies to individuals who are responsible for seeing that key information and corporate knowledge are retained, accessible to others and improve business outcomes.

The unit applies to information or knowledge management systems which comprise policies, protocols, procedures and practices to manage information or knowledge within the organisation and among relevant stakeholders.

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

Unit Sector

Knowledge Management – Information Management

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1 Organise learning to use information or knowledge management system	1.1 Identify learning needs of relevant personnel and stakeholders for input into and use of an information or knowledge management system 1.2 Identify and secure human, financial and physical resources

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ELEMENT	PERFORMANCE CRITERIA
	required for learning activities to use an information or knowledge management system 1.3 Organise and facilitate learning activities 1.4 Promote and support use of the system throughout the organisation 1.5 Monitor and document effectiveness of learning activities
2 Manage use of information or knowledge management system	2.1 Ensure implementation of policies and procedures for the information or knowledge management system are monitored for compliance, effectiveness and efficiency 2.2 Address implementation issues and problems as they arise 2.3 Monitor integration and alignment with data and information systems 2.4 Collect information on achievement of performance measures 2.5 Manage contingencies such as system failure or technical difficulties by accessing technical specialist help as required
3 Review use of information or knowledge management system	3.1 Analyse effectiveness of system and report on strengths and limitations of the system 3.2 Review business and operational plan and determine how effectively the system is contributing to intended outcomes 3.3 Make recommendations for improvement to system, policy or work practices

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1-1.5, 2.1-2.5, 3.1-3.3	• Researches and critically analyses documentation from a variety of sources to determine requirements
Writing	1.1-1.5, 2.1-2.4, 3.2, 3.3	• Prepares and produces documentation for a specific audience using clear and detailed language to convey explicit information, requirements and recommendations

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Oral Communication	1.1, 1.2, 1.3, 1.4, 2.2, 2.5, 3.3	• Presents information using structure and language to suit the audience • Uses active listening and questioning and reading of verbal and non-verbal signals to clarify information and to confirm understanding
Navigate the world of work	2.1, 3.3	• Takes full responsibility for following policies, procedures and legislative requirements and identifies organisational implications of new legislation or regulation • Modifies or develops organisational policies and procedures to comply with legislative requirements and organisation goals
Interact with others	1.1-1.4, 2.5, 3.3	• Implements strategies for a diverse range of colleagues and clients in order to build rapport and foster strong relationships • Collaborates with others sharing information to build strong work groups and avoid behaviours that are not conducive to a productive environment • Elicits feedback and provides feedback to others in order to improve self or workgroup behaviours
Get the work done	1.1-1.5, 2.1-2.5, 3.1, 3.2	• Accepts responsibility for planning and sequencing complex tasks and workload, negotiating key aspects with others and taking into account capabilities, efficiencies and effectiveness • Monitors progress of plans and schedules and reviews and changes them to meet new demands and priorities • Applies systematic and analytical processes to address problems and make decisions in complex situations • Investigates new and innovative ideas as a means to continuously improve, work practices and processes • Uses and investigates new digital technologies and applications to manage and manipulate data and communicate effectively with others

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
BSBINM501 Manage an information or knowledge	BSBINM501A Manage an information or knowledge	Updated to meet Standards for Training Packages	Equivalent unit

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Code and title current version	Code and title previous version	Comments	Equivalence status
management system	management system		

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBINM501 Manage an information or knowledge management system

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- identify learning needs and plan and implement learning activities to enable personnel to use information or knowledge management system including
  - providing human, financial and physical resources as required
  - use of coaching, mentoring, information sessions, workshops, training programs and e-learning as appropriate
- monitor performance and address issues and contingencies as they arise including
  - accessing technical specialists as required
  - correct application of policies and procedures for the information or knowledge management system
  - alignment and effectiveness of the policies and procedures
  - effectiveness of information or knowledge management system for intended outcomes
- recommend improvements to systems, policies and practices as appropriate.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- outline relevant legislation, codes of practice and national standards relevant to privacy, freedom of information and knowledge management
- explain organisational policies and procedures including:
  - records management
  - information management
  - customer service
  - commercial confidentiality

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- describe the organisational operations and existing data and information systems.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the knowledge management – information management field of work and include access to:

- relevant legislation, regulation, standards and codes
- relevant workplace systems, documentation and resources
- case studies and, where possible, real situations
- interaction with others.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBINN301 Promote innovation in a team environment

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to be an effective and proactive member of an innovative team.

It applies to individuals who play a proactive role in demonstrating, encouraging or supporting innovation in a team environment. The individual may be a team participant or a team leader. Teams may be formal or informal and may comprise a range of personnel.

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

Unit Sector

Creativity and Innovation – Innovation

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1 Create opportunities to maximise innovation within the team	1.1 Evaluate and reflect on what the team needs and wants to achieve 1.2 Check out information about current or potential team members' work in the context of developing a more innovative team 1.3 Bring people into the team or make suggestions for team members based on what needs to be achieved and the potential for cross fertilising ideas

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ELEMENT	PERFORMANCE CRITERIA
	1.4 Acknowledge, respect and discuss the different ways that people may contribute to building or enhancing the team
2 Organise and agree effective ways of working	2.1 Jointly establish ground rules for how the team will operate 2.2 Agree and communicate responsibilities in ways that encourage and reinforce team-based innovation 2.3 Agree and share tasks and activities to ensure the best use of skills and abilities within the team 2.4 Plan and schedule activities to allow time for thinking, challenging and collaboration 2.5 Establish personal reward and stimulation as an integral part of the team's way of working
3 Support and guide colleagues	3.1 Model behaviour that supports innovation 3.2 Seek external stimuli and ideas to feed into team activities 3.3 Proactively share information, knowledge and experiences with other team members 3.4 Challenge and test ideas within the team in a positive and collaborative way 3.5 Proactively discuss and explore ideas with other team members on an ongoing basis
4 Reflect on how the team is working	4.1 Debrief and reflect on activities and on opportunities for improvement and innovation 4.2 Gather and use feedback from within and outside the team to generate discussion and debate 4.3 Discuss the challenges of being innovative in a constructive and open way 4.4 Take ideas for improvement, build them into future activities and communicate key issues to relevant colleagues 4.5 Identify, promote and celebrate successes and examples of successful innovation

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

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Skill	Performance Criteria	Description
Reading	1.2, 4.2	• Interprets and analyses textual information, from a wide range of sources, to identify information relevant to team activities
Writing	2.2, 3.3, 4.4	• Uses clear language and formats appropriate for the audience to highlight and present specific information
Oral Communication	1.2, 1.3, 1.4, 2.1, 2.2, 3.5, 4.1, 4.2, 4.3, 4.4, 4.5	• Actively participates in verbal exchanges of ideas and elicits the views and opinions of team members by listening and questioning • Uses clear language to clarify rules and roles relating to team activities in formal and informal situations
Numeracy	1.2, 4.2	• Interprets numeric information relevant to team activities
Navigate the world of work	1.1, 3.1, 3.2, 3.5	• Understands the nature and purpose of own role and how it affects others in the work context
Interact with others	1.1-1.4, 2.1, 2.2, 3.1, 3.2, 3.4, 3.5, 4.1, 4.2, 4.4, 4.5	• Uses inclusive techniques to initiate, contribute and promote discussion amongst potentially diverse team members • Recognises the importance of establishing and building effective working relationships • Selects the appropriate form, channel and mode of communication for a specific purpose relevant to own role
Get the work done	1.3, 1.4, 2.2, 2.4, 2.5, 3.2, 3.4, 4.2, 4.4, 4.5	• Plans, sequences and prioritises tasks for efficient and effective outcomes • Contributes to continuous improvement of current work practices by applying basic principles of analytical and lateral thinking • Uses problem-solving processes to address less predictable problems, and when appropriate, seeking input from others • Reflects on outcomes and further explores own and the team's role in implementing innovation

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status

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Code and title current version	Code and title previous version	Comments	Equivalence status
BSBINN301 Promote innovation in a team environment	BSBINN301A Promote innovation in a team environment	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBINN301 Promote innovation in a team environment

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- apply practices that promote innovation within a team including:
  - modelling open and respectful communications
  - contributing to the make-up and rules of the team
  - planning and scheduling of activities
  - reflecting on activities, feedback and challenges to identity improvement options
- encourage others to contribute to innovation in the team
- implement improvements and communicate about them.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- explain what innovation is, the different types of innovation and the benefits of innovation
- describe the internal and external factors that contribute to a team becoming and remaining innovative including:
  - team characteristics
  - the role of group dynamics and diversity
  - broader environmental factors
- explain how activities can encourage or hinder innovation in a team including:
  - allocation of time and activities
  - modelling behaviour
  - rewards and recognition
  - communications

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- feedback.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the creativity and innovation and include access to:

- workplace documents
- case studies and, where possible, real situations
- office equipment and resources
- interaction with others.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBINS201 Process and maintain workplace information

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Application

This unit describes the skills and knowledge required to receive, process, and store workplace information and maintain information systems. It also includes the maintenance of records management systems.

The unit applies to individuals who perform a variety of routine tasks in the workplace, using a limited range of practical skills and fundamental knowledge of information and information systems in a defined context, under direct supervision or with limited individual responsibility.

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

Unit Sector

Technical Skills – Information Services

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Collect information	1.1 Confirm task requirements 1.2 Collect physical and digital information items 1.3 Allocate time and date of receipt to relevant information items 1.4 Apply organisational policies and procedures relating to security and confidentiality in handling information
2. Process workplace information	2.1 Enter metadata applying to information items into relevant system according to organisational policies and procedures 2.2 Collate and distribute information according to task requirements

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ELEMENT	PERFORMANCE CRITERIA
3. Manage information systems	3.1 Maintain information and relevant classification system according to organisational policies and procedures 3.2 Identify and dispose of inactive unpublished information items or deaccession published information items according to organisational policies and procedures 3.3 Create new files of unpublished information materials according to organisational policies and procedures 3.4 Update registration, accessioning, classification and index systems according to organisational policies and procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

Skill	Description
Reading	• Recognises and interprets textual information to complete tasks according to organisational policies and procedures
Writing	• Records simple and routine content using an established format to organise information
Oral Communication	• Uses listening and questioning skills to clarify and adhere to requirements
Numeracy	• Comprehends basic mathematical measurements relating to times and number sequences
Self-management	• Follows clearly defined instructions and monitors own progress to achieve timelines
Technology	• Uses digital technologies regarding data entry and retrieval

Unit Mapping Information

Supersedes and is equivalent to BSBINM201 Process and maintain workplace information.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBINS201 Process and maintain workplace information

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- receive and process three pieces of workplace information according to organisational policies and procedures.

In the course of the above, the candidate must:

- record and document information accurately
- store, classify and maintain information materials.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- organisational policies and procedures relating to collecting and processing workplace information
- key aspects of organisational information items management systems and security and confidentiality procedures.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- examples of workplace information systems.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

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BSBINS302 Organise workplace information

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Application

This unit describes the skills and knowledge required to receive, collect, organise and apply workplace information in the context of an organisation's work processes, record managing and knowledge management systems.

The unit applies to those who perform a defined range of skilled operations in various work contexts. They may exercise discretion and judgement using appropriate knowledge of information management to provide technical advice and support to a team.

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

Unit Sector

Technical Skills – Information Services

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Receive, acquire and assess information	1.1 Confirm that proposed methods of receiving and acquiring information meet organisational policies and procedures 1.2 Receive and acquire information according to organisational policies and procedures 1.3 Confirm information is clear, accurate, current and relevant to intended tasks 1.4 Access additional required information from relevant stakeholders

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ELEMENT	PERFORMANCE CRITERIA
2. Organise information	2.1 Organise information in a format suitable for analysis, interpretation and distribution according to organisational policies and procedures 2.2 Store information using relevant systems and technology according to organisational policies and procedures 2.3 Distribute information to relevant stakeholders 2.4 Identify issues accessing, organising and storing information and solve collaboratively with relevant stakeholders
3. Review information needs	3.1 Seek feedback on clarity, accuracy, relevancy and sufficiency of information 3.2 Review feedback and suggest updates to receipt and acquisition processes, where required 3.3 Identify and document future information needs and suggest modifications to collection and organisation processes

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

Skill	Description
Reading	• Recognises and assesses textual information to complete tasks according to requirements
Writing	• Completes workplace records, forms and documentation accurately using correct format, accurate spelling and grammar and terminology specific to requirements
Oral Communication	• Collects information by listening and questioning • Participates in a verbal exchange using clear language to contribute information and convey issues
Self-management	• Understands rights and responsibilities and complies with explicit policies and procedures and legal and regulatory requirements
Teamwork	• Complies with work instructions and contributes to work group discussions using accepted conventions
Planning and organising	• Plans and implements routine tasks and workload making decisions about sequencing and timing
Technology	• Uses digital technology to access and record information and to communicate with others

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Skill	Description
Problem solving	• Makes low impact decisions within familiar situations, based on a range of predefined or routine solutions, and evaluates the effectiveness of the outcome

Unit Mapping Information

Supersedes and is equivalent to BSBINM301 Organise workplace information.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBINS302 Organise workplace information

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- gather, assess, organise and distribute three pieces of workplace information.

In the course of the above, the candidate must:

- provide information according to organisational policies and procedures
- use business technology to coordinate information
- communicate with relevant stakeholders to obtain and check workplace information
- monitor, review and modify information organisation processes.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- methods for checking information is clear, accurate, current and relevant for purpose
- organisational policies and procedures relating to workplace information
- features and functions of technology required to store and organise information.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- organisational policies and procedures relevant to workplace information
- examples of information documents found in the workplace.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

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Links

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BSBINS401 Analyse and present research information

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Application

This unit describes the skills and knowledge required to collect, organise, analyse and present information using available systems and sources. This includes identifying research requirements and sources of information, evaluating the quality and reliability of the information, and preparing and producing reports.

The unit applies to those who are required to analyse and apply their knowledge of the organisation to research tasks, evaluate information from a variety of sources and apply solutions to a range of predictable and unpredictable problems.

No licensing, legislation or certification requirements apply to this unit at the time of publication.

Unit Sector

Technical Skills – Information Services

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify and confirm research strategy	1.1 Identify research objectives according to organisational requirements 1.2 Identify potential sources for research information relevant to organisation requirements 1.3 Assess reliability of potential sources 1.4 Identify and confirm information research strategy is relevant to the research objectives
2. Collect and store research information	2.1 Access and extract relevant information in a format suitable for analysis and distribution according to research strategy

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ELEMENT	PERFORMANCE CRITERIA
	2.2 Store research information according to security requirements and organisational policies and procedures
3. Analyse and synthesise research information	3.1 Analyse stored information according to research strategy 3.2 Identify themes and draw conclusions according to research strategy 3.3 Demonstrate that assumptions and conclusions used in analysis are clear, justified, supported by evidence and consistent with research strategy
4. Present research information	4.1 Identify methods of reporting that align with the intended audience and relevant organisational requirements 4.2 Draft research report on findings 4.3 Facilitate review of draft report according to organisational policies and procedures 4.4 Distribute research report according to organisational policies and procedures 4.5 Obtain feedback and comments on suitability and sufficiency of findings in accordance with organisational requirements

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

Skill	Description
Reading	• Analyses and evaluates textual information to develop information research strategies, integrate facts and ideas and meet organisational requirements
Writing	• Gathers, evaluates and integrates information from a range of sources • Presents findings, recommendations and issues in required format using language, structure and style appropriate to audience
Oral Communication	• Presents recommendations and issues using language appropriate to audience and according to organisational requirements
Self-management	• Plans, organises and implements tasks to meet organisational requirements • Takes responsibility for the outcomes of routine decisions related directly to own role
Problem solving	• Identifies and solves foreseeable problems in familiar work contexts
Technology	• Uses the main features and functions of digital technologies and tools to

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Skill	Description
	research and analyse information

Unit Mapping Information

Supersedes and is equivalent to BSBRES411 Analyse and present research information.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBINS401 Analyse and present research information

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- research, analyse and present research findings according to organisational requirements on at least two occasions.

In the course of the above, the candidate must:

- identify research requirements and objectives
- collect, organise and present research information
- maintain information securely
- prepare report on research findings, including:
  - justified assumptions and conclusions
  - efficient and reliable research methods.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- organisational policies and procedures relating to:
  - accessing information
  - storing information
  - security requirements
  - form and content of research report
- key aspects of the reliability and validity of research and analysis
- common research strategies
- key aspects of relevant information sources, including:
  - reliability
  - accuracy
  - authority

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- audience
- relevance
- likelihood of bias.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- workplace information systems, equipment and resources relevant to performance evidence
- workplace policies and procedures relevant to performance evidence.

Assessors of this unit must satisfy the assessor requirements in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBINS501 Implement information and knowledge management systems

Modification History

Release	Comments
Release 2	This version first released with the Business Services Training Package Version 8.0. Typographical error in Foundation Skills corrected.
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Application

This unit describes the skills and knowledge required to organise training for an information and knowledge management system and to implement the use of the system.

The unit applies to individuals who are responsible for ensuring relevant information and corporate knowledge are retained, accessible and improve business outcomes.

It applies to information and knowledge management systems that comprise policies, protocols, procedures and practices to manage information or knowledge within the organisation and among relevant stakeholders.

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

Unit Sector

Technical Skills – Information Services

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Implement use of management system	1.1 Identify legislative requirements, and organisational policies and procedures

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ELEMENT	PERFORMANCE CRITERIA
	1.2 Implement information and knowledge management system according to legislative requirements and organisational policies and procedures 1.3 Address implementation issues and problems, where required 1.4 Collect information on relevant key performance indicators 1.5 Identify contingencies and refer technical specialist help, where required
2. Organise learning to use management systems	2.1 Identify learning requirements of relevant stakeholders for use of an information and knowledge management system 2.2 Identify and secure resources required for learning activities to use an information and knowledge management system 2.3 Organise and facilitate learning activities 2.4 Promote and support use of the system throughout the organisation 2.5 Monitor and document effectiveness of learning activities
3. Review use of management system	3.1 Analyse effectiveness of system and report on strengths and limitations of the system 3.2 Recommend improvements to information and knowledge management system, where required

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

Skill	Description
Writing	• Prepares and produces documentation for a specific audience using clear and detailed language to convey explicit information, requirements and recommendations
Oral Communication	• Presents information using structure and language to suit the audience • Uses active listening and questioning and reading of verbal and non-verbal signals to clarify information and to confirm understanding
Self-management	• Takes responsibility for following policies, procedures and legislative requirements and identifies organisational implications of new legislation or regulation
Teamwork	• Collaborates with others, sharing information to build strong work groups and avoid behaviours that are not conducive to a productive environment • Elicits feedback and provides feedback to others in order to improve

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Skill	Description
	self or workgroup behaviours
Planning and organising	• Accepts responsibility for planning and sequencing complex tasks and workload, negotiating key aspects with others and taking into account capabilities, efficiencies and effectiveness • Monitors progress of plans and schedules and reviews and changes them to meet new demands and priorities
Problem solving	• Applies systematic and analytical processes to address problems and make decisions in complex situations
Initiative and enterprise	• Investigates new and innovative ideas to continuously improve, work practices and processes
Technology	• Uses and investigates new digital technologies and applications to manage and manipulate data and communicate effectively with others

Unit Mapping Information

Supersedes and is equivalent to BSBINM501 Manage an information or knowledge management system.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBINS501 Implement information and knowledge management systems

Modification History

Release	Comments
Release 2	This version first released with the Business Services Training Package Version 8.0. Typographical error in Foundation Skills corrected.
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- implement and review one information management system
- implement and review one knowledge management system
- facilitate learning on both these information and knowledge management systems.

In the course of the above, the candidate must:

- identify learning needs and plan and implement learning activities to enable personnel to use information and knowledge management system
- monitor performance and address issues and contingencies as they arise including:
  - accessing technical specialists, as required
  - applying correct policies and procedures for the information or knowledge management system
  - evaluating effectiveness of information or knowledge management system for intended outcomes
- recommend improvements to systems, policies and practices, where required.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- relevant legislation, regulation, standards and codes
- organisational policies and procedures, including those related to:
  - information management
  - knowledge management

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- organisational operations and existing data and information systems
- relevant learning activities and key performance indicators.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- legislation, regulation, standards and codes relevant to information and knowledge management
- workplace systems, documentation and resources relevant to performance evidence.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBITU304 Produce spreadsheets

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to develop spreadsheets through the use of spreadsheet software.

It applies to individuals employed in a range of environments who tend to be personally responsible for designing and working with spreadsheets under minimal supervision.

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

Unit Sector

Information and Communications Technology – IT Use

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Select and prepare resources	1.1 Adhere to ergonomic, work organisation and occupational health and safety requirements 1.2 Use energy and resource conservation techniques to minimise wastage 1.3 Identify spreadsheet task requirements in relation to data entry, storage, output and presentation
2. Plan spreadsheet design	2.1 Ensure spreadsheet design suits purpose, audience and information requirements of task

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ELEMENT	PERFORMANCE CRITERIA
	2.2 Ensure spreadsheet design enhances readability and appearance, and meets organisational and task requirements for style and layout 2.3 Use style sheets and automatic functions to ensure consistency of design and layout
3. Create spreadsheet	3.1 Ensure data is entered, checked and amended to maintain consistency of design and layout, in accordance with organisational and task requirements 3.2 Format spreadsheet using software functions to adjust page and cell layout to meet information requirements, in accordance with organisational style and presentation requirements 3.3 Ensure formulae are tested and used to confirm output meets task requirements, in consultation with appropriate personnel as required 3.4 Use manuals, user documentation and online help to overcome problems with spreadsheet design and production
4. Produce simple charts	4.1 Select chart type and design that enables valid representation of numerical data, and meets organisational and task requirements 4.2 Create charts using appropriate data range in spreadsheet 4.3 Modify chart type and layout using formatting features
5. Finalise spreadsheets	5.1 Preview, adjust and print spreadsheet and any accompanying charts, in accordance with task requirements 5.2 Ensure data input meets designated timelines and organisational requirements for speed and accuracy 5.3 Name and store spreadsheet in accordance with organisational requirements and exit application without data loss/damage

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	2.2, 3.1-3.4, 5.1	• Recognises and interprets numerical and textual information to determine organisational and task

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		requirements
Writing	2.1, 3.1-3.3, 4.2, 4.3, 5.1-5.3	• Inputs numerical and key reporting information when creating and finalising spreadsheets and uses format, layout, style guides and standard naming conventions to organise data according to purpose and audience
Oral Communication	3.3	• Participates in exchange of information to determine whether formulae utilised produce result required
Numeracy	4.1, 4.2	• Uses mathematical equations to create simple formulae and validate numerical data
Navigate the world of work	1.1-1.3, 2.1-2.3, 3.1-3.3, 4.1, 5.1-5.3	• Recognises and follows explicit and implicit protocols and meets expectations associated with own role
Interact with others	3.3	• Collaborates with others to achieve joint outcomes
Get the work done	2.1-2.3, 3.1-3.4, 4.1-4.3, 5.1-5.3	• Uses advanced features within applications to address routine and complex work tasks

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
BSBITU304 Produce spreadsheets	BSBITU304A Produce spreadsheets	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBITU304 Produce spreadsheets

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- design spreadsheets that address a range of data and organisational requirements
- use software functions, graphics and support materials to create spreadsheets
- apply knowledge of formatting requirements for workplace documents.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- describe formatting requirements of workplace documents
- identify organisational guidelines on spreadsheet design and use
- explain organisational requirements for ergonomic standards, work periods and breaks, and conservation techniques.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the information and communications technology – IT use field of work and include access to:

- industry software packages
- computer user information
- relevant legislation and codes of practice
- organisational policies and procedures
- relevant workplace documentation and resources.

Assessors must satisfy NVR/AQTF assessor requirements.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBITU401 Design and develop complex text documents

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to design and develop business documents using complex technical features of word processing software.

It applies to individuals who work in a range of business environments and have skills which may be applied in the provision of administrative support within an enterprise, or by technical/knowledge experts responsible for producing their own word processed documents.

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

Unit Sector

Information and Communications Technology – IT Use

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare to produce word processed documents	1.1 Use safe work practices to ensure ergonomic, work organisation, energy and resource conservation requirements are met 1.2 Identify document purpose, audience and presentation requirements, and clarify with relevant personnel as required 1.3 Identify organisational requirements for text-based business documents to ensure consistency of style and image 1.4 Evaluate complex technical functions of software for its

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ELEMENT	PERFORMANCE CRITERIA
	usefulness in fulfilling requirements of the task 1.5 Match document requirements with software functions to provide efficient production of documents
2. Design complex documents	2.1 Design document structure and layout to suit purpose, audience and information requirements of task 2.2 Design document to enhance readability and appearance, and to meet organisational and task requirements for style and layout 2.3 Use complex software functions to enable efficient manipulation of information and other material, and ensure consistency of design and layout 2.4 Use manuals, user documentation and online help to overcome problems with document design and production
3. Add complex tables and other data	3.1 Insert a standard table into document, changing cells to meet information requirements 3.2 Format rows and columns as required 3.3 Insert images and other data, formatting as required
4. Produce documents	4.1 Use complex operations to develop documents, and achieve required results 4.2 Preview, adjust and print documents in accordance with organisational and task requirements 4.3 Name and store documents in accordance with organisational requirements and exit application without information loss/damage 4.4 Prepare documents within designated timelines and for speed and accuracy

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.3, 2.2, 2.4, 4.3, 4.4	• Recognises and interprets textual information from a range of resources to determine and confirm requirements and to assist with document issues

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Writing	2.1-2.4, 3.3, 4.2-4.4,	• Develops material using required format and incorporating technical functions to meet business needs
Oral Communication	1.2	• Uses specific and relevant language to confirm understanding of requirements and listens carefully to verbal instructions and discussions
Numeracy	1.4, 3.3	• Recognises and inputs numerical information according to requirements
Navigate the world of work	1.1-1.3, 1.5, 2.1-2.3, 3.1-3.3, 4.1-4.4	• Recognises and follows explicit and implicit protocols and meets expectations associated with own role
Interact with others	1.2	• Collaborates with others to achieve joint outcomes
Get the work done	1.4, 1.5, 2.1-2.4, 3.1-3.3, 4.1-4.4	• Applies formal processes when planning more complex/unfamiliar tasks, producing plans with logically sequenced steps • Uses advanced features within applications to access, store, organise data and perform routine and complex work tasks

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
BSBITU401 Design and develop complex text documents	BSBITU401A Design and develop complex text documents	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBITU401 Design and develop complex text documents

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- follow organisational and safe work practices including:
  - ergonomic requirements
  - energy and resource conservation techniques
- adhere to organisational requirements for:
  - producing documents within designated timelines
  - naming and storing documents
- adhere to task requirements when producing complex documents including:
  - using appropriate styles and layout consistently throughout the document
  - using correct formatting and document structure
- resolve issues by referring to user documentation and online help
- use appropriate data storage options
- apply knowledge of complex operation and functions of industry software applications
- communicate with relevant personal.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- outline various formatting styles and their effect on formatting, readability and appearance of documents
- explain organisational requirements for ergonomics, work periods and breaks, and conservation techniques
- describe purpose and contents of an organisational style guide.

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Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the information and communications technology – IT use field of work and include access to:

- organisational policies and procedures
- relevant workplace documentation and resources
- industry software packages and user instructions.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBITU402 Develop and use complex spreadsheets

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to use spreadsheet software to complete business tasks and produce complex documents.

It applies to individuals employed in a range of work environments who require skills in creation of complex spreadsheets to store and retrieve data. They may work as individuals providing administrative support within an enterprise, or may be independently responsible for designing and working with spreadsheets relevant to their own work roles.

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

Unit Sector

Information and Communications Technology – IT Use

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare to develop spreadsheet	1.1 Organise personal work environment in accordance with ergonomic requirements 1.2 Analyse task and determine specifications for spreadsheets 1.3 Identify organisational and task requirements of data entry, storage, output, reporting and presentation requirements 1.4 Apply work organisation strategies and energy and resource

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ELEMENT	PERFORMANCE CRITERIA
	conservation techniques to plan work activities
2. Develop a linked spreadsheet solution	2.1 Utilise spreadsheet design software functions and formulae to meet identified requirements 2.2 Link spreadsheets in accordance with software procedures 2.3 Format cells and use data attributes assigned with relative and/or absolute cell references, in accordance with task specifications 2.4 Test formulae to confirm output meets task requirements
3. Automate and standardise spreadsheet operation	3.1 Evaluate tasks to identify those where automation would increase efficiency 3.2 Create, use and edit macros to fulfil requirements of task and automate spreadsheet operation 3.3 Develop, edit and use templates to ensure consistency of design and layout for forms and reports, in accordance with organisational requirements
4. Use spreadsheets	4.1 Enter, check and amend data in accordance with organisational and task requirements 4.2 Import and export data between compatible spreadsheets and adjust host documents, in accordance with software and system procedures 4.3 Use manuals, user documentation and online help to overcome problems with spreadsheet design and production 4.4 Preview, adjust and print spreadsheet in accordance with organisational and task requirements 4.5 Name and store spreadsheet in accordance with organisational requirements and exit application without data loss or damage
5. Represent numerical data in graphic form	5.1 Determine style of graph to meet specified requirements and manipulate spreadsheet data if necessary to suit graph requirements 5.2 Create graphs with labels and titles from numerical data contained in a spreadsheet file 5.3 Save, view and print graph within designated timelines

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Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.2, 1.3, 2.3, 2.4, 3.1, 3.3, 4.1-4.5, 5.1, 5.2	• Recognises and interprets numerical and textual information within a range of sources to determine and complete work according to requirements • Reviews information to determine accuracy and consistency
Writing	2.1-2.4, 3.2, 3.3, 4.1, 4.2, 4.4, 4.5, 5.2, 5.3	• Uses formal mathematical language to create formulas and enters routine data using a format appropriate to requirements • Develops material using syntactic structure, required format and incorporating technical functions to meet business needs
Oral Communication	1.2	• Uses listening and questioning skills to clarify requirements
Numeracy	2.1-2.4, 3.2, 4.1, 4.2, 5.2	• Represents mathematical information in an alternative form and analyses information to determine required spreadsheet formulae and macros
Navigate the world of work	1.1, 1.3, 1.4, 2.1-2.4, 3.2, 3.3, 4.1, 4.2, 4.4, 4.5, 5.1, 5.3	• Recognises and follows explicit and implicit protocols and meets expectations associated with own role
Get the work done	1.2, 1.4, 2.1-2.4, 3.2, 3.3, 4.1-4.5, 5.1-5.3	• Applies formal processes when planning more complex/unfamiliar tasks, producing plans with logically sequenced steps • Uses formal thinking techniques to generate new ideas • Uses advanced features within applications to access, store, organise data and perform routine and complex work tasks

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBITU402 Develop and use complex	BSBITU402A Develop and use	Updated to meet Standards for	Equivalent unit

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Code and title current version	Code and title previous version	Comments	Equivalence status
spreadsheets	complex spreadsheets	Training Packages	

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBITU402 Develop and use complex spreadsheets

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- follow organisational and safe work practices including:
  - ergonomic requirements
  - energy and resource conservation techniques
- adhere to organisational requirements for:
  - ensuring consistency of style, design and layout
  - saving and printing documents within designated timelines
  - naming and storing documents
- adhere to identified or task requirements when producing documents including:
  - editing macros and automating some tasks
  - using appropriate templates
  - creating graphs to represent data
- resolve issues by referring to user documentation and online help
- use appropriate data storage options
- evaluate tasks to improve efficiency
- apply knowledge of functions and features of contemporary computer applications
- communicate with relevant personnel.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- explain advanced functions of spreadsheet software applications
- describe impact of formatting and design on presentation and readability of data

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- explain organisational requirements for ergonomics, work periods and breaks, and conservation techniques.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the information and communications technology – IT use field of work and include access to:

- organisational policies and procedures
- relevant workplace documentation and resources
- industry software packages and user instructions.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBLDR301 Support effective workplace relationships

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Application

This unit describes the skills and knowledge required to gather information and support effective relationships and networks, with particular regard to communication and representation.

The unit applies to individuals who use leadership skills to support the development of teams and help facilitate communication between team members.

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

Unit Sector

Social Competence – Leadership

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Gather information and ideas	1.1 Identify information on work roles and objectives of work team 1.2 Locate and communicate to work team organisational processes for communication and teamwork 1.3 Establish scope of own role 1.4 Seek contributions for refining ideas and approaches to teamwork and communication according to organisational processes 1.5 Identify and consult with team members on potential work-related issues
2. Develop team relationships and networks	2.1 Encourage communication within team according to organisation’s social, ethical and business policies and procedures

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ELEMENT	PERFORMANCE CRITERIA
	2.2 Adjust interpersonal styles and methods in relation to the organisation's social and cultural environment 2.3 Identify and use workplace networks to help build relationships 2.4 Identify and describe the value of networks and other work relationships for the team and the organisation
3. Contribute to positive team outcomes	3.1 Identify issues to be rectified within own level of responsibility and according to organisational and legal requirements 3.2 Support colleagues in resolving work difficulties related to own level of responsibility, according to organisational and legal requirements 3.3 Review team outcomes and implement improvements in consultation with relevant personnel 3.4 Contribute constructively to conflict resolution according to organisational policies and processes

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

SKILL	DESCRIPTION
Reading	• Applies textual information to determine regulatory requirements and adhere to job processes and internal policies
Writing	• Uses appropriate language to record key information related to the outcomes of the job • Varies writing style to meet requirements of audience and purpose
Oral Communication	• Speaks clearly using tone and pace appropriate for the audience and purpose • Uses appropriate techniques, including active listening and questioning, to clarify information and to confirm understanding
Initiative and enterprise	• Takes personal responsibility for adherence to explicit and implicit organisational policies, procedures, standards and legislative requirements within own job role and in all interactions with others
Teamwork	• Adjusts personal communication style in response to diversity of individuals in the work context • Implements strategies to respond appropriately to conflict and poor work performance
Planning and organising	• Takes responsibility for planning, sequencing and prioritising tasks for own workload

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Technology	• Uses familiar digital technologies and systems to access, present and communicate information

Unit Mapping Information

Supersedes and is equivalent to BSBFLM303 Contribute to effective workplace relationships.

Supersedes but is not equivalent to BSBEDU302 Assist in resolution of issues and incidents in an international education environment.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBLDR301 Support effective workplace relationships

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- support the development of at least one team
- facilitate communication between individuals on at least two occasions.

In the course of the above, the candidate must:

- adjust interpersonal style and communications to respond to cultural and social diversity
- apply relationship management and communication skills with a range of people that:
  - demonstrate integrity, respect, empathy and cultural sensitivity and promote trust
  - forge effective relationships with internal and/or external people and help to maintain these networks
  - encourage participation and foster contribution of and respect for ideas and feedback
  - provide support to colleagues to resolve difficulties
- communicate ideas and information to diverse audiences.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- internal and external sources of information to improve organisational processes
- social and ethical requirements, and organisational policies and procedures relevant to communication
- legislative requirements relevant to communication
- strategies required to adapt communication for diverse audiences
- potential team issues including poor work performance
- examples of how work relationships and the cultural and social environment can support or hinder achieving planned outcomes
- techniques for developing positive work relationships and building trust and confidence in a team

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- methods and techniques for communicating information and ideas to a range of stakeholders
- common problem-solving methods
- common methods to resolve workplace conflict
- process for monitoring, analysing and introducing ways to improve work relationships
- value of networks and work relationships for the team and the organisation
- own level of responsibility.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- workplace documentation and resources relevant to workplace relationships.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBLDR414 Lead team effectiveness

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Application

This unit describes the skills, knowledge and outcomes required to lead the performance of a team and to develop team cohesion.

The unit applies team leaders, supervisors and new emerging managers who have an important leadership role in the development of efficient and effective work teams. Leaders at this level also provide leadership for the team and bridge the gap between the management of the organisation and the team members. As such they must 'manage up' as well as manage their team/s.

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

Unit Sector

Social Competence – Leadership

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Plan team outcomes	1.1 Lead team to identify and establish team objectives and work processes 1.2 Support team to document identified objectives and work processes according to organisational processes 1.3 Encourage team members to incorporate innovation and productivity measures in work plans 1.4 Lead and support team members to meet expected outcomes
2. Promote team cohesion	2.1 Provide opportunities for input of team members into planning, decision making and operational aspects of work team

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ELEMENT	PERFORMANCE CRITERIA
	2.2 Support team members to take responsibility for own work and to assist each other in undertaking required roles and responsibilities 2.3 Provide feedback to team members on their efforts and contributions 2.4 Address or refer issues, concerns and problems identified by team members 2.5 Model expected behaviours and approaches
3. Supervise team performance	3.1 Encourage team members to participate in and take responsibility for team activities and communication processes 3.2 Support team to identify and resolve problems which impede performance 3.3 Ensure own contribution to work team serves as a role model for others
4. Liaise with management	4.1 Establish open communication with line management 4.2 Communicate information from line management to the team 4.3 Communicate unresolved issues, concerns and problems raised by the team to line management to action 4.4 Communicate issues raised by management to the team to action

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

SKILL	DESCRIPTION
Writing	• Prepares workplace plans that communicate intent and elicits feedback clearly and effectively
Oral communication	• Engages in discussions or provides information using structure and language appropriate to the audience and situation
Teamwork	• Selects and uses appropriate conventions and protocols when communicating with team members • Adapts personal communication style to model required behaviours, build trust and positive working relationships and to show respect for the opinions and values of others • Plays a lead role in situations requiring effective collaboration, demonstrating conflict resolution skills and ability to engage and motivate others

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Planning and organising	• Develops, implements and monitors plans and processes to ensure team engagement and effectiveness • Uses formal analytical thinking techniques to identify issues and generate possible solutions, seeking input from others, as required

Unit Mapping Information

Supersedes and is equivalent to BSBLDR403 Lead team effectiveness.

Supersedes but is not equivalent to BSBSMB407 Manage a small team.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBLDR414 Lead team effectiveness

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- develop a team development plan, that addresses:
  - innovation and productivity measures
  - team cohesion
  - issues management and actions.

In the course of the above, the candidate must:

- apply knowledge of organisational goals, objectives and plans to work tasks
- communicate with team members and management to identify and establish team purpose, roles, responsibilities, goals plans and objectives and resolve problems
- consult, encourage, support and provide feedback to team members
- model team leadership behaviours and approaches.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- work processes, including team purpose, roles, responsibilities, goals and plans
- organisational escalation policies and procedures
- behaviours which enhance organisational image for work team, clients and customers
- processes for setting goals that contribute to team effectiveness
- effects of individual behaviour on team effectiveness
- innovation and productivity measures in work plans
- key features of common leadership styles.

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Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- information about the organisation, including organisational structure, goals, objectives and plans.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBLDR522 Manage people performance

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.
Release 2	This version first released with BSB Business Services Training Package Version 7.1. Release created to amend typographical error with performance criteria.

Application

This unit describes the skills and knowledge required to manage the performance of staff that are direct reports.

The unit applies to individuals who manage people. It covers work allocation and the methods to review performance, reward excellence and provide feedback. The unit makes the link between performance management and performance development and reinforces both functions as a key requirement for effective managers.

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

Unit Sector

Social Competence – Leadership

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Allocate work	1.1 Consult relevant groups and individuals on work to be allocated and resources available 1.2 Develop work plans and allocate work according to organisational requirements and operational plans 1.3 Develop and confirm performance standards and key

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ELEMENT	PERFORMANCE CRITERIA
	performance indicators with relevant staff 1.4 Conduct risk analysis according to organisational risk management plan and legal requirements
2. Assess performance	2.1 Review performance management and processes according to legislation, organisational objectives and policies 2.2 Train participants in the performance management and review process 2.3 Conduct performance management according to organisational policies procedures and relevant timelines 2.4 Monitor and evaluate performance according to performance standards and key performance indicators
3. Provide feedback	3.1 Provide informal feedback and coaching to staff 3.2 Advise relevant personnel, where performance is poor and take necessary actions 3.3 Document feedback according to the organisational performance management system 3.4 Conduct formal structured feedback sessions as necessary and according to organisational policy
4. Manage follow up	4.1 Develop performance improvement and development plans according to organisational policies 4.2 Monitor underperforming individuals according to organisational policies 4.3 Respond to underperforming individuals, as required 4.4 Reinforce excellence in performance through recognition and continuous feedback

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

SKILL	DESCRIPTION
Learning	• Consolidates and improves own knowledge and skills by coaching, mentoring or training others
Reading	• Gathers, interprets and analyses texts in organisational documents to facilitate performance management
Writing	• Plans and prepares documents for allocating work and managing performance suitable for the target audience and in accordance with organisational requirements

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Oral Communication	• Uses language and structure appropriate to context and audience to explain expected standards of performance, provide feedback and coach staff
Self-management	• Applies legal and regulatory responsibilities related to own work and the organisation as a whole • Adheres to organisational policies and procedures
Teamwork	• Applies the protocols governing what to communicate to whom and how in a range of work contexts • Collaborates with others to achieve joint outcomes, influencing direction and taking a leadership role on occasion
Planning and organising	• Sequences and schedules complex activities, monitors implementation and manages relevant communication • Seeks advice, feedback and support, as required to assist in the decision-making process • Uses experiences to reflect on the ways in which variables impact on performance

Unit Mapping Information

Supersedes and is equivalent to BSBMGT502 Manage people performance.

Supersedes but is not equivalent to:

- BSBMGT404 Lead and facilitate off-site staff
- BSBSLS502 Lead and manage a sales team.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBLDR522 Manage people performance

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- manage performance of at least two individuals
- manage performance of at least one team.

In the course of the above, the candidate must:

- consult with stakeholders to identify work requirements, performance standards and agreed performance indicators
- develop work plans and allocate work to achieve outcomes efficiently and within organisational and legal requirements
- assess performance against performance indicators according to performance management and review processes
- monitor, evaluate and provide feedback on performance and provide coaching or training, as needed
- keep records and documentation in accordance with the organisational performance management system
- reinforce excellence in performance through recognition and continuous feedback
- respond to underperforming individuals according to organisational policies, as required.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- legislative and regulatory and organisational requirements for performance management and review
- organisational risk management plan
- organisational human resource support services
- organisational performance measurement systems
- key features of unlawful dismissal rules and due process

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- staff development options and information.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- legislation on performance management
- workplace documentation and resources for performance management and review.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBLED501 Develop a workplace learning environment

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to encourage and support the development of a learning environment in which work and learning come together. Particular emphasis is on the development of strategies to facilitate and promote learning and to monitor and improve learning performance.

It applies to individuals who have a prominent role in encouraging, supporting and facilitating the development of a learning environment in which work and learning come together.

At this level work will normally be carried out within complex and diverse methods and procedures, which require the exercise of considerable discretion and judgement, using a range of problem solving and decision making strategies.

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

Unit Sector

Workforce Development – Learning and Development

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Create learning opportunities	1.1 Identify potential formal and informal learning opportunities 1.2 Identify learning needs of individuals in relation to the needs of

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ELEMENT	PERFORMANCE CRITERIA
	the team and/or enterprise and available learning opportunities 1.3 Develop and implement learning plans as an integral part of individual and team performance plans 1.4 Develop strategies to ensure that learning plans reflect the diversity of needs 1.5 Ensure organisational procedures maximise individual and team access to, and participation in, learning opportunities 1.6 Ensure effective liaison occurs with training and development specialists and contributes to learning opportunities which enhance individual, team and organisational performance
2. Facilitate and promote learning	2.1 Develop strategies to ensure that workplace learning opportunities are used and that team members are encouraged to share their skills and knowledge to encourage a learning culture within the team 2.2 Implement organisational procedures to ensure workplace learning opportunities contribute to the development of appropriate workplace knowledge, skills and attitudes 2.3 Implement policies and procedures to encourage team members to assess their own competencies and to identify their own learning and development needs 2.4 Share the benefits of learning with others in the team and organisation 2.5 Recognise workplace achievement by timely and appropriate recognition, feedback and rewards
3. Monitor and improve learning effectiveness	3.1 Use strategies to ensure that team and individual learning performance is monitored to determine the type and extent of any additional work-based support required and any Work Health and Safety (WHS) issues 3.2 Use feedback from individuals and teams to identify and introduce improvements in future learning arrangements 3.3 Make adjustments, negotiated with training and development specialists, for improvements to the efficiency and effectiveness of learning 3.4 Use processes to ensure that records and reports of competency are documented and maintained within the organisation’s systems and procedures to inform future planning

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Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Learning	1.1, 1.2, 1.3, 1.4, 2.1, 2.4, 3.1, 3.2	• Develops strategies to develop learning plans of self and others to meet a diversity of needs within organisational constraints • Transfers skills and knowledge to a variety of learning development contexts
Reading	1.1-1.5, 2.1, 2.2, 2.5, 3.1-3.4	• Interprets textual information obtained from a range of sources and determines how content may be applied to individuals and to organisational requirements
Writing	1.3, 1.4, 2.1, 2.2, 2.3, 2.5, 3.3, 3.4	• Uses information from a range of sources to develop and document plans, strategies and feedback in accordance with organisational requirements • Maintains records using correct technical and organisational vocabulary
Oral Communication	1.6, 2.4, 2.5, 3.2, 3.3	• Present information and opinions using language and features appropriate to the audience and context • Uses questioning and listening techniques to identify learning needs and obtain feedback
Navigate the world of work	1.5, 2.2, 2.3, 3.1, 3.4	• Recognises and responds to both explicit and implicit organisational procedures and protocols and legislative/regulatory requirements • Understands how own role meshes with others and contributes to broader goals
Interact with others	1.6, 2.1, 2.3 -2.5, 3.2, 3.3	• Selects the appropriate form, channel and mode of communication for a specific purpose relevant to own role • Collaborates with others to achieve joint outcomes, playing an active role in facilitating effective group interaction, influencing direction and taking a leadership role on occasion • Recognises the importance of building rapport to establish effective working relationships • Applies a range of communication strategies to encourage others to share their knowledge and skills and reflect on the effectiveness of the interaction
Get the work done	1.1, 1.2, 1.3, 1.4, 2.1, 2.5, 3.1, 3.4	• Uses logical processes to plan, implement and monitor learning in the workplace • Systematically gathers and analyses relevant

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		information and evaluates options to make informed decisions • Evaluates outcomes of decisions to identify opportunities for improvement • Uses digital tools to organise, store, integrate and share relevant information

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
BSBLED501 Develop a workplace learning environment	BSBLED501A Develop a workplace learning environment	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBLED501 Develop a workplace learning environment

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0

Performance Evidence

Evidence of the ability to:

- collaboratively review performance development needs of individuals and teams
- plan professional development for individuals and teams that enhances organisational performance
- develop and implement learning plans
- liaise with training and development specialists
- recognise workplace achievement by giving feedback, recognition and rewards
- monitor and improve workplace learning
- record and report workplace learning outcomes.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- explain how management of relationships can achieve a learning environment
- identify principles and techniques involved in the management and organisation of:
  - adult learning
  - coaching and mentoring
  - consultation and communication
  - improvement strategies
  - leadership
  - learning environment and learning culture
  - monitoring and reviewing workplace learning
  - problem identification and resolution
  - record keeping and management methods

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- structured learning
- work-based learning.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the workforce learning and development field of work and include access to:

- workplace policies and procedures
- workplace equipment and resources
- case studies and, where available, real situations
- interaction with others.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBLED503 Maintain and enhance professional practice

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required by individuals to manage their own professional development and ongoing performance.

This unit addresses the process required to maintain a high level of professional performance in a particular field. It includes modelling high standards of performance according to professional standards and procedures, and the processes and outcomes involved in determining professional development needs and participating in associated activities.

It applies to individuals who are required to maintain and manage their professional development at a high standard. Its application in the workplace will be determined by the job role of the individual and the legislation, rules, regulations and codes of practice relevant to different jurisdictions.

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

Unit Sector

Workforce Development – Learning and Development

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Model high standards of performance	1.1 Ensure personal performance is consistent with the organisation's goals and objectives

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ELEMENT	PERFORMANCE CRITERIA
	1.2 Ensure work goals and plans reflect individual responsibilities in accordance with organisational and legal requirements
2. Determine personal development needs	2.1 Assess personal skills and knowledge against relevant benchmarks to determine development needs and priorities 2.2 Identify changes in professional practices and codes of conduct 2.3 Use feedback from colleagues and clients to identify personal learning needs and areas of professional development 2.4 Identify future career options 2.5 Update and document personal learning needs 2.6 Discuss personal development needs with relevant personnel for inclusion in professional development plan
3. Participate in professional development activities	3.1 Select development opportunities suitable to personal learning styles to support continuous learning and maintain currency of professional practice 3.2 Participate in professional networks to support continuous learning and to maintain professional practice 3.3 Use technology to maintain regular communication with relevant networks, organisations and individuals
4. Reflect on and evaluate professional practice	4.1 Research developments and trends impacting professional practice and integrate into work performance 4.2 Use feedback from colleagues, supervisors, staff and clients to identify and introduce improvements in work performance 4.3 Identify innovative and responsive approaches for improving professional practice using continuous improvement techniques and processes 4.4 Track progress through a personal portfolio or other mechanism 4.5 Manage records, reports and recommendations for improvement

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance	Description

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	Criteria	
Learning	2.1, 2.3, 2.5, 2.6, 3.1, 3.2, 4.1, 4.2	• Identifies and implements strategies to build on knowledge and skills
Reading	1.2, 2.1-2.5, 3.1-3.3, 4.1-4.5	• Interprets textual information obtained from a range of sources and determines how content may be applied to individual and organisational requirements
Writing	1.1, 1.2, 2.1-2.5, 3.1-3.3, 4.1-4.5	• Researches and integrates information from a number of sources and develops content that supports the purposes and format of the material, using clear and logical language and structures
Oral Communication	2.3, 2.6, 3.2, 4.2	• Uses listening and questioning skills to gather information • Derives meaning from language used in a range of oral contexts
Navigate the world of work	1.1, 1.2, 2.2, 2.4	• Recognises, responds and adheres to organisational procedures and protocols and legislative requirements • Understands how own role meshes with others and contributes to broader goals • Reviews current situation and future career and work options
Interact with others	2.3, 2.6, 3.2, 4.2	• Uses collaborative processes to gather required feedback • Recognises the importance of networking to establish effective working relationships
Get the work done	1.2, 3.1, 3.3, 4.2, 4.3, 4.4, 4.5	• Plans, implements and managers relatively complex, tasks with an awareness of how they may contribute to longer-term operational and strategic goals • Analyses information, including feedback from others, to make decisions about how performance could be improved • Actively looks for innovative ways to introduce improvements • Uses digital technologies to communicate information and ideas to an expanding range of audiences

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
BSBLED503 Maintain	BSBLED503A	Updated to meet	Equivalent unit

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Code and title current version	Code and title previous version	Comments	Equivalence status
and enhance professional practice	Maintain and enhance professional practice	Standards for Training Packages	

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBLED503 Maintain and enhance professional practice

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- adhere to organisation's framework when setting personal goals and plans
- determine personal learning needs incorporating feedback obtained from colleagues and clients
- document personal learning needs in a professional development plan
- use networking and professional development activities to maintain own professional practice
- identify and implement improvements to own professional practice and keep records of progress.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- describe organisational goals and objectives and how they impact personal work goals and objectives
- list a range of continuous improvement techniques and processes, and their application
- identify networks relevant to professional practice
- describe the types and availability of professional development activities and opportunities
- outline relevant legislation, codes of practice and standards that apply to professional practice.

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Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the workforce learning and development field of work and include access to:

- relevant legislation, regulations and codes of practice
- workplace documentation detailing organisational goals, objectives, policies and procedures
- business technology
- case studies and, where available, real situations
- interaction with others
- contemporary information on professional development and career planning relevant to occupation.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBLEG308 Assist in prioritising and planning activities in a legal practice

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to assist others within a legal practice to organise a legal schedule.

It applies to individuals who work under supervision to arrange appointments and other activities based on court dates and required legislative timeframes. In this role, individuals apply a broad range of administrative competencies in a legal office work environment, using some discretion and judgement. They provide support to legal practitioners and may provide technical advice and support to a team.

This unit underpins all units of competency in the Legal Services stream.

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

Unit Sector

Administration – Legal Services Administration

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Record file-related critical dates and times	1.1 Identify file-related deadlines 1.2 Record file-related deadlines according to a firm's policies and

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ELEMENT	PERFORMANCE CRITERIA
	procedures
2. Make and record appointments on behalf of designated person	2.1 Establish and clarify priorities of designated person/s 2.2 Ensure timelines for achievement of priorities are agreed and documented/recorded 2.3 Arrange and/or re-arrange appointments to a time or date which is more convenient for parties involved
3. Assist designated person/s to prepare for critical dates	3.1 Check records daily for upcoming appointments and commitments 3.2 Remind designated person/s of critical file dates 3.3 Prepare and distribute information meeting legislative requirements to designated person/s prior to critical dates 3.4 Monitor timelines regularly in consultation with designated person
4. Follow up outcomes of meetings or other activities	4.1 Plan and organise appropriate follow-up actions and activities in conjunction with designated person and relevant parties 4.2 Update file notes according to a firm's policies and procedures

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1, 1.2, 3.1, 3.4, 4.2	• Recognises and interprets textual data to identify and plan job deadlines to adhere to requirements
Writing	1.2, 2.2, 3.2-3.4, 4.1, 4.2	• Uses clear, accurate and relevant language to organise, record and update information and complete workplace documentation
Oral Communication	2.1, 2.2, 3.2, 3.4, 4.1	• Articulates clearly using specific terminology and relevant tone to convey requirements • Uses active listening and questioning techniques to confirm understanding
Numeracy	2.2, 2.3	• Uses basic mathematical formula to calculate and monitor work timeframes
Navigate the	1.2, 3.3, 4.2	• Takes personal responsibility for adherence to legal

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world of work		and regulatory requirements • Recognises and responds to organisational policies and procedures
Interact with others	2.1-2.3, 3.2-3.4, 4.1	• Selects appropriate mode of communication for a specific purpose relevant to own role • Cooperates with others as part of familiar routine activities and contributes to specific activities requiring joint responsibility and accountability
Get the work done	2.3, 3.4, 4.1	• Takes responsibility for planning, sequencing and prioritising tasks and own workload for efficient and effective outcomes • Takes responsibility for outcomes of routine decisions related directly to own role

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
BSBLEG308 Assist in prioritising and planning activities in a legal practice	BSBLEG308A Assist in prioritising and planning activities in a legal practice	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBLEG308 Assist in prioritising and planning activities in a legal practice

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- demonstrate an understanding of responsibility involved in making arrangements for others and legal consequences of not meeting critical timelines
- interact courteously and efficiently with other parties when making, confirming and changing appointments
- apply organisational skills and firm's procedures to accurately and legibly diarise all relevant details of appointments and file deadlines and follow up as required
- apply standard procedures to solve problems (such as double-bookings or non-attendances) promptly and satisfactorily
- create and maintain up-to-date, legible, accurate and accessible records of all activities and outcomes according to firm's policies and procedures.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- outline scope of legal practitioner/support role and own responsibilities and obligations to provide legal advice, complete or sign off on legal work and/or appear in court as described by relevant jurisdiction(s)
- firm's policies and procedures
- discuss firm's administrative systems and files
- adhere to codes of conduct including:
  - privacy and confidentiality
  - use of company property
  - duty of care
  - ethical behaviour

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- non-discriminatory practice
- conflict of interest
- compliance with reasonable direction.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the legal services administration field of work and include access to:

- office equipment and resources
- legislation and regulations relevant to common legal matters
- people with expert knowledge.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBLEG418 Produce complex legal documents

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to produce complex legal documents that meet organisational and legislative requirements using advanced features of relevant software packages.

It applies to individuals who use a broad knowledge base and well-developed skills to provide administrative support in a legal environment.

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

Unit Sector

Administration – Legal Services Administration

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Establish document design and structure	1.1 Identify requirements of task in line with instructions 1.2 Select software appropriate to task 1.3 Determine document design and structure 1.4 Design and structure document to meet legislative requirements 1.5 Review and update existing precedent documents
2. Develop precedents for	2.1 Develop and use precedents to ensure consistency of design

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ELEMENT	PERFORMANCE CRITERIA
document design	and layout 2.2 Evaluate and amend templates to ensure document requirements can be met 2.3 Recommend improvements to design and/or structure of existing documents and facilitate a review process of suggested improvements
3. Prepare to produce documents	3.1 Prepare documents using appropriate and available precedent documents according to organisation's policies and procedures 3.2 Enter and edit relevant data 3.3 Use a range of advanced software functions to ensure accurate completion of task 3.4 Check documents for spelling, grammar, numeric data and layout 3.5 Proofread documents for accuracy of content and consistency of layout and style 3.6 Make modifications to meet required specifications 3.7 Manage any difficulties to produce completed documents within agreed timelines
4. Prepare to print documents	4.1 Print documents as required 4.2 Arrange review of documents with designated person 4.3 Undertake final printing of documents
5. Save file and exit system	5.1 Save and store document in appropriate folder 5.2 Close file and exit application programs 5.3 Make back-up copies of file according to specified procedures 5.4 File and store data according to organisation's policies and procedures

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description

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Reading	1.1, 1.3, 1.5, 2.1, 2.2, 3.3-3.5, 3.7, 5.3, 5.4	• Investigates and interprets a variety of texts to determine and adhere to requirements • Applies accurate and systematic reviewing techniques to scrutinise precedent documents, templates and new documentation
Writing	2.2, 2.3, 3.1, 3.2, 3.6, 3.7	• Develops and amends documents to accurately display relevant information using a design and structure appropriate to task and audience
Oral Communication	1.1, 1.3, 2.3, 4.2	• Uses active questioning and listening techniques, when interacting with colleagues and ascertaining task requirements • Uses appropriate language and features to effectively convey opinions and recommendations
Navigate the world of work	1.4, 3.1, 5.3, 5.4	• Monitors adherence to organisational policies and procedures and legislative requirements
Interact with others	2.3	• Cooperates with others as part of familiar routine activities, and contributes to specific activities requiring joint responsibility and accountability
Get the work done	1.1, 1.2, 1.3, 2.1-2.3, 3.2, 3.3, 3.7, 4.1-4.3, 5.1-5.4	• Uses planning and organisational skills to perform tasks within designated timelines • Makes a range of decisions in relatively complex situations, taking a range of factors into account • Uses analytical thinking techniques to identify issues and generate possible solutions, seeking input from others as require • Uses formal and informal processes to monitor implementation of solutions and reflect on outcomes • Uses digital applications to access, extract, organise, integrate and share relevant information • Considers purpose, needs and limitations when selecting devices, applications and features for different tasks

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBLEG418 Produce complex legal documents	BSBLEG418A Produce complex legal documents	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBLEG418 Produce complex legal documents

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- demonstrate that confidentiality and security of information are maintained
- design and produce accurate documents that conform to specified standards within agreed timelines
- use advanced functions of at least one software package, or integrate functions of at least two software packages, in document production.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- explain the organisation's policies and procedures in relation to precedent design
- outline relevant legislation, rules, regulations, and codes of practice
- explain the process for developing and testing templates.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the legal services administration field of work and include access to:

- office equipment and resources
- relevant industry software packages
- organisational policies and procedures
- relevant legislation and regulations
- appropriate sources of information.

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Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBMED305 Apply the principles of confidentiality, privacy and security within the medical environment

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to apply principles and procedures relating to confidentiality, privacy and security to own work within the medical environment.

It applies to individuals required to maintain confidentiality, privacy and security under legislation, and workplace policies and procedures in a medical environment. It covers working within accepted codes of conduct and following confidentiality, privacy and security provisions.

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

Unit Sector

Administration – Medical Services Administration

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Work within accepted codes of conduct	1.1 Ensure work is reviewed and approved by a health practitioner or senior administrator who has delegated tasks 1.2 Keep records up-to-date and complete tasks as required, neatly, accurately and in a timely manner 1.3 Seek clarification with relevant personnel of unclear or ambiguous procedures

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ELEMENT	PERFORMANCE CRITERIA
	1.4 Treat patients, colleagues and health practitioners with respect 1.5 Refer health related matters raised by patients back to medical practitioners 1.6 Act with honesty and integrity at all times 1.7 Communicate conflict of interest or potential conflict of interest promptly to manager or supervisor
2. Follow confidentiality and privacy procedures	2.1 Assess information and requests for information with regard to what is and what is not disclosable 2.2 Use discretion and judgement in all communications 2.3 Discuss patient-related matters within the confines of the facility and with appropriate personnel only 2.4 Seek advice and clarification with relevant personnel where potential confidentiality issues arise in dealings with patients, their families and others
3. Follow security procedures	3.1 Store and appropriately secure patient records and other confidential documentation 3.2 Clearly label and store securely according to organisational policies and procedures, all documents required by legislation to be stored for certain periods 3.3 Ensure drugs, equipment and other materials potentially posing a work health and safety (WHS) threat to others are stored securely at all times

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.2, 2.1, 3.1, 3.2	• Recognises familiar text types within job specifications and regulatory requirements and uses different strategies to identify relevant information
Writing	1.2, 3.2	• Produces records and labels according to workplace requirements
Oral	1.1, 1.3, 1.4, 1.5,	• Uses appropriate language and non-verbal features to provide information

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Communication	1.7, 2.4	• Obtains information from others by active listening and questioning
Navigate the work of work	1.6, 2.1, 2.2, 3.1, 3.2, 3.3	• Operates according to ethical guidelines and legislative requirements • Follows organisational procedures and protocols
Interact with others	1.1, 1.3, 1.4, 1.5, 1.7, 2.2, 2.3, 2.4	• Collaborates with others to achieve outcomes, playing an active role in facilitating respectful interactions
Get the work done	1.1, 1.2, 1.7, 2.1, 3.1, 3.2	• Plans and sequences workload to ensure tasks are completed accurately and in a timely manner • Takes responsibility for the outcomes of routine decisions related directly to own role • Recognises and takes responsibility for addressing predictable problems in familiar work contexts • Understands the importance of secure information and privacy in relation to own work

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
BSBMED305 Apply the principles of confidentiality, privacy and security within the medical environment	BSBMED305B Apply the principles of confidentiality, privacy and security within the medical environment	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBMED305 Apply the principles of confidentiality, privacy and security within the medical environment

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- communicate with others according to accepted codes of conduct
- assess whether information is disclosable
- identify and communicate a conflict of interest
- store records and confidential documentation according to organisational requirements
- identify and store drugs, equipment and materials requiring secure storage appropriately.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- explain enterprise policies and procedures for confidentiality, privacy and security
- identify relevant legislation relevant to confidentiality, privacy, security, record storage and work health and safety practices.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the medical services administration field of work and include access to:

- office equipment and resources
- case studies or actual experiences related to confidentiality, privacy and security issues.

Assessors must satisfy NVR/AQTF assessor requirements.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBMGT401 Show leadership in the workplace

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to lead teams and individuals by modelling high standards of conduct to reflect the organisation's standards and values.

It applies to individuals who are making the transition from being a team member to taking responsibility for the work and performance of others and providing the first level of leadership within the organisation. These managers have a strong influence on the work culture, values and ethics of the teams they supervise.

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

Unit Sector

Management and Leadership – Management

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Model high standards of management performance and behaviour	1.1 Ensure management performance and behaviour meets the organisation’s requirements 1.2 Ensure management performance and behaviour serves as a positive role model for others 1.3 Develop and implement performance plans in accordance with organisation’s goals and objectives 1.4 Establish and use key performance indicators to meet

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ELEMENT	PERFORMANCE CRITERIA
	organisation's goals and objectives
2. Enhance organisation's image	2.1 Use organisation's standards and values in conducting business 2.2 Question, through established communication channels, standards and values considered to be damaging to the organisation 2.3 Ensure personal performance contributes to developing an organisation which has integrity and credibility
3. Make informed decisions	3.1 Gather and organise information relevant to the issue/s under consideration 3.2 Facilitate individual's and team's active participation in decision-making processes 3.3 Examine options and assess associated risks to determine preferred course/s of action 3.4 Ensure decisions are timely and communicate them clearly to individuals and teams 3.5 Prepare plans to implement decisions and ensure they are agreed by relevant individuals and teams 3.6 Use feedback processes effectively to monitor the implementation and impact of decisions

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1, 1.3, 1.4, 2.1, 3.1, 3.3, 3.5, 3.6	• Gathers, interprets and analyses text relating to organisational goals, standards and values to aid planning and decision making
Writing	1.3, 1.4, 3.1, 3.3, 3.5, 3.6	• Records and reports key information related to the organisational goals, standards and objectives • Researches, plans and prepares documentation for relevant stakeholders
Oral Communication	1.2, 1.3, 2.2, 2.3, 3.2, 3.4, 3.5, 3.6	• Uses appropriate structure and language when developing performance plans, or when seeking and providing information about organisational goals and

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		objectives
Numeracy	1.4	• Identifies and comprehends mathematical information in familiar texts to establish key performance indicators
Navigate the world of work	1.1, 1.2, 1.3, 1.4, 2.1, 2.3	• Understands how own role meshes with others and contributes to broader work goals • Monitors adherence to organisational policies and procedures and considers own role in terms of its contribution to broader goals of the work environment
Interact with others	1.2, 1.3, 2.2, 2.3, 3.2, 3.4, 3.5, 3.6	• Collaborates with others to achieve joint outcomes, playing an active role in facilitating effective outcomes • Recognises the importance of taking audience, purpose and contextual factors into account when making decisions about what to communicate with whom, why and how
Get the work done	1.1, 1.3, 1.4, 3.1, 3.2, 3.3, 3.4, 3.5, 3.6	• Develops plans to manage relatively complex, non-routine tasks with an awareness of how they contribute to longer term operational and strategic goals • Uses systematic, analytical processes in complex, non-routine situations, setting goals, gathering relevant information and identifying and evaluating options against agreed criteria • Evaluates effectiveness of decisions in terms of how well they meet stated goals

Range of Conditions

This section specifies different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Organisation's standards and values must be identified by considering:	• explicitly stated values • values that are implied by the way the organisation conducts its business.

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**

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Code and title current version	Code and title previous version	Comments	Equivalence status
BSBMGT401 Show leadership in the workplace	BSBMGT401A Show leadership in the workplace	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBMGT401 Show leadership in the workplace

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- identify the organisation's standards and values, whether stated or implied by the way the organisation conducts its business
- evaluate own behaviour and performance against these and adjust to achieve required standards
- develop and implement performance plans and key performance indicators (KPIs) to meet organisation's goals and objectives
- use established communication channels to raise questions about standards and values that may be damaging to the organisation
- ensure own behaviour and performance contributes to the integrity and credibility of the organisation
- facilitate processes to make decisions that are based on:
  - relevant information
  - examination of options and associated risks
  - input from relevant people
- communicate about making and implementing decisions including:
  - facilitating agreement on the preferred course of action and implementation plans
  - monitoring and feedback on the implementation and impact of decisions.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- explain how to identify an organisation's standards and values when they are:
  - stated

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  - implied
- articulate organisational values and expectations of behaviour
- explain basic theory of group behaviour
- outline the organisation's process for raising questions about standards and values
- give examples of behaviours and performance that would typically be considered damaging to an organisation
- explain concepts including:
  - organisational values
  - role modelling
  - integrity and credibility
  - leadership.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the management and leadership field of work and include access to:

- relevant workplace documentation and resources
- case studies and, where possible, real situations
- interaction with others.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBMGT403 Implement continuous improvement

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to implement the organisation's continuous improvement systems and processes. It covers using systems and strategies to actively encourage the team to participate in the process, monitoring and reviewing performance, and identifying opportunities for further improvements.

It applies to managers who have an active role in implementing the continuous improvement process to achieve the organisation's objectives. Their position is closely associated with the creation and delivery of products and services which means that they have an important role in influencing the ongoing development of the organisation.

At this level, work will normally be carried out within routine and non-routine methods and procedures, which require planning, evaluation, leadership and guidance of others.

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

Unit Sector

Management and Leadership – Management

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Implement continuous improvement systems and	1.1 Implement systems to ensure that individuals and teams are actively encouraged and supported to participate in decision

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ELEMENT	PERFORMANCE CRITERIA
processes	making processes, assume responsibility and exercise initiative 1.2 Communicate the organisation's continuous improvement processes to individuals and teams, and obtain feedback 1.3 Ensure effective mentoring and coaching allows individuals and teams to implement the organisation's continuous improvement processes
2. Monitor and review performance	2.1 Use the organisation's systems and technology to monitor and review progress and to identify ways in which planning and operations could be improved 2.2 Improve customer service through continuous improvement techniques and processes 2.3 Formulate and communicate recommendations for adjustments to those who have a role in their development and implementation
3. Provide opportunities for further improvement	3.1 Implement processes to ensure that team members are informed of savings and productivity/service improvements in achieving the business plan 3.2 Document work performance to aid the identification of further opportunities for improvement 3.3 Manage records, reports and recommendations for improvement within the organisation's systems and processes

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1, 1.2, 2.1, 3.2, 3.3	• Evaluates and integrates facts and ideas to construct meaning from a range of text types in an effort to implement continuous improvement systems and processes
Writing	1.1, 1.2, 2.1, 2.2, 2.3, 3.1, 3.2, 3.3	• Selects vocabulary, grammatical structures and conventions appropriate to text • Researches, plans and prepares continuous improvement documentation for relevant stakeholders
Oral	1.2, 1.3, 2.3	• Participates in a variety of spoken exchanges with a range of audiences using structure and language to suit

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Communication		the audience
Navigate the world of work	2.1	• Monitors adherence to organisational policies and procedures and considers own role in terms of its contribution to broader goals of the work environment
Interact the work of others	1.2, 1.3, 2.3, 3.1	• Selects and uses appropriate conventions and protocols when communicating with diverse individuals to seek or share information • Collaborates with others to achieve joint outcomes, playing an active role in facilitating effective group communication, influencing direction and taking a leadership role on occasion
Get the work done	1.1, 1.3, 2.1, 2.2, 3.1, 3.2, 3.3	• Takes responsibility for planning and organising own workload to achieve required outcomes • Uses systematic, analytical processes in complex, non-routine situations, setting goals, gathering relevant information and identifying and evaluating options against agreed criteria • Evaluates effectiveness of decisions in terms of how well they meet stated goals • Uses digital applications to access and filter data, extract, organise, integrate and share relevant information • Recognises the potential of new approaches to enhance work practices and outcomes

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
BSBMGT403 Implement continuous improvement	BSBMGT403A Implement continuous improvement	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBMGT403 Implement continuous improvement

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- implement continuous improvement systems and provide mentoring and coaching support to enable individuals and teams to participate in decisions, take responsibility, show initiative and implement improvement processes
- implement processes to inform team members about savings and productivity/service improvements achievements
- communicate effectively to support the continuous improvement system and implementation of improvements
- apply continuous improvement to customer services including internal and external customers
- implement, monitor and adjust improvement plans, processes and procedures to improve performance
- document performance to identify further opportunities for improvement
- manage records and reports within the organisation's systems and procedures.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- give examples of continuous improvement processes
- list typical areas of need for coaching and mentoring to support continuous improvement
- explain how change management techniques can support continuous improvement and initiative
- identify the organisation's systems and data that can be used for benchmarking and monitoring performance for continuous improvement.

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Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the management and leadership field of work and include access to:

- relevant workplace documentation and resources
- case studies and, where possible, real situations
- interaction with others.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBMGT516 Facilitate continuous improvement

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to lead and manage continuous improvement systems and processes. Particular emphasis is on the development of systems and the analysis of information to monitor and adjust performance strategies, and to manage opportunities for further improvements.

It applies to individuals who take an active role in managing a continuous improvement process in order to achieve an organisation's objectives.

At this level, work will normally be carried out using complex and diverse methods and procedures which require the exercise of considerable discretion and judgement, using a range of problem-solving and decision-making strategies.

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

Unit Sector

Management and leadership – Management

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Lead continuous improvement systems and processes	1.1 Develop strategies to ensure that team members are actively encouraged and supported to participate in decision-making processes, assume responsibility and exercise initiative as

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ELEMENT	PERFORMANCE CRITERIA
	appropriate 1.2 Establish systems to ensure that the organisation's continuous improvement processes are communicated to stakeholders 1.3 Ensure that change and improvement processes meet sustainability requirements 1.4 Develop effective mentoring and coaching processes to ensure that individuals and teams are able to implement and support the organisation's continuous improvement processes 1.5 Ensure that insights and experiences from business activities are captured and accessible through knowledge management systems
2. Monitor and adjust performance strategies	2.1 Develop strategies to ensure that systems and processes are used to monitor operational progress and to identify ways in which planning and operations could be improved 2.2 Adjust and communicate strategies to stakeholders according to organisational procedures
3. Manage opportunities for further improvement	3.1 Establish processes to ensure that team members are informed of outcomes of continuous improvement efforts 3.2 Ensure processes include recording of work team performance to assist in identifying further opportunities for improvement 3.3 Consider areas identified for further improvement when undertaking future planning

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.2, 1.3, 1.4, 1.5, 2.1, 2.2, 3.3	• Identifies and extracts relevant information from a range of complex texts • Locates, interprets and analyses workplace documentation to gather information relating to continuous improvement
Writing	1.1, 1.2, 1.4, 1.5, 2.1, 2.2, 3.1-3.3	• Develops complex texts related to continuous improvement processes according to organisational requirements

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		• Ensures the vocabulary, grammatical structures and conventions are appropriate for the context and target audience
Oral Communication	1.1, 1.2, 1.4, 2.2	• Presents information to a range of audiences using appropriate structure and language • Listens and comprehends information from a variety of spoken exchanges with clients, co-workers and other stakeholders • Confirms understanding through questioning and active listening
Navigate the world of work	1.1-1.3, 2.1, 2.2	• Develops strategies to enable compliance with legislative requirements and achievement of the organisation's goals • Monitors adherence to organisational policies, procedures and protocols and considers own role in terms of its contribution to broader goals of the work environment
Interact with others	1.1, 1.2, 1.4, 2.2	• Identifies and uses appropriate conventions and protocols when communicating with colleagues and external stakeholders • Collaborates with others to achieve joint outcomes, playing an active role in facilitating effective group interaction and influencing direction
Get the work done	1.1, 1.2, 1.4, 1.5, 2.1, 3.1, 3.2, 3.3	• Takes responsibility for developing, implementing and monitoring systems and processes to achieve organisational outcomes • Uses analytical and lateral thinking to review current practices and develop ideas for improvement • Reflects on the ways in which digital systems and tools are used, or could be used, to achieve work goals

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
BSBMGT516 Facilitate continuous improvement	BSBMGT516C Facilitate continuous improvement	Updated to meet Standards for Training Packages	Equivalent unit

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBMGT516 Facilitate continuous improvement

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to establish systems and processes for continuous improvement that:

- facilitate effective contributions to and communications about continuous improvement processes and outcomes
- address sustainability requirements
- incorporate mentoring, coaching and other support to enable people to participate effectively in continuous improvement processes
- capture insights, experiences and ideas for improvements and incorporate them into the organisation's knowledge management systems and future planning.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- explain how systems and procedures can support effective continuous improvement
- explain how continuous improvement systems and processes relate to other business systems and requirements including, knowledge management, quality, performance management and sustainability.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the management and leadership field of work and include access to:

- relevant workplace documentation and resources
- case studies and, where possible, real situations
- interaction with others.

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Assessors must satisfy NVR/AQTF assessor requirements.

Links

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BSBMGT517 Manage operational plan

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to develop and monitor implementation of the operational plan to provide efficient and effective workplace practices within the organisation's productivity and profitability plans.

Management at a strategic level requires systems and procedures to be developed and implemented to facilitate the organisation's operational plan.

This unit applies to individuals who manage the work of others and operate within the parameters of a broader strategic and/or business plan.

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

Unit Sector

Management and Leadership – Management

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Develop operational plan	1.1 Research, analyse and document resource requirements and develop an operational plan in consultation with relevant personnel, colleagues and specialist resource managers 1.2 Develop and/or implement consultation processes as an

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ELEMENT	PERFORMANCE CRITERIA
	integral part of the operational planning process 1.3 Ensure the operational plan includes key performance indicators to measure organisational performance 1.4 Develop and implement contingency plans for the operational plan 1.5 Ensure the development and presentation of proposals for resource requirements is supported by a variety of information sources and seek specialist advice as required 1.6 Obtain approval for the plan from relevant parties and explain the plan to relevant work teams
2. Plan and manage resource acquisition	2.1 Develop and implement strategies to ensure that employees are recruited and/or inducted within the organisation's human resources management policies, practices and procedures 2.2 Develop and implement strategies to ensure that physical resources and services are acquired in accordance with the organisation's policies, practices and procedures 2.3 Recognise and incorporate requirements for intellectual property rights and responsibilities in recruitment and acquisition of resources and services
3. Monitor and review operational performance	3.1 Develop, monitor and review performance systems and processes to assess progress in achieving profit and productivity plans and targets 3.2 Analyse and interpret budget and actual financial information to monitor and review profit and productivity performance 3.3 Identify areas of under-performance, recommend solutions and take prompt action to rectify the situation 3.4 Plan and implement systems to ensure that mentoring and coaching are provided to support individuals and teams to effectively, economically and safely use resources 3.5 Negotiate recommendations for variations to operational plans and gain approval from designated persons/groups 3.6 Develop and implement systems to ensure that procedures and records associated with documenting performance are managed in accordance with organisational requirements

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Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1, 1.5, 2.1, 2.2, 3.1, 3.2, 3.3, 3.4, 3.6	• Identifies and extracts relevant information from a range of complex texts • Gathers, interprets and analyses workplace documentation to determine requirements for the operational plan
Writing	1.1-1.5, 2.1, 2.2, 3.1-3.6	• Develops and documents a range of detailed texts relating to the management of an operational plan according to organisational requirements • Ensures the vocabulary, grammatical structures and conventions are appropriate for the context and target audience
Oral Communication	1.1, 1.2, 1.5, 1.6, 3.4, 3.5	• Presents information to a range of audiences using appropriate register, vocabulary and paralinguistic features • Listens and comprehends information from a variety of spoken exchanges with clients, co-workers and other stakeholders • Confirms understanding through questioning and active listening
Numeracy	1.1, 1.3, 1.4, 3.1-3.4	• Selects and uses mathematical problem-solving strategies to organise resource requirements, performance benchmarks and financial viability of the operational plan
Navigate the world of work	2.1, 2.2, 3.4, 3.6	• Monitors adherence to organisational policies, procedures and considers own role in terms of its contribution to broader goals of the work environment • Appreciates the implications of legal responsibilities with specific reference to health and safety
Interact with others	1.1, 1.2, 1.5, 1.6, 3.5	• Identifies and uses appropriate conventions and protocols when communicating with colleagues and external stakeholders • Collaborates with others to achieve joint outcomes, playing an active role in facilitating effective group interaction, influencing direction and taking a leadership role on occasion
Get the work done	1.1-1.5, 2.1, 2.2, 3.1, 3.3, 3.4, 3.6	• Takes responsibility for developing and implementing systems and processes to achieve organisational objectives, seeking advice, feedback and support as

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		required to assist in the development and planning phase • Sequences and schedules complex activities, monitors implementation, and manages relevant communication • Uses systematic analytical processes to aid decision making, identify potential problems and generate contingency plans or solutions

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
BSBMGT517 Manage operational plan	BSBMGT515A Manage operational plan	Updated to meet Standards for Training Packages. Edits to clarify intent of Performance Criteria. Additional performance criterion and evidence for intellectual property.	No equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBMGT517 Manage operational plan

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- develop and implement an operational plan using a variety of information sources and consultation (including using specialist advice if required) which includes:
  - resource requirements
  - key performance indicators
  - monitoring processes
  - contingency plans
- communicate effectively with relevant stakeholders to explain the plan and supporting information, seek approvals, negotiate variations and engage work teams
- develop and implement strategies to achieve the operational plan within the organisation's policies, practices and procedures including:
  - recruiting, inducting and developing personnel
  - acquiring physical resources and services
  - protecting intellectual property
  - making variations to the plan
  - monitoring and documenting performance.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- describe models and methods for operational plans
- explain the role of an operational plan in achieving the organisation's objectives
- explain budgeting processes

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- list alternative approaches to developing key performance indicators to meet business objectives
- outline the legislative and regulatory context relevant to the operational plan of the organisation
- outline the organisation's policies, practices and procedures that directly relate to the operational plan.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the management and leadership field of work and include access to:

- relevant legislation and regulations
- workplace documentation and resources
- case studies and, where possible, real situations
- interaction with others.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBOPS101 Use business resources

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Application

This unit describes the skills and knowledge required to identify, use and maintain resources to complete a variety of tasks under direct supervision.

The unit applies to those who are required to use a variety of business resources. These individuals typically work under supervision and guidance.

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

Unit Sector

Business Competence – Business Operations

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare resources	1.1 Identify business resources according to task requirements 1.2 Estimate quantities of resources required to complete the task 1.3 Access business resources with supervision 1.4 Check resources for usability according to task and organisational requirements
2. Operate resources	2.1 Use resource according to task requirements and under direct instruction 2.2 Identify resource shortages or faults and take action to ensure issue is resolved 2.3 Report issues outside area of own responsibility to appropriate personnel

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ELEMENT	PERFORMANCE CRITERIA
3. Maintain resources	3.1 Identify maintenance requirements of resources 3.2 Undertake maintenance for resource according to organisational requirements 3.3 Maintain records relating to resources under direct instructions 3.4 Store resources under direct instructions

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

Skill	Description
Reading	• Follows instructions in familiar texts
Writing	• Records and updates documents according to instructions
Oral communication	• Follows simple instructions • Asks clarifying questions and responds to answers
Numeracy	• Uses rounding and other mathematical techniques to estimate quantity requirements
Self-management	• Follows organisational procedures when tasks are beyond own level of responsibility • Follows clearly defined instructions provided by others
Planning and organising	• Completes routine tasks taking some limited responsibility for decisions regarding equipment and resource choices, operation and maintenance
Problem solving	• Responds to routine problems by referring to instructions or standard procedures

Unit Mapping Information

Supersedes and is equivalent to BSBADM101 Use business equipment and resources.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBOPS101 Use business resources

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- use business resources on at least two occasions, including:
  - choosing business resources required for tasks
  - operating resources according to manufacturer and organisational requirements
  - reporting shortages and faults according to organisational requirements
  - maintaining resources and records according to instructions.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- functions of available business resources
- procedures for operating the available business resources, including safety requirements
- common faults of business resources
- procedures for maintaining and storing resources.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- operational and maintenance manuals
- organisational procedures related to operation and maintenance of resources
- records relating to resources.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

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Links

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BSBOPS402 Coordinate business operational plans

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Application

This unit describes the skills and knowledge required to implement operational plans by planning and acquiring resources, monitoring and adjusting operational performance and providing reports on performance, as required.

The unit applies to individuals who plan activities to achieve team and organisational objectives. At this level, work will normally be carried out within routine and non-routine methods and involve procedures that require planning, evaluation, leadership and guidance of others.

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

Unit Sector

Business Competence – Business Operations

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare to implement operational plan	1.1 Consult with stakeholders to identify resource requirements relevant to operational plan 1.2 Collate, analyse and document details of resource requirements 1.3 Develop operational plan and determine implementation method 1.4 Plan for contingencies 1.5 Develop and present proposals for resource requirements
2. Implement operational plan	2.1 Assist in recruiting and onboarding employees required to implement operational plan according to organisational policies

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ELEMENT	PERFORMANCE CRITERIA
	and procedures 2.2 Acquire physical resources and services according to organisational policies and procedures 2.3 Support efficient, cost-effective and safe use of resources 2.4 Adjust implementation of the operational plan in consultation with others to manage contingencies
3. Monitor operational performance	3.1 Collate relevant information and determine operational and productivity performance 3.2 Identify and use key performance indicators (KPIs) and assess operational performance 3.3 Identify unsatisfactory performance and take action to rectify the situation according to organisational policies
4. Review operations based on performance	4.1 Develop recommendations for variation to operational plans 4.2 Present recommendations to the designated persons or groups to gain approval 4.3 Maintain records related to operational performance according to organisational policies and procedures 4.4 Report information on operational performance to management

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Description
Reading	• Identifies, interprets, analyses and reviews textual information related to the operational plan and monitoring of operational performance
Writing	• Communicates relationships between ideas and information, matching style of writing to purpose and audience • Researches, plans and prepares workplace documentation for relevant stakeholders using organisational formats
Oral communication	• Participates in a variety of spoken exchanges with a range of audiences varying structure and language to suit the audience
Numeracy	• Selects and uses familiar mathematical techniques to organise timely supply of adequate resources for the operational plan and to use budgetary information to monitor performance
Enterprise and initiative	• Monitors adherence to organisational policies and procedures and considers own role in terms of its contribution to broader goals of the work environment

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Skill	Description
Teamwork	• Selects and uses appropriate conventions and protocols when communicating with diverse individuals to build rapport, seek or present information • Collaborates with others to achieve joint outcomes, playing an active role in facilitating effective group communication, influencing direction and taking a leadership role on occasion
Planning and organising	• Takes responsibility for planning, organising, implementing and monitoring tasks required to achieve required outcomes • Evaluates effectiveness of decisions in terms of how well they met stated goals • Identifies and addresses an increasing range of familiar problems by implementing contingency plans

Unit Mapping Information

No equivalent unit. Supersedes but is not equivalent to:

- BSBFLM305 Support operational plan
- BSBMGT402 Implement operational plan.

Links

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Assessment Requirements for BSBOPS402 Coordinate business operational plans

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- prepare, implement and review two operational plans.

In the course of the above, the candidate must:

- interact with a range of people and groups to identify resource requirements, performance objectives, systems, procedures and records relating to the operational plan
- plan and acquire physical and human resources using organisation's systems and procedures
- manage and support personnel to achieve performance objectives including facilitating new employee onboarding
- present information and recommendations to support implementation and variation of the operational plan
- monitor operational performance against the performance objectives and budgets and implement improvements to rectify unsatisfactory performance
- vary the operational plan and gain approval to deal with contingencies
- document and provide reports on performance as required by the organisation.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- processes to identify resource requirements
- sources of information to identify resource requirements
- methods to manage contingencies including through consultation with relevant stakeholders
- key features of performance monitoring systems and processes
- common methods for problem solving
- methods to support staff including mentoring, coaching and supervision

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- implementation methods for operational plan
- budget and other financial information related to the organisation
- organisational objectives including costs, identified shortfalls and surpluses.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- organisational operational plans, policies and procedures relevant to performance evidence
- workplace documentation and resources including budgets
- physical and human resource procurement documentation
- employee onboarding and performance monitoring procedures.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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BSBOPS403 Apply business risk management processes

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Application

This unit describes the skills and knowledge required to identify business risks and to apply established risk management processes to a defined area of operations that are within the responsibilities and obligations of the work role.

The unit applies to individuals with a broad knowledge of risk analysis or project management who contribute well developed skills in creating solutions to unpredictable problems through analysis and evaluation of information from a variety of sources. They may have responsibility to provide guidance or delegate aspects of these tasks to others. Risks applicable to own work responsibilities and area of operation may include projects being undertaken individually or by a team, or operations within a section of the organisation.

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

Unit Sector

Business Competence – Business Operations

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify risks	1.1 Identify context for risk management 1.2 Undertake required steps to identify risks 1.3 Document identified risks according to relevant policies, procedures, legislation and standards
2. Analyse and evaluate risks	2.1 Analyse risks in consultation with relevant stakeholders 2.2 Undertake risk categorisation and determine level of risk 2.3 Document analysis processes and outcomes

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ELEMENT	PERFORMANCE CRITERIA
3. Treat risks	3.1 Identify control measures for risks 3.2 Assess strengths and weaknesses of control measures 3.3 Refer risks to relevant personnel, where required, according to policies and procedures 3.4 Select and implement control measures for personal area of operation and responsibilities
4. Monitor and review effectiveness of risk treatments	4.1 Review implemented treatments against measures of success 4.2 Use review results to improve the treatment of risks 4.3 Monitor and review management of risk in personal area of operation

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Description
Learning	• Uses analysis and consultative processes to inform decisions about selection and implementation of risk control measures • Evaluates effectiveness of plans and results to inform improvement decisions
Reading	• Comprehends documents and texts of varying complexity to extract and analyse relevant information
Writing	• Uses specific, industry related terminology and logical organisational structure in workplace documents that identify and analyse risk and report management process outcomes
Oral communication	• Participates effectively in interactions with stakeholders by using questioning and listening to elicit opinions and clarify understanding
Numeracy	• Uses numerical tools to assess risk and uses numerical data to review plans
Enterprise and initiative	• Complies with organisational and legislative requirements • Takes responsibility for identification and management of risk within own work context and refers matters to others as required
Teamwork	• Selects appropriate communication protocols and conventions when conferring with others to establish risk management requirements
Planning and organising	• Determines job sequence and works logically and systematically to undertake defined tasks

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Skill	Description
Technology	• Uses familiar digital technologies and systems to access information, prepare plans and communicate with others

Unit Mapping Information

Supersedes and is equivalent to BSBRSK401 Identify risk and apply risk management processes.

Links

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Assessment Requirements for BSBOPS403 Apply business risk management processes

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to apply organisational policies, procedures and processes to:

- treat at least three risks by:
  - identifying different types of organisational risks
  - consulting with stakeholders to analyse and evaluate risks
  - implementing control measures
  - referring risks that are beyond own area of responsibility to others
  - maintaining risk management documentation.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- legislative and regulatory context of the organisation in relation to risk management
- techniques for identifying and evaluating risks
- organisational policies and procedures for risk management
- areas where risks are commonly identified in an organisation
- risks beyond scope of individual responsibility to be referred to relevant organisational personnel
- purpose and key elements of current risk management standards.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- legislation, regulations, standards and codes relating to business risk

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- workplace documentation on selected organisational risks.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

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BSBOPS404 Implement customer service strategies

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Application

This unit describes the skills and knowledge required to advise, carry out and evaluate customer service strategies.

The unit applies to individuals who have well developed skills and a broad knowledge of customer service strategies for addressing customer needs and problems. Individuals may provide guidance or delegate work related tasks to others.

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

Unit Sector

Business Competence – Business Operations

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Advise on customer service needs	1.1 Identify organisational customer service objectives and customer needs 1.2 Assess and clarify customer requirements 1.3 Identify and diagnose problems with service delivery 1.4 Develop options to improve customer service delivery according to organisational requirements 1.5 Provide recommendations to promote improvement of customer service delivery
2. Support implementation of customer service	2.1 Consult with relevant stakeholders to develop customer service strategies 2.2 Assess customer service strategies and opportunities against

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ELEMENT	PERFORMANCE CRITERIA
strategies	customer service objectives 2.3 Identify and allocate available budget resources to fulfil customer service objectives 2.4 Action procedures to resolve customer difficulties and complaints according to organisational requirements
3. Evaluate and report on customer service	3.1 Review stakeholder satisfaction with service delivery according to organisational requirements 3.2 Identify and report changes necessary to meet customer service objectives 3.3 Prepare conclusions and recommendations on future directions of client service strategies 3.4 Monitor systems, records and reporting procedures for changes to customer satisfaction

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Description
Reading	• Reviews textual information and comprehends details that relate to the interests or requirements of the client and organisation
Writing	• Creates a range of formal texts using structure, grammar and clear and specialised language to describe customer needs, maintain information and support a particular position
Oral communication	• Uses pace, intonation, intelligible pronunciation and listening and questioning techniques to interact effectively with others
Numeracy	• Recognises and interprets numerical information and performs calculations on familiar mathematical information
Enterprise and Initiative	• Recognises and applies organisational protocols and meets expectations associated with own work
Teamwork	• Uses a range of strategies to establish a sense of connection and build rapport with customers • Collaborates with others contributing knowledge and skills to achieve joint outcomes
Planning and organising	• Applies formal and logical processes when planning and implementing tasks • Applies standard procedures when responding to familiar problems

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Skill	Description
	within own work context
Technology	• Uses digital technologies to access, organise, present and store information relevant to own role

Unit Mapping Information

Supersedes and is equivalent to BSBCUS401 Coordinate implementation of customer service strategies.

Supersedes but is not equivalent to:

- BSBCUS402 Address customer needs
- BSBCUS403 Implement customer service standards
- BSBSLS408 Present, secure and support sales solutions.

Links

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Assessment Requirements for BSBOPS404 Implement customer service strategies

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- develop and implement at least two strategies to improve customer service delivery.

In the course of the above, the candidate must:

- respond to and report on customer feedback and complaints
- review client satisfaction using verifiable data
- consult and communicate effectively with relevant people
- develop and implement strategies and methods to improve customer service delivery, including:
  - budgeting
  - promotion to staff
  - documentation and follow up.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- customer communication techniques
- principles of customer service
- sources of verified client information
- techniques for identifying customer needs and reviewing customer satisfaction
- organisational business structure, products and services related to customer service
- techniques for drawing insights from verifiable evidence to develop recommendations and conclusions
- product and service standards and best practice models.

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Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- organisational policies and procedures for customer service
- examples of customer complaints and feedback
- client satisfaction data.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

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BSBOPS502 Manage business operational plans

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Application

This unit describes the skills and knowledge required to develop and monitor the implementation of operational plans to support efficient and effective workplace practices and organisational productivity and profitability.

The unit applies to individuals who manage the work of others and operate within the parameters of a broader strategic and/or business plans.

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

Unit Sector

Business Competence – Business Operations

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Establish operational plan	1.1 Research, analyse and document resource requirements 1.2 Develop operational plan in consultation with, and with approval from, relevant stakeholders 1.3 Develop contingencies for operational plan 1.4 Explain plan to relevant work teams
2. Manage resource acquisition	2.1 Confirm that employees are recruited and inducted according to the organisation's human resources management policies, practices and procedures 2.2 Confirm that physical resources and services are acquired according to the organisation's policies, practices and procedures

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ELEMENT	PERFORMANCE CRITERIA
	2.3 Identify and incorporate requirements for intellectual property rights and responsibilities related to acquisition of resources
3. Monitor and review operational performance	3.1 Assess progress of operational plan in achieving profit and productivity plans and targets 3.2 Identify areas of under-performance, recommend solutions and rectify the situation 3.3 Plan and implement relevant processes for ongoing monitoring and confirm that support is provided for individuals and teams 3.4 Negotiate recommendations for variations to operational plans and gain approval from designated persons

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Description
Reading	• Gathers, interprets and analyses workplace documentation to determine requirements for the operational plan
Writing	• Develops and documents a range of detailed texts relating to the management of an operational plan according to organisational requirements
Oral communication	• Presents information to a range of audiences using appropriate register, vocabulary and paralinguistic features • Listens and comprehends information from a variety of spoken exchanges with clients, co-workers and other stakeholders
Numeracy	• Selects and uses mathematical problem-solving strategies to organise resource requirements, performance benchmarks and financial viability of the operational plan
Enterprise and initiative	• Monitors adherence to organisational policies, procedures and considers own role in terms of its contribution to broader goals of the work environment
Teamwork	• Collaborates with others to achieve joint outcomes, playing an active role in facilitating effective group interaction, influencing direction and taking a leadership role on occasion
Planning and organising	• Takes responsibility for developing and implementing systems and processes to achieve organisational objectives, seeking advice, feedback and support as required to assist in the development and planning phase • Sequences and schedules complex activities, monitors

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Skill	Description
	implementation, and manages relevant communication
Problem solving	• Uses systematic analytical processes to aid decision making, identify potential problems and generate contingency plans or solutions
Technology	• Demonstrates awareness of the importance of data security in a digital environment

Unit Mapping Information

Supersedes and is equivalent to BSBMGT517 Manage operational plan.

Links

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Assessment Requirements for BSBOPS502 Manage business operational plans

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- manage an operational plan for at least one business or work area.

In the course of the above, the candidate must:

- develop and implement an operational plan using a variety of information sources and consultation including:
  - resource requirements
  - key performance indicators
  - monitoring processes
  - contingency plans
- communicate with stakeholders to explain the plan and supporting information, seek approvals, negotiate variations and engage work teams
- confirm existence of relevant strategies, including strategies relating to:
  - recruiting, inducting and developing personnel
  - acquiring physical resources and services
  - protecting intellectual property
  - making variations to the plan
  - monitoring and documenting performance.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- stakeholders involved in development and management of operations plan including escalation points, colleagues and specialist resource managers
- key information sources for proposal development and presentation including resource requirement specialists

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- consultation processes
- content of operational plans, including:
  - procurement processes
  - employee recruitment and induction strategies
  - physical resource and service acquisition strategies
  - key indicators of organisational performance
- budget and actual financial relating to profit and productivity
- methods for preparing operational plans and contingency plans
- role of an operational plan in achieving an organisation's objectives
- procedures and records associated with documenting performance
- approaches for developing key performance indicators to meet business objectives
- legislative and regulatory framework relating to the development and implementation of operational plan of the organisation, including:
  - fair trading laws
  - work health and safety
- organisational policies, practices and procedures that relate to the operational plan.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- legislation and regulations relevant to operational plans
- workplace documentation and resources relevant to performance evidence.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

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BSBOPS504 Manage business risk

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Application

This unit describes skills and knowledge required to manage business risks in a range of contexts across an organisation or for a specific business unit or area in any industry setting.

The unit applies to individuals who are working in positions of authority and who are approved to implement change across the organisation, business unit, program or project area. They may or may not have responsibility for directly supervising others.

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

Unit Sector

Business Competence – Business Operations

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Establish risk context	1.1 Evaluate organisational processes, procedures and requirements and determine scope for risk management process 1.2 Review strengths and weaknesses of existing arrangements 1.3 Document critical success factors, goals and objectives for area included in scope 1.4 Communicate risk management process to relevant stakeholders
2. Identify risks	2.1 Invite stakeholders to assist in the identification of risks 2.2 Research risks that may apply to scope 2.3 Document risks that apply to the scope, in consultation with relevant parties

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ELEMENT	PERFORMANCE CRITERIA
3. Analyse risks	3.1 Assess likelihood of risks occurring 3.2 Assess impact or consequence if risks occur 3.3 Evaluate and prioritise risks for treatment
4. Select and implement treatments	4.1 Determine and select from options for treating risks 4.2 Develop action plan for implementing risk treatment 4.3 Communicate risk management processes to relevant parties 4.4 Implement action plan according to organisational policies and procedures 4.5 Monitor and evaluate risk management process

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Description
Reading	• Synthesises a variety of relatively complex texts • Gathers, interprets and analyses textual information from a range of sources to identify relevant information
Writing	• Develops textual material and organises content in a manner that effectively documents risk management analysis and assessment priorities and processes
Oral communication	• Participates in interactions with stakeholders using questioning and listening to elicit opinions, and to confirm and clarify understanding
Numeracy	• Uses numerical tools to assess risk and uses numerical data to review plans
Teamwork	• Selects appropriate conventions and protocols when communicating with stakeholders about risk management • Consults and negotiates with stakeholders about risk management processes and outcomes
Planning and organising	• Sequences and schedules a range of routine and complex activities, monitors implementation, evaluates processes and manages relevant communication • Systematically analyses information to decide on appropriate risk management treatments • Refers to organisational processes, procedures and requirements when making decisions about risk management
Technology	• Uses digital technologies and systems to access information,

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Skill	Description
	document plans and communicate with others

Unit Mapping Information

Supersedes and is equivalent to BSBRSK501 Manage risk.

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Assessment Requirements for BSBOPS504 Manage business risk

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- lead at least one risk management process for an organisation or work area.

In the course of the above, the candidate must:

- analyse information from a range of sources to identify the scope and context of the risk management process, including:
  - stakeholder analysis
  - political, economic, social, legal, technological and policy context
  - current arrangements
  - objectives and critical success factors for the area included in scope
  - risks that may apply to scope
- consult and communicate with stakeholders to identify and assess risks, determine appropriate risk treatment actions and priorities and explain the risk management processes
- develop and implement an action plan to treat risks
- monitor and evaluate the action plan and risk management process
- maintain documentation.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- legislative and regulatory context of the organisation in relation to risk management
- organisational policies, procedures and processes for risk management, including document storage
- types of business risks
- options for treating risks
- risk management process
- purpose and key elements of current risk management standards

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- tools and techniques to identify risks to scope risk management processes.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- legislation, regulations, standards and codes relating to risk management
- workplace documentation and resources relating to risk management.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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BSBOPS505 Manage organisational customer service

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Application

This unit describes the skills and knowledge required to develop strategies to manage organisational systems that ensure products and services are delivered and maintained to standards agreed by the organisation.

The unit applies to individuals who supervise customer service provided by others within an organisation. At this level, individuals must exercise considerable discretion and judgement, using a range of problem solving and decision making strategies.

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

Unit Sector

Business Competence – Business Operations

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Establish customer requirements	1.1 Consult with customers to identify customer service requirements 1.2 Integrate customer feedback into organisation's business plan 1.3 Identify and procure resources required to address customer service requirements
2. Deliver quality products and services	2.1 Deliver product and service according to customer specifications within organisation's business plan 2.2 Monitor team performance and assess against the organisation's quality and delivery standards 2.3 Support colleagues to overcome difficulties in meeting

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ELEMENT	PERFORMANCE CRITERIA
	customer service standards
3. Evaluate customer service	3.1 Develop and use strategies for monitoring progress against product and service targets and standards 3.2 Develop and use strategies for obtaining customer feedback on provision of product and service 3.3 Adapt delivery of customer product and service in consultation with relevant individuals and groups 3.4 Manage records, reports and recommendations within the organisation's systems and processes

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Description
Reading	• Interprets and analyses textual information from a variety of sources and applies the knowledge that has been gained to evaluate standards for organisation's products and services
Writing	• Produces a range of text types to convey information, requirements or recommendations matching style of writing to purpose and audience
Oral communication	• Clearly articulates systems and standards in a team environment using language suitable to diverse audiences • Uses listening and questioning techniques to obtain feedback and confirm understanding
Numeracy	• Interprets and comprehends mathematical information in organisation's business and customer service plans
Planning and organising	• Recognises and applies organisational protocols and meets expectations associated with own work
Teamwork	• Identifies and uses appropriate conventions and protocols when communicating with colleagues and customers • Collaborates with others, taking into account their strengths and experience, to achieve desired outcomes • Provides support in field of expertise to team
Enterprise and initiative	• Develops and implements plans using logical processes and monitors and evaluates progress against stated goals
Problem solving	• Accepts responsibility for addressing complex or non-routine difficulties, applying problem solving processes in determining a

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Skill	Description
	solution
Technology	• Uses digital technology to access, organise and present information in a format that meets requirements

Unit Mapping Information

Supersedes and is equivalent to BSBCUS501 Manage quality customer service.

Supersedes but is not equivalent to:

- BSBCUE504 Integrate customer engagement within the organisation
- BSBCUE601 Optimise customer engagement operations
- BSBCUE602 Manage customer engagement information
- BSBCUE603 Design and launch new customer engagement facilities
- BSBSLS501 Develop a sales plan.

Links

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Assessment Requirements for BSBOPS505 Manage organisational customer service

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- develop and review strategy for delivering and monitoring quality customer service for an organisation or work area.

In the course of the above, the candidate must:

- implement quality customer service policies and procedures
- identify and resolve system problems relating to poor customer service
- assist teams to meet customer service requirements
- develop, procure and use human and physical resources to support quality customer service delivery.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- legislative and regulatory frameworks governing customer service
- elements of effective customer service including quality, time and cost
- organisational policies and procedures for customer service and handling customer complaints
- relevant service standards and best practice models
- key principles of public relations and product promotion
- common techniques for solving complaints
- principles and techniques involved in managing:
  - customer behaviour
  - specific customer needs
  - customer research
  - customer relations

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  - ongoing product and service quality
  - problem identification and resolution
  - quality customer service delivery
  - record keeping and management methods
- strategies for monitoring, managing and introducing ways to improve customer service relationships
- strategies to obtain customer feedback.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- legislation, regulations and codes of practice related to customer service
- workplace documentation and resources
- complex customer complaints.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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BSBPEF202 Plan and apply time management

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Application

This unit describes the skills and knowledge required to implement time management processes to organise and complete work tasks. It also addresses skills and knowledge to seek and review feedback for performance improvement regarding time management and use technology appropriate to the task.

The unit applies to individuals working under direct supervision. These individuals apply basic skills and knowledge in a broad range of work settings.

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

Unit Sector

Critical Thinking & Problem Solving – Personal Effectiveness

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Organise work schedule	1.1 Discuss and agree on work goals and plans with assistance from relevant personnel 1.2 Identify relationship between own work goals and plans, and organisational goals and plans 1.3 Research time management techniques and strategies 1.4 Plan and prioritise work tasks within allocated timeframes
2. Complete work tasks	2.1 Perform tasks according to designated timelines and instructions 2.2 Seek assistance from colleagues when difficulties arise in achieving allocated tasks

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ELEMENT	PERFORMANCE CRITERIA
	2.3 Identify factors affecting work plan 2.4 Communicate progress on work plan to relevant personnel according to organisational policies and procedures
3. Review work performance	3.1 Seek feedback on time management from relevant personnel 3.2 Record changes to time management approach according to task instructions 3.3 Identify and plan opportunities for improvement in discussion with colleagues

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

Skill	Description
Reading	• Identifies and interprets textual information to determine and adhere to organisational and task requirements
Writing	• Completes required documents using organisational formats
Oral communication	• Uses listening and questioning techniques to seek information and confirm understanding • Participates in verbal interactions using language and features suitable to audience and context
Numeracy	• Interprets numerical information related to timeframes
Enterprise and initiative	• Complies with organisational policies, procedures and standards
Planning and organising	• Prioritises work and completes activities within designated timeframes • Identifies and solves routine problems
Technology	• Selects and uses appropriate digital tools to complete tasks

Unit Mapping Information

Supersedes and is equivalent to BSBWOR202 Organise and complete daily work activities.

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Assessment Requirements for BSBPEF202 Plan and apply time management

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- develop and implement at least one time management plan with support of relevant personnel.

In the course of the above, the candidate must:

- complete each work task within specified timeframe, seeking opportunities to use digital tools where applicable
- seek and use feedback from others to monitor and improve work performance.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- time management techniques and strategies
- features of a time management plan
- organisational standards, policies and procedures relevant to own work role
- relationship between own work goals and plans and organisation's goals and plans
- factors affecting work progress and performance improvement techniques.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to challenges and situations to demonstrate application of performance evidence.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

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BSBPEF301 Organise personal work priorities

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.
Release 2	This version first released with BSB Business Services Training Package Version 7.2. Release created to amend typographical error in the foundation skills.

Application

This unit describes the skills and knowledge required to organise personal work schedules, to monitor and obtain feedback on work performance and to maintain required levels of competence.

The unit applies to individuals who exercise discretion and judgement and apply a broad range of competencies in various work contexts.

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

Unit Sector

Critical Thinking & Problem Solving – Personal Effectiveness

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Organise and complete own work schedule	1.1 Develop work goals and key performance indicators (KPIs) according to task and organisational requirements 1.2 Prioritise workload according to task timeframes 1.3 Identify factors affecting achievement of work objectives 1.4 Develop personal work plans
2. Evaluate own work	2.1 Identify variations between expected and actual work

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ELEMENT	PERFORMANCE CRITERIA
performance	performance according to task requirements and KPIs 2.2 Report variations to relevant personnel 2.3 Seek feedback from relevant personnel for solutions to minimise variations in expected and actual work outputs 2.4 Research sources of stress and access appropriate supports according to organisational policies and procedures
3. Coordinate personal skill development and learning	3.1 Identify personal and professional development needs for job role 3.2 Identify opportunities to undertake personal skill development activities in consultation with supervisor 3.3 Access professional development opportunities 3.4 Record professional development undertaken for continuous learning and career development process 3.5 Incorporate feedback into review of further learning needs

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

Skill	Description
Learning	• Employs a range of approaches and investigative techniques to source the knowledge necessary to arrange personal learning experiences
Reading	• Interprets textual information to determine organisation's procedures, own work performance and objectives
Writing	• Prepares written reports and workplace documents that communicate information clearly and effectively
Oral communication	• Provides and receives feedback using specific and relevant language • Uses listening and questioning techniques to confirm understanding
Self-management	• Complies with organisational policies, procedures and protocols
Teamwork	• Selects the appropriate form, channel and mode of communication for a specific purpose relevant to own role • Proactively collaborates with others to achieve specific goals
Planning and organising	• Plans and organises work commitments to ensure deadlines and objectives are met • Uses formal analytical thinking techniques to recognise and respond to routine problems

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Skill	Description
Technology	• Uses digital systems and tools to enter, store and monitor information

Unit Mapping Information

Supersedes and is equivalent to BSBWOR301 Organise personal work priorities and development.

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Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBPEF301 Organise personal work priorities

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.
Release 2	This version first released with BSB Business Services Training Package Version 7.2. Release created to amend typographical error in the foundation skills.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- prepare and implement a personal work plan.

In the course of the above, the candidate must:

- prepare a work plan according to organisational requirements and work objectives
- use technology to schedule, prioritise and monitor completion of tasks in a work plan
- assess and prioritise own work tasks and address contingencies
- monitor and assess personal performance against job role requirements by seeking feedback from relevant personnel
- identify personal development needs and access, complete and record skill development and learning.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- organisational policies and procedures relevant to work tasks
- goals, objectives and key performance indicators for task within scope of job role
- methods to elicit, analyse and interpret feedback when communicating with other people in the workplace
- content of work plans including:
  - timeframes
  - tasks requirements

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  - risks
  - contingencies for identified risks
- types of personal learning and professional development requirements
- principles and techniques of goal setting, measuring performance and time management
- signs and sources of stress and strategies to deal with stress in the workplace
- methods to identify and prioritise personal learning needs.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- challenges and situations to demonstrate application of performance evidence.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

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BSBPEF402 Develop personal work priorities

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Application

This unit describes the skills and knowledge required to plan and prioritise own work tasks. It also addresses the skills and knowledge to monitor and obtain feedback on personal work performance.

The unit applies to individuals who are required to design their own work schedules and work plans and to establish priorities for their work. They will typically hold some responsibilities for the work of others and have some autonomy in relation to their own role.

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

Unit Sector

Critical Thinking & Problem Solving – Personal Effectiveness

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Plan personal work schedule	1.1 Identify task requirements 1.2 Identify own accountabilities in line with task requirements 1.3 Assess barriers for performance of personal accountabilities 1.4 Develop a personal work schedule
2. Implement personal work schedule	2.1 Communicate personal work schedule to relevant personnel 2.2 Monitor own performance according to personal work schedule 2.3 Document variations between expected and actual work performance according to task requirements and communicate to relevant personnel

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ELEMENT	PERFORMANCE CRITERIA
3. Review personal work priorities	3.1 Seek and evaluate feedback from relevant stakeholders on own work performance 3.2 Analyse variations between expected and actual work performance 3.3 Update personal work schedule according to internal and external feedback and changes in circumstances

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

Skill	Description
Learning	• Develops strategies to reflect on own performance and obtain feedback
Reading	• Identifies and applies textual information from relevant sources to understand organisation's policies and practices
Writing	• Prepares written reports and workplace documentation that communicate complex information clearly and effectively
Numeracy	• Analyses numerical information related work accountabilities
Enterprise and initiative	• Identifies and understands roles and responsibilities in relation to organisational objectives, policies and procedures
Planning and organising	• Plans, organises and implements tasks to meet organisational requirements • Uses the main features and functions of digital technologies and tools to complete work tasks efficiently and effectively

Unit Mapping Information

Supersedes and is equivalent to BSBWOR404 Develop work priorities.

Supersedes but is not equivalent to:

- BSBSMB408 Manage personal, family, cultural and business obligations
- BSBWOR424 Develop a time management plan.

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Assessment Requirements for BSBPEF402 Develop personal work priorities

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- develop, implement and review one personal work schedule.

In the course of the above, the candidate must:

- identify personal responsibilities and barriers to their fulfilment according to task requirements
- prepare a personal work schedule
- communicate work schedule to relevant personnel
- monitor personal work performance to identify variations between expected and actual work performance
- review own work performance against workgroup objectives through self-assessment and seeking and acting on feedback from internal and external stakeholders.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- content of work plans including:
  - resource requirements
  - stakeholder needs
  - workgroup targets
- business technology applications to schedule tasks and plan work
- methods of personal work performance review including:
  - self-assessment
  - feedback from others
- techniques to prepare personal plans and establish priorities
- methods to elicit, analyse and interpret feedback.

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Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to challenges and situations to demonstrate the application of performance evidence.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

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BSBPEF501 Manage personal and professional development

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Application

This unit describes the skills and knowledge required to implement systems and process that support the personal and professional development of self and others.

The unit applies to individuals working in a range of managerial positions who are accountable for the development and performance of others.

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

Unit Sector

Critical Thinking & Problem Solving – Personal Effectiveness

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Manage work goal development	1.1 Document team member responsibilities and identify organisational framework for development of work goals 1.2 Support others to develop work goals, plans and activities that align with their responsibilities 1.3 Assess others' work goals, plans and activities for alignment with organisational goals and provide feedback to team members 1.4 Facilitate access to personal and professional development opportunities that align to team member goals, plans and activities
2. Facilitate achievement of work priorities	2.1 Assess and prioritise personal, team and organisational demands 2.2 Use technology to manage work priorities of the team

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ELEMENT	PERFORMANCE CRITERIA
	2.3 Identify and implement techniques to manage team health and wellbeing in the workplace
3. Develop and maintain professional competence	3.1 Document own development needs, priorities and plans using applicable competency standards, where required 3.2 Seek feedback from relevant personnel on own development needs 3.3 Participate in personal and professional development activities that address identified needs, priorities and plans

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

Skill	Description
Learning	• Investigates and uses a range of strategies to develop personal competence
Reading	• Analyses and interprets textual information from organisational policies and practices or feedback to inform personal development planning
Writing	• Uses feedback to prepare reports that summarise ways to improve competence
Oral communication	• Uses active listening and questioning to seek and receive feedback
Enterprise and Initiative	• Identifies how own role contributes to broader organisational goals • Considers organisational protocols when planning career development of self and others
Teamwork	• Selects and uses appropriate conventions and protocols when communicating with diverse stakeholders • Uses interpersonal skills to establish and build positive working relationships with others
Planning and organising	• Plans and prioritises tasks in order to meet deadlines, manage role responsibilities and to manage own personal welfare • Identifies and uses appropriate technology to improve work efficiency
Technology	• Uses technology to manage and prioritise work tasks

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Unit Mapping Information

No equivalent unit. Supersedes but is not equivalent to:

- BSBLED503 Maintain and enhance professional practice
- BSBWOR501 Manage personal work priorities and professional development.

Links

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Assessment Requirements for BSBPEF501 Manage personal and professional development

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- develop and implement a plan for own personal and professional development
- manage personal and professional development of at least two other individuals.

In the course of the above, the candidate must:

- identify roles and responsibilities of team members
- support two different individuals to develop work goals that align with their role and responsibilities
- facilitate team member access to relevant personal and professional development activities
- use technology to organise and prioritise tasks and commitments of a team or work area
- research and implement techniques for maintaining health and wellbeing of self and others
- develop personal work goals, plans and activities to meet work goals
- measure personal work performance, including assessing competency against competency standards
- participate in personal and professional development activities to develop professional competence.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- roles and responsibilities of team members
- principles and techniques involved in the management or organisation of:
  - performance measurement
  - personal behaviour, self-awareness and personality traits identification
  - personal development plans
  - personal goal setting

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  - task prioritisation
- common personal and professional development activities relevant to the industry
- technology to plan and prioritise work tasks
- techniques to manage health and wellbeing in the workplace
- organisation's human resources policies and procedures relevant to professional development.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to challenges and situations to demonstrate the application of performance evidence.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

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BSBPMG409 Apply project scope management techniques

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to contribute to the control of a project's scope by assisting with identifying its objectives, deliverables, constraints, assumptions and outcomes; and by applying controls once the project has commenced.

It applies to individuals who are project practitioners working in a project support role.

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

Unit Sector

Management and Leadership – Project Management

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Contribute to defining project scope	1.1 Review project initiation documentation and assist in identifying project objectives and requirements 1.2 Contribute to identifying project deliverables 1.3 Contribute to identifying measurable outcomes to enable evaluation of project performance 1.4 Contribute to developing and documenting the scope management plan 1.5 Assist in obtaining agreement to scope from relevant project

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ELEMENT	PERFORMANCE CRITERIA
	authority
2. Apply project scope controls	2.1 Undertake work according to agreed project scope management plan and by using established change control procedures and performance measurement procedures 2.2 Communicate instances of non-compliance with overall scope to the project manager and other team members
3. Contribute to review of scope controls	3.1 Measure progress to determine potential, perceived and actual scope changes 3.2 Appropriately report scope changes 3.3 Assist in review of project outcomes to determine effectiveness of initial and subsequent scope management approaches

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1	• Interprets and analyses complex texts
Writing	1.4, 1.5, 3.2	• Develops and amends plans and associated documentation using appropriate organisational formats and vocabulary
Oral Communication	1.2-1.5, 2.2	• Interacts effectively in verbal exchanges, using clear language to convey information, and active listening and questioning to clarify understanding
Numeracy	1.3, 3.1	• Selects and applies a range of mathematical and problem-solving strategies to develop timelines and monitor progress
Interact with others	1.2-1.5, 2.2	• Uses appropriate communication practices in a range of work contexts • Collaborates and cooperates with others to achieve shared goals
Get the work done	2.1, 3.1, 3.2, 3.3	• Plans and organises tasks required to monitor and report on project implementation • Analyses outcomes to identify future

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		improvements

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
BSBPMG409 Apply project scope management techniques	BSBPMG409A Apply project scope-management	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBPMG409 Apply project scope management techniques

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- contribute to delineating and controlling project scope
- record project scope management plan
- interpret and follow project initiation documentation for purposes of documenting project scope.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- list components of a project scope management plan
- identify and describe factors likely to impact project scope
- outline formal change-control processes
- identify and discuss methods for measuring work outcomes and progress against plans
- identify and discuss methods for segmenting and documenting a work breakdown structure
- explain procedures for reporting a change in scope
- describe types of project initiation documentation.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the management and leadership – project management field of work and include access to:

- project documentation which includes information about project scope
- case studies and, where possible, real situations.

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Assessors must satisfy NVR/AQTF assessor requirements.

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BSBPMG413 Apply project human resources management approaches

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to assist with aspects of human resources management of a project. It involves establishing human resource requirements, identifying the learning and development needs of people working on the project, facilitating these needs being met, and resolving conflict in the team.

It applies to individuals who are project practitioners working in a project support role.

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

Unit Sector

Management and Leadership – Project Management

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Assist in determining human resource requirements	1.1 Analyse work breakdown structure to determine human resource requirements 1.2 Prepare a skills analysis of project personnel against project task requirements 1.3 Assist in assigning responsibilities for achieving project deliverables

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ELEMENT	PERFORMANCE CRITERIA
2. Contribute to establishing and maintaining productive team relationships	2.1 Actively seek views and opinions of team members during task planning and implementation 2.2 Promote cooperation and effective activities, goals and relationships within team 2.3 Communicate with others using styles and methods appropriate to organisational standards, group expectations and desired outcomes 2.4 Communicate information and ideas to others in a logical, concise and understandable manner 2.5 Regularly seek feedback on nature and quality of work relationships, and use feedback as basis for own improvement and development
3. Assist with human resource monitoring	3.1 Monitor work of project personnel against assigned roles and responsibilities within delegated authority levels 3.2 Monitor and control actual effort against project plan 3.3 Review skill levels against allocated tasks and recommend solutions, where required, to others 3.4 Advise others within delegated authority when assigned responsibilities are not met by project personnel 3.5 Undertake work in a multi-disciplinary environment according to established human resource management practices, plans, guidelines and procedures 3.6 Resolve conflict within delegated authority according to agreed dispute-resolution processes 3.7 Assist in offering human resource development opportunities to individuals with skill gaps
4. Contribute to evaluating human resource practices	4.1 Contribute to assessing effectiveness of project human resources management 4.2 Document lessons learned to support continuous improvement processes

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

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Skill	Performance Criteria	Description
Learning	2.5	• Actively seeks feedback from others as a strategy to improve own skills or knowledge
Reading	1.1-1.3, 3.2, 3.3, 3.5	• Identifies and interprets information from organisational documentation
Writing	1.2, 2.3, 2.4, 3.4, 4.1, 4.2	• Develops a range of documents using structure and vocabulary appropriate to audience, context and purpose
Oral Communication	2.1-2.5, 3.3, 3.4, 3.6, 3.7	• Participates in a range of verbal exchanges using clear language and appropriate non-verbal features to provide and seek information • Uses active listening and questioning techniques to elicit views and opinions of others
Navigate the world of work	1.3, 3.4	• Understands responsibilities associated with own role
Interact with others	2.1-2.5, 3.3, 3.4, 3.6, 3.7	• Uses accepted communication practices and protocols when sharing or providing information • Collaborates with others to achieve joint outcomes, playing an active role in facilitating effective group interaction • Uses a range of strategies to facilitate solutions to conflicts
Get the work done	1.3, 3.1-3.3, 3.5, 3.6, 4.1	• Plans and implements required tasks, monitors actions against requirements, and adjusts plans and resources to cope with contingencies • Reflects on outcomes to identify opportunities for future improvement

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBPMG413 Apply project human resources management approaches	BSBPMG413A Apply project human resources management approaches	Updated to meet Standards for Training Packages	Equivalent unit

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Assessment Requirements for BSBPMG413 Apply project human resources management approaches

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- produce work breakdown structures in human resource project planning
- construct effective methods for monitoring roles, responsibilities and performance in projects
- demonstrate methods for providing feedback on performance and improving performance of project team members.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- identify alternative project personnel engagement options
- explain job design principles and work breakdown structures
- describe learning and development approaches that can be incorporated into project life cycle
- list methods for skills analysis
- identify and describe project roles, responsibilities and reporting requirements for human resources.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the management and leadership – project management field of work and include access to:

- relevant workplace documentation and resources
- case studies and, where possible, real situations.

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Assessors must satisfy NVR/AQTF assessor requirements.

Links

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BSBPMG414 Apply project information management and communications techniques

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to provide a critical link between people, ideas and information at all stages in the project life cycle. It involves assisting the project team to plan communications, communicating information related to the project, and reviewing communications.

It applies to individuals who are project practitioners working in a project support role.

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

Unit Sector

Management and Leadership – Project Management

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Contribute to communications planning	1.1 Identify, source and contribute relevant information requirements to initial project documentation 1.2 Contribute to developing and implementing the project communications plan and communications networks
2. Conduct information-management	2.1 Act on and process project information according to agreed procedures as directed, to aid decision-making processes

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ELEMENT	PERFORMANCE CRITERIA
activities	throughout project life cycle 2.2 Maintain information to ensure data is secure and auditable
3. Communicate project information	3.1 Communicate with clients and other stakeholders during project using agreed networks, processes and procedures to ensure flow of necessary information 3.2 Ensure reports are prepared and released according to authorisation, or produced for release by others 3.3 Seek information and advice from appropriate project authorities as required
4. Contribute to assessing effectiveness of communication	4.1 Assist in ongoing review of project outcomes to determine effectiveness of communications-management activities 4.2 Report communications-management issues and responses to higher project authorities for application of lessons learned to future projects

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1	• Interprets textual information from a range of sources and determines how content may be applied
Writing	1.2, 2.2, 3.1, 3.2, 4.2	• Develops plans and reports using structure and vocabulary appropriate to audience, context and purpose • Maintains records according to organisational requirements
Oral Communication	1.2, 3.1, 3.3, 4.2	• Participates in a verbal exchanges using clear language and appropriate non-verbal features to provide and seek information • Uses active listening and questioning techniques to elicit views and opinions of others
Interact with others	1.2, 3.1, 3.3, 4.2	• Recognises importance of taking audience, purpose and contextual factors into account when making decisions about what to communicate, with whom, why and how

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		• Collaborates and cooperates with others to achieve shared goals
Get the work done	1.1, 2.1, 2.2, 3.1, 3.2, 4.1	• Sequences and schedules required tasks, monitors implementation and manages relevant communication • Reflects on outcomes to identify opportunities for future improvements • Manages information storage, retrieval and sharing, according to security requirements

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
BSBPMG414 Apply project information management and communications techniques	BSBPMG414A Apply project information management and communications techniques	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBPMG414 Apply project information management and communications techniques

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- lead an effective team in planning and implementing all necessary communications for a workplace project
- evaluate and review project communication outcomes and make recommendations for future improvements.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- summarise models and methods of communications management in context of project life cycle and other project management functions
- explain importance of managing risk by treating information securely
- outline methods of reviewing outcomes
- identify organisational policies and procedures relevant to this role in a specific context.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the management and leadership – project management field of work and include access to:

- examples of project management documentation for communications-management purposes
- documentation about project team involvement in communications activities
- case studies and, where possible, real situations
- interaction with others.

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Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBPMG416 Apply project procurement procedures

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to assist with procurement for a project. It involves identifying procurement requirements, assisting with supplier selection, conducting procurement activities, and assisting with procurement finalisation activities for the project.

It applies to individuals who are project practitioners working in a project support role. The individual may be operating in a large or small organisation, and applying skills in the context of enterprise projects.

The project practitioner may be part of a project team under the direction of a project manager, or may work as part of a smaller scale, self-directed team.

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

Unit Sector

Management and Leadership – Project Management

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Assist with procurement planning	1.1 Contribute to establishing procurement requirements to achieve project objectives 1.2 Act under delegated authority to contribute to development of

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ELEMENT	PERFORMANCE CRITERIA
	procurement-management plan 1.3 Contribute to developing procurement documentation
2. Contribute to supplier selection process	2.1 Gather and evaluate information on potential suppliers 2.2 Make recommendations to assist in selection of preferred suppliers 2.3 Contribute to establishing agreed terms and conditions with preferred suppliers 2.4 Identify and act in line with probity and project governance constraints 2.5 Assist in developing contractual documentation
3. Conduct procurement activities	3.1 Test and accept supplies to ensure they are fit for purpose in both quality and suitability 3.2 Undertake procurement activities and maintain information in line with reporting, confidentiality and audit requirements 3.3 Receive, reconcile and register supplies according to established procedures 3.4 Monitor and control suppliers according to contractual supply documentation
4. Assist in finalising procurement activities	4.1 Assist in finalising procurement agreements 4.2 Assist in review of project outcomes using available records to determine effectiveness of procurement activities 4.3 Contribute to identifying lessons learned and possible improvements to procurement management

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1, 2.1, 2.4, 3.2, 3.3, 3.4, 4.2	• Applies appropriate strategies to construct meaning from a variety of texts
Writing	1.1, 1.3, 2.2, 2.3,	• Develops informative project documents using vocabulary and structure appropriate to audience,

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	2.5, 3.2, 3.3, 4.1, 4.2	context and purpose • Completes project documentation using required formats and structure
Oral Communication	1.1, 1.3, 2.2, 2.3, 2.5	• Participates verbal exchanges using clear language and appropriate non-verbal features to provide and seek information • Uses questioning and listening skills to check and confirm understanding
Numeracy	1.3, 2.5, 3.2, 3.3	• Uses basic mathematical formula to calculate whole numbers and decimals to ensure financial accounts match purchased items
Navigate the world of work	1.2, 2.4, 3.2-3.4	• Understands responsibilities and boundaries associated with own role • Adheres to organisational policies and procedures when planning and undertaking work
Interact with others	1.1, 1.3, 2.2, 2.3, 2.5	• Uses accepted communication practices and protocols to share or provide information • Collaborates with others to achieve project outcomes
Get the work done	1.2, 2.1, 3.1, 3.2, 3.4, 4.2, 4.3	• Plans, organises and implements tasks required to achieve outcomes according to organisational requirements • Reflects on outcomes to gain insights into future improvements

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
BSBPMG416 Apply project procurement procedures	BSBPMG416A Apply project procurement procedures	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBPMG416 Apply project procurement procedures

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- document procurement requirements for a workplace project, including clear descriptions of product and service, quality specifications, resource identification, supply and delivery requirements and supply and engagement metrics
- apply procurement-management procedures to a workplace project, including selection criteria, testing and accepting, monitoring and receiving supplies
- finalise procurement agreements.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- identify and describe procurement-management policy, processes and procedures
- explain the procurement documentation requirements
- describe the components of contractual documentation and the legal obligations of all parties
- explain the process used to select preferred contractors
- identify and describe project procurement-management tools and techniques.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the management and leadership – project management field of work and include access to:

- examples of project procurement documentation
- examples of procurement tasks and activities

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- case studies and, where possible, real situations
- interaction with others.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBPMG417 Apply project life cycle management processes

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to assist in implementing project life cycle management processes.

It applies to individuals who are project practitioners working in a project support role.

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

Unit Sector

Management and Leadership – Project Management

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Assist in establishing project	1.1 Identify and clarify project initiation documentation where required 1.2 Establish relationship between the project and broader organisational strategies and goals 1.3 Assist in negotiating and documenting project objectives, outcomes and benefits 1.4 Assist in establishing the project governance structure 1.5 Assist in drafting a project charter for approval
2. Support project	2.1 Support breakdown of project objectives into achievable

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ELEMENT	PERFORMANCE CRITERIA
planning and design processes	project deliverables 2.2 Assist in identifying project stages, and key requirements for stage completion 2.3 Identify project milestones and map clearly against time and objectives 2.4 Assist in consolidating associated plans and baselines in project management plan 2.5 Support negotiation with relevant stakeholders and project authority to gain approval of project plan
3. Assist with project control and execution	3.1 Maintain and update records against project deliverables and plans at required intervals 3.2 Prepare status reports on project progress and identified issues 3.3 Assist with undertaking an impact analysis of proposed changes to the project 3.4 Maintain relevant project logs and registers accurately and regularly to assist with project audit 3.5 Update associated plans to reflect project progress against baselines and approved changes
4. Assist with project finalisation	4.1 Assist with project finalisation activities where required 4.2 Prepare project products and associated documentation for handover to client 4.3 Assist in completing financial, legal and contractual obligations where required 4.4 Contribute perspectives on project performance to assist with project review assessments

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1,1.2, 2.3, 2.4, 3.1, 3.2, 3.5, 4.3	• Recognises and interprets textual information from a range of sources and determines how content may be applied to organisational requirements

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Writing	1.1-1.5, 2.3, 2.4, 3.1-3.5, 4.1-4.4	• Uses clear, industry specific terminology, and appropriate structure, to complete and update, workplace documentation • Maintains records using required vocabulary and formats
Oral Communication	1.3-1.5, 2.2, 2.4, 2.5, 3.3, 4.1, 4.4	• Participates in verbal exchanges using clear language and appropriate non-verbal features to provide relevant information • Uses active listening and questioning to elicit views and opinions of others
Numeracy	2.3, 2.4, 4.3	• Interprets mathematical information to finalise financial obligations and measure work outputs against projections
Navigate the world of work	1.2, 2.5, 4.3	• Understands own responsibilities and considers implications of these when negotiating, planning and undertaking work • Adheres to organisational policies and procedures and legislative requirements
Interact with others	1.3-1.5, 2.2, 2.4, 2.5, 3.3, 4.1, 4.3, 4.4	• Recognises importance of taking audience, purpose and contextual factors into account when making decisions about what to communicate, with whom, why and how • Collaborates with others as part of familiar routine activities and contributes to specific activities
Get the work done	1.1, 2.1, 2.2, 2.3, 3.3, 3.4, 3.5, 4.1, 4.4	• Sequences and schedules required tasks, monitors implementation and manages relevant communication • Reflects on outcomes to identify opportunities for improvement

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
BSBPMG417 Apply project life cycle management processes	BSBPMG417A Apply project life cycle management processes	Updated to meet Standards for Training Packages. Minor edits to clarify meaning of Performance Criteria.	Equivalent unit

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBPMG417 Apply project life cycle management processes

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- work with others to plan and document a project based on organisational parameters
- complete and update all relevant documentation
- examine impact that project changes could have on final outcomes
- undertake project finalisation activities.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- explain basic project governance models
- describe project finalisation and evaluation products
- identify and describe project life cycle stages, phases and structures relevant to industry and project
- explain project planning documents and their specific formats relevant to industry and context
- outline key organisational policies and procedures
- describe various types of project initiation documentation
- identify types of project logs and registers in use in this context.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the management and leadership – project management field of work and include access to:

- project documentation, including information about life cycle processes

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- case studies and, where possible, real situations
- interaction with others.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBPMG418 Apply project stakeholder engagement techniques

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to assist in managing stakeholder relationships during a project. It involves ensuring timely and appropriate involvement of key individuals, organisations and groups throughout the project.

It applies to individuals who are project practitioners working in a project support role.

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

Unit Sector

Management and Leadership – Project Management

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Assist in identifying and addressing stakeholder interests	1.1 Assist in identifying stakeholders relevant to project objectives 1.2 Segment stakeholder interests and assist in determining forms of engagement 1.3 Consider interests of stakeholders when advising on project operations 1.4 Support actions to address differing stakeholder interests where required
2. Actively participate in	2.1 Apply interpersonal skills to ensure stakeholder engagement is

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ELEMENT	PERFORMANCE CRITERIA
stakeholder engagement	effective 2.2 Conduct stakeholder engagement in line with agreed and defined project roles 2.3 Establish and clarify stakeholder behaviour expectations where required 2.4 Openly engage with stakeholder performance reviews 2.5 Recognise and address development needs and opportunities to support stakeholder engagement
3. Assist stakeholder communications	3.1 Assist in determining and documenting stakeholder communication needs 3.2 Assist in negotiating agreement on project communication method, and content and timing of stakeholder engagement 3.3 Support communication of information as planned within authority levels, identifying and addressing variances

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1, 1.2	• Recognises and interprets textual information to determine and adhere to objectives
Writing	1.2, 3.1	• Documents findings on communication needs using required formats and structure
Oral Communication	1.1-1.3, 2.1-2.4, 3.1-3.3	• Participates in verbal exchanges using clear and detailed language to provide relevant information • Uses active listening and questioning techniques to elicit views and opinions of others
Navigate the world of work	2.2, 3.3	• Understands how own role meshes with others and contributes to broader work goals
Interact with others	1.1-1.4, 2.1-2.5, 3.1-3.3	• Recognises importance of taking audience, purpose and contextual factors into account when making decisions about what to communicate, with whom, why and how • Collaborates with others as part of familiar routine

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		activities and contributes to specific activities • Uses interpersonal skills to build rapport, negotiate agreement and maintain positive working relationships
Get the work done	1.1, 1.2, 2.2, 2.5, 3.1, 3.3	• Uses analytical skills to identify stakeholders and determine their needs • Follows pre-determined plans to achieve required outcomes

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
BSBPMG418 Apply project stakeholder engagement techniques	BSBPMG418A Apply project stakeholder engagement techniques	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBPMG418 Apply project stakeholder engagement techniques

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- work with others to establish various stakeholders needs and interests
- engage with project stakeholders using effective interpersonal skills and appropriate methods of communication
- select and use communications methods relevant to the project needs and stakeholder expectations
- complete all relevant documentation.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- describe different types of stakeholders
- explain the different levels of stakeholder engagement on projects
- describe techniques and strategies for stakeholder engagement
- explain why the interests and expectations of stakeholders must be considered
- describe common problems leading to variances in stakeholder engagement.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the management and leadership – project management field of work and include access to:

- project documentation detailing stakeholder engagement
- examples of stakeholder engagement activities.

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Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBPMG430 Undertake project work

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Application

This unit describes the skills and knowledge required to undertake a minor project or a section of a larger project. It covers developing a project plan, administering and monitoring the project, finalising the project and reviewing the project to identify lessons learned for application to future projects.

The unit applies to individuals who play a significant role in ensuring a project meets timelines, quality standards, budgetary limits and other requirements set for the project.

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

Unit Sector

Business Competence – Project Management

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Establish project parameters	1.1 Identify project scope 1.2 Define project stakeholders 1.3 Seek clarification from delegating authority of issues related to project and project parameters 1.4 Identify responsibilities of relevant stakeholders and reporting requirements 1.5 Clarify relationship of project to other projects and to the objectives of the organisation 1.6 Identify availability and access of resources for undertaking the project

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ELEMENT	PERFORMANCE CRITERIA
2. Develop project plan	2.1 Identify risks and develop a risk management plan for project, including Work Health and Safety (WHS) 2.2 Develop project budget and timeframe and seek approval from relevant stakeholders 2.3 Consult team members and apply their views in planning the project 2.4 Identify and access appropriate project management tools 2.5 Develop project plan according to project parameters and deliverables 2.6 Finalise project plan and gain necessary approvals to commence project according to documented plan
3. Administer and monitor project	3.1 Communicate to project team members their responsibilities and project requirements 3.2 Establish and maintain required recordkeeping systems throughout the project 3.3 Implement and monitor plans for managing the project 3.4 Undertake risk management as required
4. Finalise and review project	4.1 Complete financial recordkeeping associated with project and confirm according to agreed budget 4.2 Complete project documentation and obtain sign-offs for concluding project 4.3 Review project outcomes and processes against the project scope and plan 4.4 Document feedback and suggested improvements

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

SKILL	DESCRIPTION
Reading	• Organises, evaluates and critiques ideas and information from a range of complex texts
Writing	• Develops plans, reports and recommendations using vocabulary, structure and conventions appropriate to text • Establishes and maintains records according to organisational requirements
Numeracy	• Uses formal and some informal, oral and written mathematical language and representation to prepare and communicate budgetary and financial

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SKILL	DESCRIPTION
	information
Oral communication	• Participates in verbal discussions using clear language and appropriate features to present or seek information • Using listening and questioning skills to seek information and confirm understanding
Self-management	• Identifies and responds to organisational and legislative/regulatory requirements
Teamwork	• Selects and uses appropriate communication protocols and practices to ensure shared understanding of project roles and expectations • Uses collaborative techniques to engage stakeholders in consultations and negotiations
Planning and organising	• Develops and implements plans to manage projects that involve diverse stakeholders with potentially competing demands • Systematically gathers and analyses all relevant information and evaluates options to make informed decisions • Evaluates outcomes of decisions to identify opportunities for improvement
Technology	• Uses digital technologies and applications to access, organise and share information

Unit Mapping Information

Supersedes and is equivalent to BSBPMG522 Undertake project work.

Supersedes but is not equivalent to BSBADM407 Administer projects.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBPMG430 Undertake project work

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- undertake project work on a minor project or a section of a larger project.

In the course of the above, the candidate must:

- confirm the quality of project outcomes according to expectations of the organisation
- consult and communicate with relevant stakeholders to generate input and engagement in planning, implementing and reviewing the project
- provide support to team members to enable them to achieve deliverables and to transition them as appropriate at completion of the project.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- project management tools
- types of documents and other sources of information commonly used in defining the parameters of a project
- mission, goals, objectives and operations of the organisation
- relevant legislation and regulations, including work health and safety (WHS) requirements, for project planning
- project management processes according to policies and procedures of the organisation and including:
  - lines of authority and approvals
  - quality assurance
  - human resources
  - budgets and finance
  - risk management
  - recordkeeping

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- reporting.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- relevant legislation, regulations, standards and codes
- workplace documentation and resources relevant to performance evidence.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBPMG511 Manage project scope

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to determine and manage project scope. It involves obtaining project authorisation, developing a scope management plan, and managing the application of project scope controls.

It applies to individuals responsible for managing and leading a project in an organisation, business or as a consultant.

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

Unit Sector

Management and Leadership – Project Management

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Conduct project authorisation activities	1.1 Develop and confirm procedures for project authorisation with an appropriate authority 1.2 Obtain authorisation to expend resources 1.3 Confirm project delegations and authorities in project governance arrangements
2. Define project scope	2.1 Identify, negotiate and document project boundaries 2.2 Establish measurable project benefits, outcomes and outputs

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ELEMENT	PERFORMANCE CRITERIA
	2.3 Establish a shared understanding of desired project outcomes with relevant stakeholders 2.4 Document scope management plan
3. Manage project scope control process	3.1 Implement agreed scope management procedures and processes 3.2 Manage impact of scope changes within established time, cost and quality constraints according to change control procedures 3.3 Identify and document scope management issues and recommend improvements for future projects

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.3, 2.1, 3.1, 3.2	• Interprets and analyses information from a range of complex texts
Writing	1.1-1.3, 2.1-2.4, 3.3	• Develops project documentation and procedures using formats and language appropriate to context
Oral Communication	1.1-1.3, 2.1- 2.3, 3.3	• Participates in discussions and negotiations using clear language and appropriate non-verbal features • Uses active listening and questioning to elicit views and opinions of others
Numeracy	2.2, 3.2	• Interprets numerical information to determine project timelines and measure outcomes against project scope
Navigate the world of work	1.3, 3.1, 3.2	• Adheres to organisational policies and procedures and considers own role in terms of its contribution to broader goals of work environment
Interact with others	1.1-1.3, 2.1, 2.3, 3.3	• Identifies and uses appropriate conventions and protocols when communicating with diverse stakeholders • Collaborates with others to achieve joint outcomes, playing an active role in negotiating and facilitating agreement
Get the work done	1.1, 2.1, 2.2, 3.1, 3.2, 3.3	• Sequences and schedules complex activities, monitors implementation and manages relevant communications • Makes a range of critical and non-critical decisions in

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		relatively complex situations, taking a range of factors into account • Uses experience to reflect on ways variables impact outcomes and identify future improvements

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
BSBPMG511 Manage project scope	BSBPMG511A Manage project scope	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBPMG511 Manage project scope

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- complete project authorisation activities
- collaborate with stakeholders to produce a scope-management plan
- implement scope-management plan according to procedures
- review and document scope-management implementation and recommend improvements.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- identify components of a project scope-management plan
- describe factors likely to impact the project scope
- explain formal change-control processes
- describe methods for measuring work outcomes and progress against plans
- describe methods for segmenting and documenting a work breakdown structure
- identify and describe problem areas likely to be encountered in scope management
- explain procedures for reporting scope change
- explain project life cycle and the significance of scope management
- identify project management tools used for managing scope
- outline roles and responsibilities of project manager in relation to project planning
- identify types of project initiation documentation.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the management and leadership – project management field of work and include access to:

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- workplace documentation used to document and manage project scope
- examples of feedback from project stakeholders regarding management of project scope
- case studies and, where possible, real situations
- Interaction with others.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBPMG512 Manage project time

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to manage time during projects. It involves determining and implementing the project schedule, and assessing time management outcomes.

It applies to individuals responsible for managing and leading a project in an organisation, business, or as a consultant.

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

Unit Sector

Management and Leadership – Project Management

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Determine project schedule	1.1 Develop work breakdown structure with sufficient detail to enable effective planning and control 1.2 Estimate duration and effort, sequence and dependencies of tasks, to achieve project deliverables 1.3 Use project scheduling tools and techniques to identify schedule impact on project time management, resource requirements, costs and risks 1.4 Contribute to achieving an agreed schedule baseline and

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ELEMENT	PERFORMANCE CRITERIA
	communication of the schedule to stakeholders
2. Implement project schedule	2.1 Implement mechanisms to measure, record and report progress of activities according to agreed schedule 2.2 Conduct ongoing analysis to identify baseline variance 2.3 Analyse and forecast impact of changes to the schedule 2.4 Review progress throughout project life cycle and implement agreed schedule changes 2.5 Develop responses to potential or actual schedule changes and implement them to maintain project objectives
3. Assess time management outcomes	3.1 Review schedule performance records to determine effectiveness of time management activities 3.2 Identify and document time management issues and recommend improvements

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1, 2.1-2.4, 3.1	• Identifies, interprets and analyses textual information obtained from a range of sources
Writing	1.1, 2.1, 2.4, 2.5, 3.2	• Drafts and develops documentation required for project scheduling and reporting using appropriate formats and language
Oral Communication	1.4, 2.5	• Participates in a verbal exchanges using clear and detailed language and appropriate non-verbal features to convey expectations and advise others on progress
Numeracy	1.1, 1.2, 1.3, 1.4, 2.1-2.5	• Calculates time requirements for project scheduling • Uses basic mathematical formula to determine costs and other necessary resources
Interact with others	1.4, 2.5	• Actively identifies requirements of important communication exchanges, selecting appropriate channels, format, tone and content to suit purpose and audience
Get the work	1.1-1.4, 2.1-2.5, 3.1,	• Plans and schedules complex activities, monitors

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done	3.2	implementation and manages relevant communication • Monitors actions against goals, adjusting plans and resources where necessary • Uses analytical skills to review and evaluate process and decide on future improvements • Uses digital applications to access, organise, integrate and share relevant information in effective ways

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
BSBPMG512 Manage project time	BSBPMG512A Manage project time	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBPMG512 Manage project time

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- develop a project schedule using project management tools and techniques
- implement, analyse and monitor a project schedule
- conduct a review of project scheduling and recommend improvements for the future.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- explain estimation techniques to determine task duration and resource effort
- explain procedures for identifying critical path
- explain procedures for managing project baselines, establishment and variance
- summarise project life cycle phases and describe each phase
- explain best-practice time management methodologies, their capabilities, limitations, applications and outcomes
- summarise key tools for project scheduling
- explain work breakdown structures and application to project schedules.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the management and leadership – project management field of work and include access to workplace documentation, including:

- examples of project schedules, reports and feedback from project stakeholders regarding time management
- case studies and, where possible, real situations
- interaction with others.

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Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBPMG513 Manage project quality

Modification History

Release	Comments
Release 2	This version first released with BSB Business Services Training Package Version 1.2. Version created to correct missing element
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to manage quality within projects. It involves determining quality requirements, implementing quality control and assurance processes, and using review and evaluation to make quality improvements in current and future projects.

It applies to individuals responsible for managing and leading a project in an organisation, business, or as a consultant.

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

Unit Sector

Management and Leadership – Project Management

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Determine quality requirements	1.1 Determine quality objectives and standards with input from stakeholders

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ELEMENT	PERFORMANCE CRITERIA
	1.2 Document, in a quality management plan, quality metrics for the project and product output 1.3 Select established quality management methods, techniques and tools to resolve quality issues 1.4 Distribute, discuss and support quality requirements with project team and stakeholders 1.5 Include agreed quality requirements in the project management plan, and implement as basis for performance measurement
2. Implement quality processes	2.1 Undertake quality assurance audit of project processes for compliance with agreed plans 2.2 Assess quality control of project and product output according to agreed quality specifications 2.3 Identify causes of variance to quality metrics and undertake remedial action 2.4 Maintain a quality management system to enable accurate and timely recording of quality audit data
3. Implement project quality improvements	3.1 Review processes and implement agreed changes continually throughout the project life cycle to ensure continuous quality improvement 3.2 Review project outcomes against performance requirements to determine the effectiveness of quality-management processes and procedures 3.3 Identify and document lessons learned and recommended improvements

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1, 1.2, 2.1, 2.2, 3.1-3.3	• Interprets, analyses and assesses textual information obtained from a range of sources and determines how content may be applied to requirements
Writing	1.2, 1.5, 2.1, 2.4, 3.3	• Develops and documents quality requirements for project plan

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		• Records results of quality audits according to organisational requirements
Oral Communication	1.1, 1.4	• Participates in a verbal exchanges using clear language and appropriate non-verbal features to provide and seek relevant information • Uses active listening and questioning techniques to elicit views and opinions of others
Numeracy	1.1, 1.2, 2.2, 2.3	• Interprets information to determine measurable objectives • Interprets numerical information to measure outcomes against objectives
Navigate the world of work	1.1	• Takes responsibility for identifying and following policies, procedures and standards
Interact with others	1.1, 1.4	• Selects and uses appropriate communication practices in a range of work contexts • Collaborates with others to foster shared understanding of quality requirements
Get the work done	1.3, 1.5, 2.1, 2.2-2.4, 3.1-3.3	• Sequences and schedules complex activities, monitors actions against goals, adjusting plans and resources where necessary • Uses analytical skills to review and evaluate process and decide on future improvements • Uses digital applications to access, organise, integrate and share relevant information in effective ways

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
BSBPMG513 Manage project quality Release 2	BSBPMG513 Manage project quality Release 1	Updated to correct missing element	Equivalent unit

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Links

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Assessment Requirements for BSBPMG513 Manage project quality

Modification History

Release	Comments
Release 2	This version first released with BSB Business Services Training Package Version 1.2. Version created to correct missing elements
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- work with others to decide a project's quality requirements
- document a quality-management plan
- implement quality control and assurance processes for a defined project using a range of tools and methodologies
- review outcomes and recommend process improvements.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- explain quality management theory
- explain relevant standards that apply in the organisation
- describe quality assurance and control techniques, key tools and methodologies
- describe roles and responsibilities of quality management personnel
- explain methods for managing continuous improvement.

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Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the management and leadership – project management field of work and include access to:

- project documentation including quality criteria, evidence of quality monitoring and improvement practices
- case studies or, where possible, real situations
- Interaction with others.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBPMG515 Manage project human resources

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to manage human resources related to projects. It involves planning for human resources, implementing personnel training and development, and managing the project team.

It applies to individuals responsible for managing and leading a project in an organisation, business, or as a consultant.

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

Unit Sector

Management and Leadership – Project Management

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Plan human resources relevant to projects	1.1 Determine resource requirements for individual tasks to determine required project personnel levels and competencies 1.2 Establish project organisation and structure to align individual and group competencies with project tasks 1.3 Allocate personnel to the project to meet planned work outputs throughout project timeline 1.4 Apply human resources management (HRM) methods, techniques and tools to support engagement and performance of

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ELEMENT	PERFORMANCE CRITERIA
	personnel
2. Implement project personnel training and development	2.1 Negotiate, define and communicate clear project role descriptions 2.2 Identify, plan and implement ongoing development and training of project team members to support personnel and project performance 2.3 Measure individuals' performance against agreed criteria and initiate actions to overcome shortfalls in performance
3. Lead project team	3.1 Implement processes and take action to improve individual performance and overall project effectiveness 3.2 Monitor and report, for remedial action, internal and external influences on individual and project team performance and morale 3.3 Implement procedures for interpersonal communication, counselling, and conflict resolution to maintain a positive work environment 3.4 Identify and manage inter-project and intra-project resource conflict to minimise impact on achievement of project objectives
4. Finalise human resource activities related to projects	4.1 Disband project team according to organisational policies and procedures 4.2 Identify and document human resource issues and recommended improvements

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1, 1.2, 2.3, 3.3, 4.1	• Interprets textual information obtained from a range of sources and determines how content may be applied to requirements
Writing	1.1-1.3, 2.1-2.3, 3.1, 3.2, 4.2	• Develops plans, role descriptions and reports using clear, specific and industry-related terminology, appropriate structures and conventions • Documents personnel requirements, results of performance measurements and improvement

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		recommendations
Oral Communication	1.3, 1.4, 2.1, 3.1, 3.3, 3.4	• Participates in verbal exchanges using clear language and appropriate non-verbal features • Uses active listening and questioning to elicit views and opinions of others and confirm understanding
Numeracy	1.1, 2.3, 3.4	• Uses mathematical formulae to calculate resources against project requirements and to measure work output against predetermined criteria
Navigate the world of work	3.3, 4.1	• Understands and adheres to organisational policies and procedures
Interact with others	1.3, 1.4, 2.1, 2.3, 3.1, 3.3, 3.4	• Collaborates with co-workers to negotiate and facilitate shared understanding of individual roles and group objectives • Manages workplace conflict by recognising contributing factors and implementing resolution strategies
Get the work done	1.1-1.4, 2.2, 2.3, 3.1, 3.2, 3.4, 4.2	• Develops plans to identify project responsibilities and needs, and allocate project personnel, with an awareness of how this contributes to overall project goals • Uses analytical skills to review performance and decide on actions needed • Reflects on how variables impact outcomes to gain insights into concepts that may be adapted in future situations

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
BSBPMG515 Manage project human resources	BSBPMG515A Manage project human resources	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBPMG515 Manage project human resources

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- plan and allocate human resources to a project
- identify and organise project personnel training and development
- manage project personnel to achieve project outcomes
- apply human resource management (HRM) methods, techniques and tools to the project.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- summarise human resource management (HRM) methods, techniques and tools
- explain strategies for managing project human resources and their application to different situations
- explain processes used to measure individuals' performance against agreed criteria
- explain techniques for managing and improving performance.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the management and leadership – project management field of work and include access to:

- project documentation
- case studies and, where possible, real situations
- interaction with others.

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Assessors must satisfy NVR/AQTF assessor requirements.

Links

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BSBPMG517 Manage project risk

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to manage risks that may impact achievement of project objectives. It involves identifying, analysing, treating and monitoring project risks, and assessing risk management outcomes.

It applies to individuals responsible for managing and leading a project in an organisation, business, or as a consultant.

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

Unit Sector

Management and Leadership – Project Management

Elements and Performance Criteria

ELEMENT	**PERFORMANCE CRITERIA**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify project risks	1.1 Determine risk objectives and standards, with input from stakeholders 1.2 Establish project risk context to inform risk management processes 1.3 Identify project risks using valid and reliable risk identification methods 1.4. Classify project risks within agreed risk categories

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ELEMENT	PERFORMANCE CRITERIA
2. Analyse project risks	2.1 Determine risk analysis classification criteria and apply to agreed risk ranking system 2.2 Use risk analysis processes, within delegated authority, to analyse and qualify risks, threats and opportunities 2.3 Determine risk priorities in agreement with project client and other stakeholders 2.4 Document risk analysis outcomes for inclusion in risk register and risk management plan
3. Establish risk treatments and controls	3.1 Identify and document existing risk controls 3.2 Consider and determine risk treatment options using agreed consultative methods 3.3 Record and implement agreed risk treatments 3.4 Update risk plans and allocate risk responsibilities to project team members
4. Monitor and control project risks	4.1 Establish regular risk review processes to maintain currency of risk plans 4.2 Regularly monitor risk environment to identify changed circumstances impacting project risks 4.3 Determine risk responses to changed environment 4.4 Implement agreed risk responses and modify plans to maintain currency of risk treatments and controls
5. Assess risk management outcomes	5.1 Review project outcomes to determine effectiveness of risk-management processes and procedures 5.2 Identify and document risk management issues and recommended improvements for application to future projects

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1-1.4, 2.1, 2.2, 3.1, 3.2, 4.2, 5.1, 5.2	• Interprets and critically analyses complex texts from a range of sources and determines how content may be applied according to organisational requirements

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Writing	1.3, 1.4, 2.1, 2.4, 3.1, 3.3, 3.4, 4.1, 4.3, 4.4, 5.2	• Documents risks, risk analysis and risk controls using required formats and structure • Modifies and updates workplace documentation according to requirements
Oral Communication	1.1, 2.3, 3.4	• Participates in verbal exchanges using clear language to provide and seek information • Uses active listening and questioning techniques to confirm understanding
Numeracy	1.3, 2.1, 2.3	• Analyses numerical data to identify project risk levels and rank risks according to agreed system of classification
Navigate the world of work	1.1, 2.2	• Determines and adheres to organisational policies and standards • Considers own role in terms of its contribution to broader goals of work environment
Interact with others	1.1, 2.3, 3.4	• Selects and uses appropriate conventions and protocols when communicating with internal and external stakeholders to seek or share information • Actively identifies requirements of important communication exchanges, selecting appropriate channels, format and content to suit purpose and audience
Get the work done	1.1-1.4, 2.1, 3.2, 4.1, 4.4, 5.1	• Identifies and develops approaches to risk management and implements complex tasks to achieve outcomes • Analyses information to make decisions, involving others when appropriate • Uses formal and informal processes to monitor implementation of decisions and reflect on outcomes

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
BSBPMG517 Manage project risk	BSBPMG517A Manage project risk	Updated to meet Standards for Training Packages	Equivalent unit

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBPMG517 Manage project risk

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- conduct effective risk management for a project of sufficient complexity to demonstrate the full range of performance requirements
- apply risk management techniques, strategies and tools.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- identify project risks in a range of risk categories
- explain key components of a risk management plan
- outline industry sector risk classifications and relate these to different risk contexts
- summarise organisational and industry standard risk frameworks
- identify and describe characteristics, techniques and appropriate applications of quantitative and qualitative risk management techniques and approaches.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the management and leadership – project management field of work and include access to:

- workplace risk management documentation
- feedback from project stakeholders about how risks were managed.

Assessors must satisfy NVR/AQTF assessor requirements.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBPMG519 Manage project stakeholder engagement

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to manage stakeholder relationships.

It applies to individuals responsible for managing and leading a project in an organisation, business, or as a consultant.

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

Unit Sector

Management and Leadership – Project Management

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify and address stakeholder interests	1.1 Identify stakeholders relevant to project objectives 1.2 Segment stakeholder interests and determine forms of engagement 1.3 Consider interests of stakeholders when considering and advising on project management issues 1.4 Identify and implement actions to address differing interests where required
2. Manage effective stakeholder engagement	2.1 Support development of team members' interpersonal skills in effective stakeholder engagement

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ELEMENT	PERFORMANCE CRITERIA
	2.2 Distribute team work effectively to ensure defined project roles are followed 2.3 Identify and clarify stakeholder behavioural expectations, where required 2.4 Openly lead stakeholder performance reviews 2.5 Identify and address individual development needs and opportunities to support stakeholder engagement
3. Manage stakeholder communications	3.1 Determine and document stakeholder communication needs 3.2 Ensure relevant stakeholders agree to communication method, content and timing of engagement 3.3 Communicate information as planned and in line with authority levels, identifying and addressing variances

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1, 1.2	• Recognises and interprets workplace documentation to determine pertinent information
Writing	1.1, 1.2, 3.1, 3.3	• Documents information about stakeholder interests and communication needs using appropriate vocabulary and formats
Oral Communication	1.3, 2.1, 2.3, 2.4, 2.5, 3.2, 3.3	• Participates in verbal exchanges using clear and detailed language to provide and seek information • Uses active listening and questioning to confirm understanding
Navigate the world of work	3.3	• Understands and works according to role parameters
Interact with others	2.1-2.5, 3.2, 3.3	• Actively identifies requirements of important communication exchanges, selecting appropriate channels, format and content to suit purpose and audience • Collaborates with others to achieve joint outcomes, playing an active role in facilitating and leading activities

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Get the work done	1.1-1.4, 2.3, 3.1, 3.3	• Takes responsibility for decisions in complex situations involving multiple variables and constraints • Uses analytical skills to identify and address problems

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
BSBPMG519 Manage project stakeholder engagement	BSBPMG519A Manage project stakeholder engagement	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBPMG519 Manage project stakeholder engagement

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- develop and implement stakeholder engagement for a project of sufficient complexity to demonstrate the full range of performance requirements
- implement a range of appropriate stakeholder communication mechanisms for a project
- demonstrate effective team leadership for project team and stakeholders.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- identify common problems leading to variances in stakeholder engagement
- explain and analyse interests and expectations of stakeholders
- describe levels and means of stakeholder engagement
- identify and explain stakeholder engagement theory and strategies
- describe types of project stakeholders.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the management and leadership – project management field of work and include access to:

- examples of project management documentation for stakeholder engagement
- records of project team leadership in stakeholder engagement activities
- case studies and, where possible, real situations.

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Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBPMG521 Manage project integration

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to integrate and balance overall project management functions of scope, time, cost, quality, human resources, communications, risk and procurement across the project life cycle; and to align and track project objectives to comply with organisational goals, strategies and objectives.

It applies to individuals responsible for managing and leading a project in an organisation, business, or as a consultant.

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

Unit Sector

Management and Leadership – Project Management

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Establish project	1.1 Identify, clarify and prepare project initiation documentation 1.2 Identify relationship between the project and broader organisational strategies and goals 1.3 Negotiate and document project objectives, outcomes and benefits 1.4 Negotiate project governance structure with relevant

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ELEMENT	PERFORMANCE CRITERIA
	authorities and stakeholders 1.5 Prepare and submit project charter for approval by relevant authorities
2. Undertake project planning and design processes	2.1 Establish and implement a methodology to disaggregate project objectives into achievable project deliverables 2.2 Identify project stages and key requirements for stage completion against client requirements and project objectives 2.3 Analyse project management functions to identify interdependencies and impacts of constraints 2.4 Develop a project management plan that integrates all project-management functions with associated plans and baselines 2.5 Establish designated mechanisms to monitor and control planned activity 2.6 Negotiate approval of project plan with relevant stakeholders and project authority
3. Execute project in work environment	3.1 Manage the project in an established internal work environment to ensure work is conducted effectively throughout the project 3.2 Maintain established links to align project objectives with organisational objectives throughout the project 3.3 Within authority levels, resolve conflicts negatively affecting attainment of project objectives
4. Manage project control	4.1 Ensure project records are updated against project deliverables and plans at required intervals 4.2 Analyse and submit status reports on project progress and identified issues with stakeholders and relevant authorities 4.3 Analyse and submit impact analysis of change requests for approval, where required 4.4 Maintain relevant project logs and registers accurately and regularly to assist with project audit 4.5 Ensure associated plans are updated to reflect project progress against baselines and approved changes
5. Manage project finalisation	5.1 Identify and allocate project finalisation activities 5.2 Ensure project products and associated documentation are prepared for handover to client in a timely manner 5.3 Finalise financial, legal and contractual obligations

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ELEMENT	PERFORMANCE CRITERIA
	5.4 Undertake project review assessments as input to future projects

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1, 1.2, 2.4, 4.1, 4.2, 4.3	• Applies appropriate strategies to construct meaning from complex texts
Writing	1.1, 1.3, 1.5, 2.2, 2.4, 4.1, 4.4, 4.5	• Develops and maintains project documentation using formats and language appropriate to context
Oral Communication	1.3, 1.4, 2.6	• Participates in verbal exchanges using clear and detailed language to provide and seek information • Uses active listening and questioning to confirm understanding
Numeracy	1.1, 2.1-2.4, 4.2, 4.3, 5.3	• Uses a wide range of mainly formal and some informal, oral and written mathematical language and representation to communicate mathematically
Navigate the world of work	1.2, 1.5, 5.3	• Adheres to organisational and legislative requirements
Interact with others	1.3,1.4, 2.6, 3.3	• Selects and uses appropriate communication practices to seek or share information with stakeholders • Collaborates with others to achieve joint outcomes, playing an active role in facilitating effective group interaction and negotiating outcomes
Get the work done	1.1, 1.2, 1.5, 2.1-2.5, 3.1, 3.2, 4.1-4.5, 5.1-5.4	• Organises time and effort around priorities and results, focusing beyond immediate tasks to consider work performance of the group • Sequences and schedules complex activities, monitors implementation and manages relevant communication • Reflects on outcomes to contribute to future projects

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBPMG521 Manage project integration	BSBPMG521A Manage project integration	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBPMG521 Manage project integration

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- work closely with others to integrate all project management functions across a project life cycle according to organisational objectives
- negotiate with internal and external stakeholders
- create accurate project management documentation
- make suggestions for improvements to managing project integration in the future.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- summarise project governance models
- describe range of methodologies to break project objectives into achievable project deliverables
- outline role of project life cycle stages, phases and structures relevant to industry and project context
- identify and describe appropriate organisational documentation for recording strategies and goals for integration processes.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the management and leadership – project management field of work and include access to:

- project documentation
- case studies and, where possible, real situations

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- interaction with others.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBPMG522 Undertake project work

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to undertake a straightforward project or a section of a larger project. It covers developing a project plan, administering and monitoring the project, finalising the project and reviewing the project to identify lessons learned for application to future projects.

This unit applies to individuals who play a significant role in ensuring a project meets timelines, quality standards, budgetary limits and other requirements set for the project.

The unit does not apply to specialist project managers. For specialist project managers, the other units of competency in the project management field (BSBPMG) will be applicable.

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

Unit Sector

Management and Leadership – Project Management

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Define project	1.1 Access project scope and other relevant documentation 1.2 Define project stakeholders 1.3 Seek clarification from delegating authority of issues related to

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ELEMENT	PERFORMANCE CRITERIA
	project and project parameters 1.4 Identify limits of own responsibility and reporting requirements 1.5 Clarify relationship of project to other projects and to the organisation's objectives 1.6 Determine and access available resources to undertake project
2. Develop project plan	2.1 Develop project plan in line with the project parameters 2.2 Identify and access appropriate project management tools 2.3 Formulate risk management plan for project, including Work Health and Safety (WHS) 2.4 Develop and approve project budget 2.5 Consult team members and take their views into account in planning the project 2.6 Finalise project plan and gain necessary approvals to commence project according to documented plan
3. Administer and monitor project	3.1 Take action to ensure project team members are clear about their responsibilities and the project requirements 3.2 Provide support for project team members, especially with regard to specific needs, to ensure that the quality of the expected outcomes of the project and documented time lines are met 3.3 Establish and maintain required recordkeeping systems throughout the project 3.4 Implement and monitor plans for managing project finances, resources and quality 3.5 Complete and forward project reports as required to stakeholders 3.6 Undertake risk management as required to ensure project outcomes are met 3.7 Achieve project deliverables
4. Finalise project	4.1 Complete financial recordkeeping associated with project and check for accuracy 4.2 Ensure transition of staff involved in project to new roles or reassignment to previous roles 4.3 Complete project documentation and obtain necessary sign-offs for concluding project
5. Review project	5.1 Review project outcomes and processes against the project scope and plan

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ELEMENT	PERFORMANCE CRITERIA
	5.2 Involve team members in the project review 5.3 Document lessons learned from the project and report within the organisation

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1, 3.4, 3.5, 4.1, 4.3, 5.1	• Organises, evaluates and critiques ideas and information from a range of complex texts
Writing	2.1, 2.3, 2.6, 3.3, 3.5, 4.1, 4.3, 5.3	• Develops plans, reports and recommendations using vocabulary, structure and conventions appropriate to text • Establishes and maintains records according to organisational requirements
Numeracy	1.6, 2.4, 3.4, 4.1	• Uses formal and some informal, oral and written mathematical language and representation to prepare and communicate budgetary and financial information
Oral communication	2.5, 5.2	• Participates in verbal discussions using clear language and appropriate features to present or seek information • Using listening and questioning skills to seek information and confirm understanding
Navigate the world of work	1.3, 1.4, 2.3, 3.1, 4.3	• Recognises and responds to organisational and legislative/regulatory requirements
Interact with others	2.5, 3.1, 3.2, 4.2, 5.2	• Selects and uses appropriate communication protocols and practices to ensure shared understanding of project roles and expectations • Uses collaborative techniques to engage stakeholders in consultations and negotiations
Get the work done	1.2, 1.5, 1.6, 2.1, 2.2, 2.3, 2.6, 3.1-3.7, 4.1, 4.2, 4.3, 5.1, 5.3	• Develops and implements plans to manage projects that involve diverse stakeholders with potentially competing demands • Systematically gathers and analyses all relevant information and evaluates options to make informed decisions • Evaluates outcomes of decisions to identify

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		opportunities for improvement • Uses digital technologies and applications to access, organise and share information

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
BSBPMG522 Undertake project work	BSBPMG522A Undertake project work	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBPMG522 Undertake project work

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- define the parameters of the project including:
  - project scope
  - project stakeholders, including own responsibilities
  - relationship of project to organisational objectives and other projects
  - reporting requirements
  - resource requirements
- use project management tools to develop and implement a project plan including:
  - deliverables
  - work breakdown
  - budget and allocation of resources
  - timelines
  - risk management
  - recordkeeping and reporting
- consult and communicate with relevant stakeholders to generate input and engagement in planning, implementing and reviewing the project
- provide support to team members to enable them to achieve deliverables and to transition them as appropriate at completion of the project
- finalise the project including documentation, sign-offs and reporting
- review and document the project outcomes.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

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- give examples of project management tools and how they contribute to a project
- outline types of documents and other sources of information commonly used in defining the parameters of a project
- explain processes for identifying and managing risk in a project
- outline the organisation's mission, goals, objectives and operations and how the project relates to them
- explain the organisation's procedures and processes that are relevant to managing a project including:
  - lines of authority and approvals
  - quality assurance
  - human resources
  - budgets and finance
  - recordkeeping
  - reporting
- outline the legislative and regulatory context of the organisation in relation to project work, including work health and safety (WHS) requirements.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the management and leadership – project management field of work and include access to:

- relevant legislation, regulations, standards and codes
- relevant workplace documentation and resources
- case studies and, where possible, real situations
- interaction with others.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBPUR402 Negotiate contracts

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to negotiate terms of contracts with suppliers, and prepare and finalise contracts.

It applies to individuals who negotiate contracts as part of a broad purchasing role but are not specialist legal practitioners. They are required to negotiate and formalise complex purchasing arrangements involving significant risk and/or significant expenditure and detailed legal and documentation arrangements and are typically guided by organisational contract negotiation guidelines. They work under minimal supervision of a senior purchasing manager or in consultation with senior management.

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

Unit Sector

Administration – Purchasing and Contracting

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Negotiate terms of contracts with suppliers	1.1 Offer advice and undertake negotiations without prejudice 1.2 Advise suppliers of the organisation’s intent to accept their offers 1.3 Negotiate issues with suppliers 1.4 Determine desired outcomes, negotiation plans and schedules

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ELEMENT	PERFORMANCE CRITERIA
	for negotiations 1.5 Undertake negotiations and reach agreements with suppliers in accordance with plans 1.6 Negotiate and document contract requirements to the satisfaction of the organisation and suppliers
2. Prepare contracts	2.1 Draft required contracts using legal expertise if required 2.2 Distribute draft contracts to relevant personnel and suppliers 2.3 Ensure any discrepancies or disagreements are clarified and resolved to the satisfaction of all parties 2.4 Ensure checks of the legality and validity of draft contracts are made 2.5 Obtain approvals to sign contracts
3. Finalise contracts	3.1 Ensure contracts are signed and exchanged between the organisation and suppliers 3.2 Ensure contracts and related documents are stored and safeguarded 3.3 Advise relevant personnel of contract requirements 3.4 Advise unsuccessful suppliers of non-acceptance of offers

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.5, 2.1, 2.4	• Interprets and analyses textual information from a range of sources and identifies relevant key information to assist in the negotiation process
Writing	1.2, 1.6, 2.1, 2.3, 2.5, 3.3, 3.4	• Develops material to convey explicit information and results using clear and detailed language appropriate to audience and context
Oral Communication	1.1-1.3, 1.5, 1.6, 2.5, 3.3	• Uses clear language and suitable features to provide information to a variety of individuals • Uses active listening and questioning techniques to convey and clarify information

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Navigate the world of work	1.5, 1.6, 2.1, 2.4	• Monitors adherence to implicit and explicit organisational procedures and policies • Recognises the implications of legal and regulatory responsibilities related to own work and is beginning to recognise some general legal principles applicable across work contexts
Interact with others	1.1-1.3, 1.5, 1.6, 2.2, 2.3, 2.5, 3.1, 3.3, 3.4	• Selects the appropriate form, channel and mode of communication for a specific purpose relevant to own role • Collaborates and negotiates with others as part of familiar routine activities
Get the work done	1.4, 2.2, 2.3, 3.1, 3.2	• Takes responsibility for planning, sequencing and prioritising tasks for efficient and effective outcomes • Implements standard procedures to make routine decisions • Recognises and takes responsibility for addressing predictable problems in familiar work contexts • Understands the importance of secure information in relation to own work

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
BSBPUR402 Negotiate contracts	BSBPUR402B Negotiate contracts	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBPUR402 Negotiate contracts

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- produce a documented agreement of terms with suppliers
- draft and complete a contract with a supplier for goods and services
- produce a document to inform successful and unsuccessful suppliers.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- identify and provide an overview of key provisions of relevant legislation, codes of practice and national standards that affect purchasing
- outline organisation practices, policies and procedures for purchasing
- explain purchasing and procurement principles for:
  - accountability
  - probity and transparency
  - risk management
  - value for money.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the administration – purchasing and contracting field of work and include access to:

- organisation policies and procedures
- purchasing strategies and relevant purchasing records
- office equipment and supplies

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- case studies and, where possible, real situations.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

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BSBRES404 Research legal information using primary sources

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to work under supervision researching primary sources of legal information, locating relevant information and writing up a basic summary.

It applies to individuals who provide legal support services while under supervision. Its application in the workplace will be determined by the job role of the individual and the legislation, rules, regulations and codes of practice relevant to different jurisdictions

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

Unit Sector

Knowledge management – research

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Receive and process request for information	1.1 Document request using appropriate recording system 1.2 Confirm client identity and other party's right to receive information 1.3 Clarify client needs and establish relevant criteria in consultation with designated person to ensure client needs are met 1.4 Research and identify appropriate response methods and

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ELEMENT	PERFORMANCE CRITERIA
	format 1.5 Forward request for information to others where appropriate
2. Identify information sources	2.1 Identify and research relevant sources and locations of information 2.2 Obtain access to identified sources 2.3 Resolve problems with accessing information promptly and efficiently
3. Prepare to extract information	3.1 Locate and extract information relevant to particular request 3.2 Discuss and implement resolutions to problems in accessing information with designated person where appropriate 3.3 Copy extracted information according to organisation's security and confidentiality procedures 3.4 Maintain integrity of content/information
4. Ensure information meets request	4.1 Analyse, evaluate and edit extracted information to fit client needs 4.2 Combine different types of information, where appropriate, to provide response to request
5. Compose report or correspondence	5.1 Develop plan and synopsis for report or correspondence 5.2 Write report or correspondence using clear and concise language 5.3 Check spelling, punctuation and grammar, and amend where necessary
6. Prepare to format report or correspondence	6.1 Format report or correspondence according to organisation's requirements, policies and procedures 6.2 Check report or correspondence for accuracy and to ensure that intended meaning will be readily understood by recipient
7. Finalise report or correspondence	7.1 Arrange review and sign-off of report or correspondence with designated person within designated timelines 7.2 Apply organisation's information-recording procedures 7.3 Forward report or correspondence to client

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Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.4, 2.1, 4.1, 5.3, 6.1, 6.2	• Interprets information from a range of texts to determine the procedures and strategies needed to perform a range of tasks • Identifies, accesses, analyses and evaluates information from a range of sources • Proofreads documents for accuracy of content, layout, grammar, spelling and punctuation
Writing	1.1, 1.2, 1.5, 3.4, 4.1, 4.2, 5.1, 5.2, 5.3, 6.1, 6.2, 7.2	• Gathers, evaluates and integrates information from a range of sources to develop plans • Presents finished document in required format using language, structure and style appropriate to audience • Creates required records according to organisational recording procedures and systems
Oral Communication	1.2, 1.3, 3.2, 7.1	• Participates in discussions using listening and questioning to elicit the views of others and to clarify or confirm understanding
Navigate the world of work	3.3, 6.1, 7.2	• Recognises and follows legislative requirements and organisational policies and procedures associated with own role
Interact with others	1.2, 1.3, 3.2, 7.1, 7.3	• Selects and uses appropriate conventions and protocols when sharing information with others
Get the work done	1.3, 1.4, 2.2, 2.3, 3.1, 3.2, 5.1, 6.1, 7.1	• Plans, organises and implements tasks to meet organisational requirements • Uses the main features and functions of digital technologies and tools to complete work tasks • Recognises and takes responsibility for addressing predictable and some less predictable problems in familiar work contexts

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status

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Code and title current version	Code and title previous version	Comments	Equivalence status
BSBRES404 Research legal information using primary sources	BSBRES404A Research legal information using primary sources	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBRES404 Research legal information using primary sources

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- follow correct procedures for receiving, documenting and processing requests for information
- source and access information that meets the requirements of the request
- process and format information correctly and in accordance with organisational policies and procedures, particularly with regard to security and confidentiality
- finalise documents within designated timelines and according to organisational procedures.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- describe the organisation's policies and procedures that must be followed when completing the the full range of tasks covered
- list relevant information sources and for each source briefly explain:
  - how each source is accessed
  - the type of information
- briefly explain the legislative requirements that apply when researching, accessing and using legal information.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the knowledge management – research field of work and include access to:

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- appropriate legislation and regulations relevant to common legal matters
- organisational policies and procedures for formatting of documents, security and confidentiality
- office equipment and resources
- case studies and, where possible, real situations.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBRES502 Research legal information using secondary sources

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to undertake legal research using secondary sources and under supervision. This includes identifying research requirements and sources of information, applying information to a set of facts, evaluating the quality of the information, and preparing and producing reports.

It applies to individuals who apply a well-established, sound theoretical knowledge base and use a range of specialised, technical or managerial competencies to plan and carry out work in a legal context in accordance with legislation, regulations and codes of practice relevant to different jurisdictions.

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

Unit Sector

Knowledge management – research

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify specific legal data and information requirements	1.1 Liaise with designated person to clarify specific legal data and information needs 1.2 Prepare research plan and prioritise activities 1.3 Identify resources and technical requirements

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ELEMENT	PERFORMANCE CRITERIA
	1.4 Assign timelines to tasks and delegate tasks where appropriate
2. Undertake research	2.1 Identify sources of legal data and information 2.2 Research and identify key information to be extracted
3. Review research	3.1 Check information to ensure that extracted details are acknowledged and recorded for copyright and other legal requirements 3.2 Analyse legal data and information for relevance to facts 3.3 Edit and collate legal data and information to fit research and relevant legal and ethical requirements
4. Prepare drafts	4.1 Draft document in appropriate format taking into account precedent documents and using appropriate language 4.2 Present legal data and information according to organisation's policies and procedures and legal requirements 4.3 Evaluate draft against previously identified criteria and take action to address identified gaps or deficits 4.4 Liaise with supervisor to review document 4.5 Make amendments where necessary
5. Prepare final draft	5.1 Identify key points and prepare executive summary, where appropriate 5.2 Prepare appendices, bibliography and table of contents as required 5.3 Check final draft and present it to supervisor for review and sign-off 5.4 Make arrangements to disseminate report as required

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.2, 1.3, 1.4, 2.1, 2.2, 3.1, 3.2, 3.3,	• Interprets documents to determine legal requirements • Identifies and analyses complex texts to assess

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	4.1, 4.3, 5.1, 5.3	relevance to research task • Compares prepared drafts against criteria to evaluate whether it meets requirements • Proofreads documents for accuracy of content, layout, grammar, spelling and punctuation
Writing	1.2, 1.3, 1.4, 2.2, 3.1, 3.3, 4.1, 4.2, 4.5, 5.1, 5.2	• Documents research plans in accordance with organisational or regulatory requirements • Composes and edits texts, selecting appropriate vocabulary, structure and format for audience and purpose
Oral Communication	1.1, 1.4, 4.4	• Explains issues and requirements clearly and obtains information from others by listening and questioning
Numeracy	1.4	• Analyses task requirements to calculate the duration of activities
Navigate the world of work	3.1, 3.3, 4.2	• Appreciates the implications of legal and regulatory responsibilities related to own work
Interact with others	1.1, 1.4, 4.4	• Collaborates with others to achieve required outcomes • Selects and uses appropriate communication practices and conventions for the purpose and audience
Get the work done	1.2, 1.3, 1.4, 4.3, 5.3, 5.4	• Plans, prioritises, organises and implements tasks to meet organisational requirements, liaising with others when required • Systematically analyses information against set criteria in order to decide on amendments needed to draft reports • Uses the main features and functions of digital tools to complete work tasks and access information.

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
BSBRES502 Research legal information using secondary sources	BSBRES502A Research legal information using secondary sources	Updated to meet Standards for Training Packages	Equivalent unit

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Links

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Assessment Requirements for BSBRES502 Research legal information using secondary sources

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- prepare a research plan including
  - liasing with others to clarify needs or to delegate tasks
  - prioriting required tasks
  - identifying resources, technical requirements and timelines
- conduct research using secondary sources according to organisational and legal requirements
- edit research findings and use relevant information to prepare draft report
- review draft, seek feedback from relevant person(s) and implement modifications
- produce a final report using appropriate format and language, according to the requirements of the request and within agreed timelines

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- list and describe sources of legal data and information
- explain some situations where there would be an obligation to refer matters to supervisors and/or obtain sign-off on legal work
- briefly explain the organisation’s policies and procedures relating to researching, accessing and using legal information
- briefly explain the legislative requirements that apply when researching, accessing and using legal information
- describe the format for presenting written reports

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Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the knowledge management – research field of work and include access to:

- appropriate legislation and regulations relevant to common legal matters
- workplace documentation and resources
- case studies and, where possible, real situations
- secondary research sources for legal matters.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBRSK501 Manage risk

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes skills and knowledge required to manage risks in a range of contexts across an organisation or for a specific business unit or area in any industry setting.

It applies to individuals who are working in positions of authority and are approved to implement change across the organisation, business unit, program or project area. They may or may not have responsibility for directly supervising others.

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

Unit Sector

Regulation, Licensing and Risk – Risk Management

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Establish risk context	1.1 Review organisational processes, procedures and requirements for undertaking risk management in accordance with current risk management standards 1.2 Determine scope for risk management process 1.3 Identify internal and external stakeholders and their issues 1.4 Review political, economic, social, legal, technological and policy context

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ELEMENT	PERFORMANCE CRITERIA
	1.5 Review strengths and weaknesses of existing arrangements 1.6 Document critical success factors, goals or objectives for area included in scope 1.7 Obtain support for risk management activities 1.8 Communicate with relevant parties about the risk management process and invite participation
2. Identify risks	2.1 Invite relevant parties to assist in the identification of risks 2.2 Research risks that may apply to scope 2.3 Use tools and techniques to generate a list of risks that apply to the scope, in consultation with relevant parties
3. Analyse risks	3.1 Assess likelihood of risks occurring 3.2 Assess impact or consequence if risks occur 3.3 Evaluate and prioritise risks for treatment
4. Select and implement treatments	4.1 Determine and select most appropriate options for treating risks 4.2 Develop an action plan for implementing risk treatment 4.3 Communicate risk management processes to relevant parties 4.4 Ensure all documentation is in order and appropriately stored 4.5 Implement and monitor action plan 4.6 Evaluate risk management process

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1, 1.4, 1.5, 2.2	• Comprehends a variety of relatively complex texts • Gathers, interprets and analyses textual information from a range of sources to identify relevant information
Writing	1.6, 1.8, 2.1, 2.3, 4.3	• Develops textual material and organises content in a manner that effectively documents

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		risk management analysis and assessment priorities and processes
Oral Communication	1.8, 2.1, 2.3, 4.3	• Participates in interactions with stakeholders using questioning and listening to elicit opinions, and to confirm and clarify understanding
Numeracy	2.2	• Uses numerical tools to assess risk and uses numerical data to review plans
Navigate the world of work	1.1, 2.1, 4.3	• Refers to organisational processes, procedures and requirements when making decisions about risk management
Interact with others	1.8, 2.1, 2.3, 4.3	• Establishes and uses appropriate conventions and protocols when communicating with stakeholders about risk management • Consults and negotiates with stakeholders about risk management processes and outcomes
Get the work done	1.2, 1.3, 1.5, 1.7, 2.1, 2.2, 2.3, 3.1, 3.2, 3.3, 4.1, 4.2, 4.4, 4.5, 4.6	• Sequences and schedules a range of routine and complex activities, monitors implementation, evaluates processes and manages relevant communication • Systematically analyses information to decide on appropriate risk management treatments • Uses digital technologies and systems to access information, document plans and communicate with others

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
BSBRSK501 Manage risk	BSBRSK501B Manage risk	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBRSK501 Manage risk

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- analyse information from a range of sources to identify the scope and context of the risk management process including:
  - stakeholder analysis
  - political, economic, social, legal, technological and policy context
  - current arrangements
  - objectives and critical success factors for the area included in scope
  - risks that may apply to scope
- consult and communicate with relevant stakeholders to identify and assess risks, determine appropriate risk treatment actions and priorities and explain the risk management processes
- develop and implement an action plan to treat risks
- monitor and evaluate the action plan and risk management process
- maintain documentation.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- outline the purpose and key elements of current risk management standards
- outline the legislative and regulatory context of the organisation in relation to risk management
- outline organisational policies, procedures and processes for risk management.

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Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the regulation, licensing and risk - risk management field of work and include access to:

- relevant legislation, regulations, standards and codes
- relevant workplace documentation and resources
- case studies and, where possible, real situations
- interaction with others.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBSTR402 Implement continuous improvement

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Application

This unit describes the skills and knowledge required to implement continuous improvement of systems and processes of an organisation. It includes using systems and strategies to encourage the team to participate in the process, monitoring and reviewing performance, and identifying opportunities for further improvements.

The unit applies to managers who are responsible for implementing the continuous improvement process to achieve the objectives of the organisation.

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

Unit Sector

Critical Thinking and Problem Solving – Business Strategy

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify and plan for improvement	1.1 Identify relevant stakeholders and establish improvements required 1.2 Identify where new systems and processes could be implemented 1.3 Promote team involvement in decision making processes for team systems and processes 1.4 Communicate and agree on new improvement systems and processes with relevant stakeholders 1.5 Manage reports and recommendations for using systems and processes of the organisation

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ELEMENT	PERFORMANCE CRITERIA
	1.6 Establish risk review processes
2. Monitor implementation of continuous improvement	2.1 Use workplace systems and technology, and monitor team performance according to organisational policies and procedures 2.2 Implement new systems and processes in consultation with relevant stakeholders 2.3 Maintain new system and processes in consultation with relevant stakeholders 2.4 Identify and resolve system and process issues
3. Evaluate implementation of continuous improvement	3.1 Communicate productivity improvements to relevant stakeholders and confirm their understanding 3.2 Seek and respond to feedback from relevant stakeholders on proposed improvement systems and process 3.3 Review improvement systems and process, and make changes, as required

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

SKILL	DESCRIPTION
Reading	• Evaluates and integrates facts and ideas to construct meaning from a range of text types in order to implement continuous improvement systems and processes
Writing	• Selects vocabulary, grammatical structures and conventions appropriate to text • Researches, plans and prepares continuous improvement documentation for required stakeholders
Oral communication	• Participates in a variety of spoken exchanges with a range of audiences using structure and language to suit the audience
Initiative and enterprise	• Monitors adherence to organisational policies and procedures and considers own role in terms of its contribution to broader goals of the work environment • Recognises the potential of new approaches to enhance work practices and outcomes • Uses systematic, analytical processes in complex, non-routine situations, setting goals, gathering required information and identifying and evaluating options against agreed criteria

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SKILL	DESCRIPTION
Teamwork	• Selects and uses required conventions and protocols when communicating with diverse individuals to seek and share information • Collaborates with others to achieve joint outcomes, playing an active role in facilitating effective group communication, influencing direction and taking a leadership role on occasion
Self-management	• Evaluates effectiveness of decisions in terms of how well they meet stated goals
Technology	• Uses digital applications to access and filter data, extract, organise, integrate and share required information
Planning and organising	• Takes responsibility for planning and organising own workload to achieve required outcomes

Unit Mapping Information

Supersedes and is equivalent to BSBMGT403 Implement continuous improvement.

Supersedes but is not equivalent to:

- BSBCON401 Work effectively in a business continuity context
- BSBMGT406 Plan and monitor continuous improvement.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBSTR402 Implement continuous improvement

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- implement at least one continuous improvement system or process in an organisation or work area.

In the course of the above, the candidate must:

- provide support to enable individuals and teams to participate in decisions, take responsibility, show initiative and implement improvement processes
- communicate effectively to support the implementation of improvements and improvement system and processes
- implement, monitor and update improvement plans, processes and procedures to improve performance
- document performance to identify further opportunities for improvement
- manage records and reports in the systems and procedures of the organisation.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- continuous improvement systems and processes
- coaching and mentoring needs to support continuous improvement
- change management techniques that support continuous improvement and initiative
- organisation’s systems and data used for benchmarking and monitoring performance for continuous improvement.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

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This includes access to:

- workplace documentation and resources relevant to performance evidence.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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BSBSTR501 Establish innovative work environments

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Application

This unit describes the skills and knowledge required to create an environment that enables and supports practice which focuses on a holistic approach to the integration of innovation across all areas of work practice.

The unit applies to individuals working in leadership or management roles in any industry or community context. The individual could be employed by the organisation, but may also be an external contractor, the leader of a cross organisation team or of a self-formed team of individuals.

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

Unit Sector

Critical Thinking and Problem Solving – Business Strategy

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Establish work practices	1.1 Identify relevant stakeholders 1.2 Identify organisational objectives and practices 1.3 Evaluate current work conditions 1.4 Determine working conditions that allow innovative practices according to organisational policies and procedures 1.5 Identify organisational resources relating to innovation 1.6 Build and lead team and maximise opportunities for innovation
2. Create an innovative	2.1 Evaluate the impacts of changing work environment

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ELEMENT	PERFORMANCE CRITERIA
environment	2.2 Collaborate with stakeholders and develop ideas for enhancing work environment 2.3 Identify and select resources required for enhancing work environment 2.4 Assess the ability of the workspace to support innovation 2.5 Assist team members to adapt and perform in new work environment
3. Implement innovative work environment	3.1 Encourage creative mindsets, collaborative working and development of positive workplace relationships 3.2 Reinforce the value of innovation according to organisational vision and objectives 3.3 Take risks to open up opportunities for innovation 3.4 Select ways of celebrating and encouraging innovation 3.5 Encourage and support evaluation of innovative ideas
4. Share and evaluate innovative ideas and work environment	4.1 Share relevant information, knowledge and skills on innovative practices with stakeholders 4.2 Provide and encourage formal and informal learning opportunities to develop skills required for innovation 4.3 Create opportunities where individuals can learn from the experience of others 4.4 Seek and respond to suggestions, improvements and innovations from all team members

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

SKILL	DESCRIPTION
Reading	• Interprets and evaluates information that may deal with complex ideas related to issues both within and outside a given workplace context
Writing	• Develops information for others using language to suit the context and audience
Oral communication	• Presents ideas and concepts to a range of audiences using structure and language to suit the audience • Uses active listening and questioning to discuss and clarify information and to confirm understanding
Self-management	• Takes responsibility for implementing practices and procedures to achieve organisational objectives in innovation according to role

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SKILL	DESCRIPTION
	requirements • Accepts responsibility for planning and implementing tasks and practices to achieve organisational goals, negotiating key aspects with others and taking into account current capabilities and needs
Initiative and enterprise	• Develops new and innovative ideas through exploration, evaluation, analysis and critical thinking
Teamwork	• Uses required communication techniques to build rapport and foster strong relationships with co-workers in a range of work contexts • Uses inclusive and collaborative techniques to share, promote and convey complex information about new ideas and systems within the workplace • Facilitates a climate where people feel comfortable suggesting and discussing improvements and new ideas
Problem Solving	• Uses problem solving processes to identify, assess and respond to challenges and risks around innovation

Unit Mapping Information

No equivalent unit. Supersedes but is not equivalent to:

- BSBINN501 Establish systems that support innovation
- BSBINN502 Build and sustain an innovative work environment.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBSTR501 Establish innovative work environments

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- establish at least two different procedures and practices that foster innovation in areas of work practice, including at least three of the following:
  - collaborative work arrangements
  - building team capacity to contribute to innovation
  - providing formal and informal learning opportunities
  - evaluating ideas of innovation in work environment
  - celebrating and encouraging innovation
  - consulting with relevant stakeholders
  - changing physical work environment, including designing, fitting-out and decorating workspaces
  - communicating and sharing of ideas and feedback.

In the course of the above, the candidate must:

- reinforce the value of innovation to the vision and objectives of the organisation
- model behaviour, including:
  - being receptive to ideas
  - giving constructive advice
  - establishing and maintaining relationships based on mutual respect and trust
  - taking considered risks that provide opportunities for innovation
- support innovation and collaboration of ideas to make improvements.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- concepts and theories of innovation

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- context for innovation in the workplace, including:
  - core business values
  - overall objectives
  - broader environmental context
  - value and benefit of innovative ideas and projects
- factors and tools that motivate individuals
- creative thinking and innovative work practices
- ways of celebrating and promoting innovation in the workplace
- approaches to management and leadership and how they support and hinder innovation
- challenges and barriers to innovation and ways of overcoming them, including:
  - rewarding and celebrating innovation
  - coaching and learning
  - modelling behaviour and managing the physical environment.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- relevant legislation and codes of practice
- relevant organisational policies and procedures
- workplace equipment and resources.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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BSBSTR502 Facilitate continuous improvement

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Application

This unit describes the skills and knowledge required to lead and manage continuous improvement systems and processes. Particular emphasis is on the development of systems and the analysis of information to monitor and adjust performance strategies, and to manage opportunities for further improvements.

The unit applies to individuals who take an active role in managing a continuous improvement process in order to achieve an organisation's objectives. At this level, work will normally be carried out using complex and diverse methods and procedures which require the exercise of considerable discretion and judgement, using a range of problem-solving and decision-making strategies.

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

Unit Sector

Critical Thinking and Problem Solving – Business Strategy

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Establish systems and processes	1.1 Identify current systems and processes that facilitate continuous improvement 1.2 Identify and define improvement needs and opportunities for the organisation 1.3 Develop decision-making processes to assist continuous improvement and communicate to relevant stakeholders 1.4 Develop strategies for continuous improvement and encourage

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ELEMENT	PERFORMANCE CRITERIA
	team members to participate in decision-making processes 1.5 Develop knowledge management systems to capture team progress, insights and experiences from business activities 1.6 Develop new systems and processes that facilitate continuous improvement according to improvement needs and opportunities 1.7 Establish processes that confirm team members are informed about continuous improvement outcomes
2. Monitor and adjust performance strategies	2.1 Confirm relevant systems and processes meet organisation sustainability requirements 2.2 Confirm team progress, insights and experiences are captured and accessible using knowledge management systems 2.3 Coach individuals and teams to implement and support continuous improvement systems and processes 2.4 Identify and evaluate ways in which planning and operations could be improved 2.5 Make recommendations and communicate strategies to relevant stakeholders
3. Manage opportunities for further improvement	3.1 Evaluate outcomes and identify opportunities for improvement 3.2 Seek feedback from relevant stakeholders on systems and processes 3.3 Identify other areas for improvement and document feedback for future planning

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

SKILL	DESCRIPTION
Reading	• Identifies and extracts required information from a range of complex texts • Locates, interprets and analyses workplace documentation to gather information relating to continuous improvement
Writing	• Develops complex texts related to continuous improvement processes according to organisational requirements • Ensures the vocabulary, grammatical structures and conventions are required for the context and target audience
Oral	• Presents information to a range of audiences using appropriate structure and language

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SKILL	DESCRIPTION
communication	• Listens and comprehends information from a variety of spoken exchanges with clients, co-workers and other stakeholders • Confirms understanding through questioning and active listening
Initiative and enterprise	• Monitors adherence to organisational policies, procedures and protocols and considers own role in terms of its contribution to broader goals of the work environment • Identifies and uses appropriate conventions and protocols when communicating with colleagues and external stakeholders
Problem solving	• Uses analytical and lateral thinking to review current practices and develop ideas for improvement
Teamwork	• Collaborates with others to achieve joint outcomes, playing an active role in facilitating effective group interaction and influencing direction
Self-management	• Takes responsibility for developing, implementing and monitoring systems and processes to achieve organisational outcomes
Technology	• Reflects on the ways in which digital systems and tools are used, or could be used, to achieve work goals

Unit Mapping Information

Supersedes and is equivalent to BSBMGT516 Facilitate continuous improvement.

Supersedes but is not equivalent to BSBCUE501 Develop business continuity strategy.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBSTR502 Facilitate continuous improvement

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- lead and manage continuous improvement systems and processes for at least one organisation or work area.

In the course of the above, the candidate must:

- address organisational sustainability requirements
- incorporate mentoring, coaching and other support to enable individuals to participate in continuous improvement processes
- capture progress, insights and experiences using established knowledge management systems
- encourage participation in decision making processes and ideas for continuous improvement.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- systems and processes facilitating continuous improvement
- common decision-making processes
- organisational policies and procedures relating to digital systems, decision-making processes and continuous improvement systems
- business systems and requirements, including:
  - knowledge management
  - quality
  - sustainability
  - performance management.

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Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- workplace documentation and resources relevant to performance evidence
- organisational policies and procedures relevant to performance evidence.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBSTR601 Manage innovation and continuous improvement

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.
Release 2	This version first released with BSB Business Services Training Package Version 7.1. Release created to amend typographical error within the foundation skills.

Application

This unit describes the skills and knowledge required to sustain and develop an environment in which continuous improvement, innovation and learning are promoted and rewarded.

The unit applies to individuals with managerial responsibilities who aim to build a better and more effective work environment. Continuous improvement and innovation have links with the model of the learning organisation and people working at this level play an important role in building the culture, values and attitudes of the organisation.

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

Unit Sector

Critical Thinking and Problem Solving – Business Strategy

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Establish ways of working within team	1.1 Identify relevant team members and communicate ways of working objectives, expectations and desired outcomes 1.2 Identify and establish strategies to monitor and evaluate performance and sustainability of key systems and processes 1.3 Consult and seek advice from stakeholders, to identify

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ELEMENT	PERFORMANCE CRITERIA
	opportunities for improvement 1.4 Communicate with and mentor team members on ways of working that contribute to continuous improvement 1.5 Communicate with and coach team members how they can be innovative
2. Identify improvements	2.1 Analyse performance reports and variance from organisational plans within workplace 2.2 Identify and analyse changing trends and opportunities relevant to the workplace 2.3 Collect data and analyse areas for improvement in supply chains, and operational and service systems 2.4 Conduct a gap analysis of supply chains, and operational and service systems and identify improvement needs and opportunities 2.5 Communicate with and agree on team members identified improvement needs and opportunities 2.6 Identify learning opportunities for team members
3. Implement innovative processes	3.1 Confirm objectives, timeframes, measures and communication plans are in place to manage implementation 3.2 Address the impact of change and consequences for people and implement transition plans 3.3 Implement contingency plans in the event of non-performance 3.4 Follow up failure by investigation and analysis of causes and manage emerging challenges and opportunities 3.5 Confirm that learnings from activities are captured and managed using relevant knowledge management system
4. Develop workplace culture and tools for continuous improvement, innovation and learning	4.1 Evaluate continuous improvement systems and processes and innovation on a regular basis 4.2 Identify and communicate with stakeholders costs and benefits of innovations and improvements 4.3 Establish rewards for continuous improvement, innovation and learning 4.4 Seek and respond to feedback from relevant stakeholders' systems and processes for continuous improvement, innovation and learning

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

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SKILL	DESCRIPTION
Reading	• Analyses, evaluates and integrates facts and ideas to construct meaning from a range of text types
Writing	• Integrates information and ideas from a range of sources, utilising appropriate support materials • Communicates complex relationships between ideas and information, matching style of writing to purpose and audience
Numeracy	• Selects and interprets mathematical information to analyse performance • Performs calculations required to establish timeframes, cost-benefits and measures for continuous improvement and innovation processes
Initiative and enterprise	• Adheres to organisational policies and procedures and considers own role in terms of its contribution to broader goals of the work environment • Recognises the importance of taking audience, purpose and contextual factors into account when making decisions about what to communicate, with whom, why and how • Recognises that the current way is only one way of doing something and explores possibilities that challenge current approaches • Facilitates a climate in which creativity and innovation are accepted as an integral part of achieving outcomes
Self-management	• Plans and implements strategies to review and improve own performance
Teamwork	• Recognises the importance of building rapport to establish positive and effective working relationships • Collaborates with others to achieve joint outcomes, playing an active role in encouraging innovation and facilitating effective group interaction
Problem solving	• Applies problem-solving processes to identify risks, evaluate options and determine solutions • Uses lateral and analytical thinking to evaluate options against needs, resources and constraints before making decisions • Actively identifies systems, devices and applications with potential to meet current and or future needs
Planning and organising	• Plans, organises, implements or reviews organisational strategies, systems and processes

Unit Mapping Information

Supersedes and is equivalent to BSBMGT608 Manage innovation and continuous improvement.

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Supersedes but is not equivalent to BSBMGT619 Identify and implement business innovation.

Links

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Assessment Requirements for BSBSTR601 Manage innovation and continuous improvement

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.
Release 2	This version first released with BSB Business Services Training Package Version 7.1. Release created to amend typographical error within the foundation skills.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- manage and promote innovation and continuous improvement for an organisation or work area on at least one occasion.

In the course of the above, the candidate must:

- identify opportunities for improvement
- consult with stakeholders
- promote the value of creativity, innovation and sustainability and recognising successes
- support testing and trialling of new ideas
- undertake risk management and cost-benefit analysis for options
- plan for and implement improvements using organisation’s processes for approvals, project management and change management
- facilitate contributions to and communications about continuous improvement and innovation
- capture insights, experiences and ideas for improvements and incorporate them into the organisation’s knowledge management systems and future planning.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- cost-benefit analysis methods
- knowledge management systems

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- continuous improvement systems and processes
- creativity and innovation theories and concepts
- organisational learning principles
- quality management and continuous improvement theories
- relevant risk management concepts
- key aspects of supply chains, and operational, product and service systems
- method for conducting gap analysis
- changing trends and opportunities in workplace.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- workplace documentation and resources.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBSUS201A Participate in environmentally sustainable work practices

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit describes the performance outcomes, skills and knowledge required to effectively measure current resource use and to carry out improvements including reducing the negative environmental impact of work practices. This unit requires the ability to access industry information, and applicable legislative and occupational health and safety (OHS) guidelines. While no licensing, legislative, regulatory or certification requirements apply holistically to this unit at the time of publication, relevant national, state and territory legislation, regulations and codes of practice impact upon this unit.

Application of the Unit

Application of the unit	This unit applies to operators/team members under supervision or guidance, who are required to follow workplace procedures and instructions, and to work in an environmentally sustainable manner. It covers: efficient resource use potential environmental hazards regulatory compliance improving environmental performance (within the scope of competency, authority and own level of responsibility). It addresses the knowledge, processes and techniques necessary to participate in environmentally sustainable work practices.

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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	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 performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT	**PERFORMANCE CRITERIA**
1. Identify current resource use	1.1. Identify workplace ***environmental and resource efficiency issues*** 1.2. Identify resources used in own work role 1.3. Document and measure current usage of resources using ***appropriate techniques*** 1.4. Record and file documentation measuring current usage, using technology (such as software systems) where applicable 1.5. Identify and report workplace environmental

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ELEMENT	PERFORMANCE CRITERIA
	hazards to appropriate personnel
2. Comply with environmental regulations	2.1. Follow workplace procedures to ensure ***compliance*** 2.2. Report breaches or potential breaches to appropriate personnel
3. Seek opportunities to improve resource efficiency	3.1. Follow ***organisational plans*** to improve environmental practices and resource efficiency 3.2. Work as part of a team, where relevant, to identify possible areas for improvements to work practices in own work area 3.3. Make ***suggestions*** for improvements to workplace practices in own work area

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

- analytical skills to comply with all relevant legislation associated with job specifications and procedures
- communication and problem-solving skills to question, seek clarification and make suggestions relating to work requirements and efficiency
- communication and teamwork skills to recognise procedures; to follow instructions; to respond to change, such as current workplace environmental/sustainability frameworks; and to support team work and participation in a sustainable organisation
- literacy, numeracy and technology skills to interpret workplace information in relation to work role, and to document and measure resource use
- technology skills to select and use technology appropriate for a task.

Required knowledge

- environmental and resource hazards/risks
- environmental or sustainability legislation, regulations and codes of practice applicable to own work role
- OHS issues and requirements
- organisational structure, and reporting channels and procedures
- relevant environmental and resource efficiency systems and procedures
- sustainability in the workplace
- terms and conditions of employment including policies and procedures, such as

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REQUIRED SKILLS AND KNOWLEDGE
daily tasks, employee and employer rights, equal opportunity.

Evidence Guide

EVIDENCE GUIDE	
The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.	
Overview of assessment	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	Evidence of the following is essential: • accessing, interpreting and complying with a range of environment/sustainability legislation and procedural requirements relevant to daily responsibilities • accurately following organisational information to participate in and support an improved resource efficiency process and reporting as required • developing and/or using tools such as inspection checklists, to collect and measure relevant information on organisation resource consumption, within work role • identifying organisational improvements by applying efficient resource use to daily activities • knowledge of environmental and resource hazards/risks.
Context of and specific resources for assessment	Assessment must ensure: • access to an actual workplace or simulated environment • evidence is relevant to the particular workplace role, including work area, equipment, systems, and documentation • review of current work area directly relating to own work, to assess measurement of resources used, hazards and compliance • individual or team discussion about potential for increased resource efficiency within current work area • access to workplace documents, information and resources (such as compliance obligations, enterprise

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EVIDENCE GUIDE	
	plans, work responsibilities).
Method of assessment	A range of assessment methods should be used t assess practical skills and knowledge. The following examples are appropriate for this unit: • direct questioning combined with review of portfolios of evidence and third party workplace reports of on-the-job performance by the candidate • observation of demonstrated techniques over time and in a range of situations • analysis of responses to case studies and scenarios • review of documentation measuring current resource usage • evaluation of techniques used to document and measure current usage of resources • review of identified and reported workplace environmental hazards • evidence of active participation in organisational plans to improve environmental practices and resource efficiency.
Guidance information for assessment	Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example: • BSBINN201A Contribute to workplace innovation • BSBSMB301A Investigate micro business opportunities • BSBWOR202A Organise and complete daily work activities.

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, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.	
Environmental and resource	• maximising opportunities to improve business environmental performance

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RANGE STATEMENT	
efficiency issues may include:	• minimising environmental risks • promoting more efficient production and consumption of natural resources, for example minimising waste by participating in or using a waste management system • using resources efficiently such as material usage, energy usage (seeking alternative sources of energy or energy conservation) or efficient water usage
Appropriate techniques may include:	• examining and documenting resources in work area • examining invoices from suppliers • examining relevant information and data • measuring resource usage under different conditions • reports from other parties involved in the process of identifying and implementing improvements

Compliance may include:	• meeting relevant laws, by-laws and regulations or best practice to support compliance in environmental performance and sustainability at each level as required (such as Environmental Protection or Biodiversity Conservation Act):
	  • international
	  • commonwealth
	  • state/territory
	  • local government
	  • industry
	  • organisation

Organisational plans may include:	• documented policies and procedures • work plans to minimise waste or to increase efficiency of resources such as a green office program, supply chain program for purchasing sustainable products or an environmental management framework
Suggestions may include ideas that help to:	• improve energy efficiency • increase use of renewable, recyclable, reusable and recoverable resources • maximise opportunities such as use of solar power or other alternative forms of energy, where appropriate

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RANGE STATEMENT	
	• prevent and minimise risks • reduce emissions of greenhouse gases • reduce use of non-renewable resources

Unit Sector(s)

Unit sector	

Competency field

Competency field	Industry Capability - Sustainability

Co-requisite units

Co-requisite units		

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BSBSUS211 Participate in sustainable work practices

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Application

This unit describes the skills and knowledge required to measure, support and find opportunities to improve the sustainability of work practices.

The unit applies to individuals, working under supervision or guidance, who are required to follow workplace procedures and instructions. These individuals work in an environmentally sustainable manner within scope of competency, authority and own level of responsibility.

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

Unit Sector

Business Competence – Sustainability

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Measure sustainable work practices	1.1 Identify sustainable work practices in own work role 1.2 Measure current usage of resources in own work role 1.3 Record and file resource usage documents 1.4 Identify resource inefficiencies from gathered information
2. Support sustainable work practices	2.1 Identify and comply with workplace sustainability procedures 2.2 Identify workplace environmental hazards according to environmental regulations and standards 2.3 Report any breaches and potential breaches to organisational personnel
3. Seek opportunities to	3.1 Identify areas of improvement to work practices in own work

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ELEMENT	PERFORMANCE CRITERIA
improve sustainable work practices	area 3.2 Consult with colleagues and management to assess potential to improve sustainability of identified work practices 3.3 Make suggestions for improvements to workplace practices in own work area

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

Skill	Description
Numeracy	• Calculates basic metric measurements to determine resource usage
Reading	• Recognises and interprets textual information to establish job requirements
Writing	• Completes documents using required formats
Teamwork	• Selects and uses appropriate conventions and protocols when communicating with co-workers in range of work contexts • Collaborates and cooperates with others to achieve joint outcomes
Initiative and enterprise	• Implements actions according to requirements, taking some responsibility for sequencing and timing of tasks • Analyses current practices to identify opportunities for improvement
Self-management	• Understands and adheres to legal and regulatory responsibilities related to own work
Technology	• Uses main features and functions of digital tools to complete work tasks and access information

Unit Mapping Information

Supersedes and is equivalent to BSBSUS201 Participate in environmentally sustainable work practices.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBSUS211 Participate in sustainable work practices

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- participate in at least three sustainable work practices.

In the course of the above, the candidate must:

- identify benefits of sustainable work practices and areas of improvement for sustainable practices in the workplace
- identify and apply sustainability legislation and organisational sustainability policies and procedures
- participate in and support discussions for improved resource efficiency processes
- identify, measure and document usage of resources
- collaborate with team members to develop suggestions for improving workplace sustainability practices.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- environmental and resource hazards and risks
- Australian and international standards for corporate social sustainability
- sustainability regulations and codes of practice applicable to own role
- organisational sustainability policies and procedures
- reporting channels and procedures to report breaches and potential issues
- advantages of sustainable practices in the workplace.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

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This includes access to:

- documentation, information and resources on workplace environmental and resource efficiency
- sustainability legislation, regulations and standards.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBSUS401 Implement and monitor environmentally sustainable work practices

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 2.0. Version created to better align unit to AQF level.

Application

This unit describes the skills and knowledge required to effectively analyse the workplace in relation to environmentally sustainable work practices and to implement improvements and monitor their effectiveness.

It applies to individuals with responsibility for a specific area of work or who lead a work group or team and addresses the knowledge, processes and techniques necessary to implement and monitor environmentally sustainable work practices, including the development of processes and tools.

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

Unit Sector

Industry Capability – Sustainability

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Investigate current practices in relation to resource usage	1.1 Identify environmental regulations applying to the enterprise 1.2 Analyse procedures for assessing compliance with

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ELEMENT	PERFORMANCE CRITERIA
	environmental/sustainability regulations 1.3 Collect information on environmental and resource efficiency systems and procedures, and provide to the work group where appropriate 1.4 Collect, analyse and organise information from a range of sources to provide information/advice and tools/resources for improvement opportunities 1.5 Measure and document current resource usage of members of the work group 1.6 Analyse and document current purchasing strategies 1.7 Analyse current work processes to access information and data to assist in identifying areas for improvement
2. Set targets for improvements	2.1 Seek input from stakeholders, key personnel and specialists 2.2 Access external sources of information and data as required 2.3 Evaluate alternative solutions to workplace environmental issues 2.4 Set efficiency targets
3. Implement performance improvement strategies	3.1 Source and use appropriate techniques and tools to assist in achieving efficiency targets 3.2 Apply continuous improvement strategies to own work area of responsibility, including ideas and possible solutions to communicate to the work group and management 3.3 Implement and integrate environmental and resource efficiency improvement plans for own work group with other operational activities 3.4 Supervise and support team members to identify possible areas for improved practices and resource efficiency in work area 3.5 Seek suggestions and ideas about environmental and resource efficiency management from stakeholders and act upon where appropriate 3.6 Implement costing strategies to fully utilise environmental assets
4. Monitor performance	4.1 Use and/or develop evaluation and monitoring, tools and technology 4.2 Document and communicate outcomes to report on efficiency targets to key personnel and stakeholders 4.3 Evaluate strategies and improvement plans 4.4 Set new efficiency targets, and investigate and apply new tools

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ELEMENT	PERFORMANCE CRITERIA
	and strategies 4.5 Promote successful strategies and reward participants where possible

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1-1.4, 1.6, 1.7, 2.3, 3.1	• Identifies and analyses complex texts to determine legislative, regulatory and business requirements • Reviews reported information to evaluate workplace strategies and improvement practices
Writing	1.5, 1.6, 2.1, 2.2, 2.4, 3.1-3.3, 4.4, 4.5	• Documents findings of investigations from written and oral sources according to organisational requirements • Provides updates about progress using formats and language appropriate to the audience and context
Oral Communication	2.1, 2.2, 3.3-3.5, 4.4, 4.5	• Presents information and seeks advice using structure and language appropriate to audience • Participates in discussions using listening and questioning to elicit the views of others and to clarify or confirm understanding
Numeracy	1.5, 2.4, 3.1, 3.6, 4.4	• Analyses numerical information to measure usage and calculates metric measurements, quantities/ratios and financial data using appropriate tools
Navigate the world of work	1.1, 1.2	• Recognises and follows legislative requirements and organisational policies and procedures associated with own role
Interact with others	1.3, 2.1, 2.2, 3.3-3.5, 4.2, 4.4, 4.5	• Selects and uses appropriate conventions and protocols when communicating with internal and external stakeholders to seek or share information • Collaborates and consults with a range of stakeholders to achieve shared understanding of individual roles in meeting objectives
Get the work done	1.2, 1.4-1.7, 2.3, 2.4, 3.1, 3.2, 3.3, 3.5, 3.6, 4.1, 4.3, 4.4	• Develops plans to manage routine and non-routine tasks for own work group with an awareness of how they contribute to the broader organisation • Uses systematic, analytical processes to set

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		environmental targets, gather relevant information, identify and evaluate alternative approaches • Evaluates outcomes of decisions to identify opportunities for improvement • Uses the main features and functions of digital tools to complete work tasks and access information

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
BSBSUS401 Implement and monitor environmentally sustainable work practices	BSBSUS301 Implement and monitor environmentally sustainable work practices	Recoded to meet AQF standards	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBSUS401 Implement and monitor environmentally sustainable work practices

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 2.0. Version created to better align unit to AQF level.

Performance Evidence

Evidence of the ability to:

- analyse information from a range of sources to identify current procedures, practices and compliance requirements in relation to environmental and resource sustainability
- consult and communicate with relevant stakeholders to seek input and encourage engagement with developing and implementing sustainability improvements, encourage feedback and suggestions and report on outcomes
- plan and organise work group activities to:
  - measure current resource usage
  - solve problems and generate ideas for improvements
  - evaluate and implement strategies to improve resource usage
  - plan, implement and integrate improvements into operations
  - meet environmental requirements
- apply continuous improvement approach to sustainability performance
- apply change management techniques to support sustainability performance.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- identify relevant internal and external sources of information and explain how they can be used to identify sustainability improvements

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- explain the compliance requirements for the work area with reference to legislation, regulations, codes of practice and workplace procedures that relate to environmental and resource issues
- outline common environmental and energy efficiency issues within the industry
- give examples of benchmarks for environmental and resource sustainability that are relevant to the organisation
- outline organisational systems and procedures that relate to environmental and resource sustainability improvements including:
  - supply chain, procurement and purchasing
  - quality assurance
  - making recommendations and seeking approvals

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the sustainability field of work and include access to:

- relevant legislation, regulations, standards and codes
- relevant workplace documentation and resources
- case studies or, where possible, real situations
- interaction with others.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBSUS411 Implement and monitor environmentally sustainable work practices

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Application

This unit describes the skills and knowledge required to analyse and implement improvements to the environmental sustainability of work practices and monitor their effectiveness.

The unit applies to individuals with responsibility for the practices of a specific work area or who lead a work group or team.

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

Unit Sector

Business Competence – Sustainability

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Establish sustainable work contexts	1.1 Identify and assess organisational compliance against environmental legislation, regulations and standards 1.2 Collect data on environmental efficiency in organisational systems and processes 1.3 Analyse data on environmental efficiency and current purchasing strategies and identify areas for improvement 1.4 Consult stakeholders and external data sources on sustainability best practice 1.5 Develop efficiency targets and methods to monitor outcomes
2. Implement sustainable	2.1 Identify and source tools to set efficiency targets

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ELEMENT	PERFORMANCE CRITERIA
work practices	2.2 Implement and integrate efficiency targets with other operational activities 2.3 Support team members to identify possible areas for improved resource efficiency in work areas 2.4 Seek and act on feedback from stakeholders on implementation
3. Monitor performance of sustainable work practices	3.1 Assess outcomes using monitoring method developed 3.2 Document and communicate outcomes to key personnel and stakeholders 3.3 Identify changes required to targets and tools from strategies and improvement plans 3.4 Promote successful strategies in development of new efficiency targets

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

Skill	Description
Numeracy	• Analyses numerical information to measure usage and calculates metric measurements, quantities and ratios and financial data using appropriate tools
Oral communication	• Presents information and seeks advice using structure and language appropriate to audience • Participates in discussions using listening and questioning to elicit the views of others and to clarify or confirm understanding
Reading	• Identifies and analyses texts to determine legislative and regulatory requirements relevant to work area • Reviews reported information to evaluate workplace strategies and improvement practices
Writing	• Documents findings of investigations from written and oral sources according to organisational requirements • Provides updates about progress using formats and language appropriate to the audience and context
Initiative and Enterprise	• Identifies and follows legislative requirements and organisational policies and procedures associated with own role
Teamwork	• Selects and uses appropriate conventions and protocols when communicating with internal and external stakeholders to seek or share information

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Skill	Description
	• Collaborates and consults with a range of stakeholders to achieve shared understanding of individual roles in meeting objectives
Planning and organising	• Develops plans to manage routine and non-routine tasks for own work group with an awareness of how they contribute to the broader organisation • Uses systematic, analytical processes to set environmental targets, gather relevant information, identify and evaluate alternative approaches • Evaluates outcomes of decisions to identify opportunities for improvement
Technology	• Uses the main features and functions of digital tools to complete work tasks and access information

Unit Mapping Information

Supersedes and is equivalent to BSBSUS401 Implement and monitor environmentally sustainable work practices.

Supersedes but is not equivalent to:

- BSBSUS402 Implement an environmental management plan
- BSBSUS403 Measure, monitor and reduce carbon emissions
- BSBSUS404 Assess, implement, monitor and report on waste management
- BSBSUS405 Assess, monitor and reduce water use
- BSBSUS406 Identify and apply sustainability rating tools.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBSUS411 Implement and monitor environmentally sustainable work practices

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- implement and monitor at least three environmentally sustainable work practices.

In the course of the above, the candidate must:

- identify current procedures, practices and compliance requirements in relation to environmental and resource sustainability in the workplace
- engage and consult with relevant stakeholders to develop and implement sustainability improvements, encourage feedback and to report on outcomes
- plan and organise work group activities to:
  - measure current resource usage
  - evaluate alternative solutions to workplace environmental issues
  - resolve workplace sustainability issues and generate ideas for improvements
  - evaluate and implement strategies to improve resource usage
  - comply with environmental requirements
- apply continuous improvement approaches to enhance organisation's sustainability performance
- apply change management techniques to support sustainability performance.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- compliance requirements for the work area with reference to legislation, regulations, codes of practice and workplace procedures that relate to environmental and sustainability issues
- relevant internal and external sources of information for the development of efficiency targets
- benchmarks for environmental and resource sustainability relevant to organisation

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- Australian and international standards for corporate social sustainability
- continuous improvement approaches for workplace practices
- resources for monitoring sustainable work practices including:
  - questionnaires and surveys
  - visual calculations
  - supply records and invoices
  - previous internal and external audit documents
- organisational systems and procedures that relate to environmental and resource sustainability improvements, including:
  - supply chain, procurement and costing strategies
  - quality assurance
  - recommendation development and seeking approvals
  - sales strategies and operations.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- environmental sustainability legislation, regulations, standards and codes
- workplace reference materials for environmental sustainability and practices.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBTEC101 Operate digital devices

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Application

This unit describes the skills and knowledge required to start up and use a range of basic functions on digital devices.

The unit applies to those who perform a range of routine digital tasks in the various sectors of the business services industry and generally work under direct supervision.

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

Unit Sector

Digital Competence - Technology Use

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Activate digital device and access features	1.1 Prepare workspace, furniture and equipment to suit user ergonomic requirements, where required 1.2 Activate digital device, and access or log on according to organisation policies and procedures 1.3 Identify basic functions and features of digital devices 1.4 Customise desktop or application configuration 1.5 Request assistance from relevant personnel for using digital device, where required 1.6 Access help functions, where required
2. Navigate and organise file or application	2.1 Open, close and access file or application by selecting correct desktop or menu icons

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ELEMENT	PERFORMANCE CRITERIA
environment	2.2 Create shortcuts onto the desktop or menu, and request assistance from relevant personnel, where required 2.3 Identify and apply keyboard functions for both alpha and numeric keyboard input devices 2.4 Create folders and subfolders with relevant names 2.5 Identify and access storage devices relevant to the digital device 2.6 Download new applications with assistance from relevant stakeholder 2.7 Use search functions to locate files or applications
3. Edit and update stored information	3.1 Rename and move folders and subfolders 3.2 Remove files or applications as required, with assistance from relevant stakeholder 3.3 Open relevant file, document, or application 3.4 Edit content of the file, document, application, or similar in accordance with simple instructions 3.5 Save changes in digital device
4. Deactivate personal digital device	4.1 Save and close all open files, documents or applications 4.2 Deactivate digital device according to user procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

SKILL	DESCRIPTION
Reading	• Recognises textual information within internal procedures and technical documents to determine and complete work requirements
Writing	• Inputs information using familiar text types and records numerical and textual information for file naming conventions

Unit Mapping Information

Supersedes and is equivalent to BSBITU111 Operate a personal digital device.

Supersedes but is not equivalent to:

- BSBITU112 Develop keyboard skills
- BSBITU307 Develop keyboarding speed and accuracy.

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Links

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Assessment Requirements for BSBTEC101 Operate digital devices

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- on at least three occasions, activate, navigate, and deactivate a digital device.

In the course of the above, the candidate must:

- follow user procedures to power up and access a digital device
- follow user procedures and system information when using the basic functions on digital device, seeking assistance where required
- shut down applications and the device.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- user procedures for powering up and accessing a digital device
- key components of the digital system, including what each component does
- ergonomic issues that impact the use of digital devices
- key functions of the operating system
- organisational conventions for naming files.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- device user information
- different types of digital device.

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Assessors of this unit must satisfy the assessor requirements in applicable vocational education and training legislation, frameworks and/or standards.

Links

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BSBTEC401 Design and produce complex text documents

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Application

This unit describes the skills and knowledge required to design and develop business documents using complex technical features of word processing software.

The unit applies to those who work in a range of business environments and have skills which may be applied in the provision of administrative support within an enterprise, or by technical experts responsible for producing their own word- processed documents.

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

Unit Sector

Digital Competence - Technology Use

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare to produce word processed documents	1.1 Identify ergonomics requirements and organise personal work environment 1.2 Use safe work practices to ensure ergonomic, energy and resource conservation requirements are met 1.3 Identify document purpose, audience and presentation requirements, and clarify with relevant stakeholders, where required 1.4 Identify organisational requirements for text-based business documents to ensure consistency of style and image 1.5 Evaluate complex technical functions of software for usefulness in fulfilling requirements of the task

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ELEMENT	PERFORMANCE CRITERIA
2. Design complex documents	2.1 Design document structure and layout according to purpose, audience and information requirements of task 2.2 Design document to enhance readability and appearance, and to meet organisational and task requirements for style and layout 2.3 Use complex software functions to enable efficient manipulation of information and other material, and ensure consistency of design and layout 2.4 Use help function to overcome problems with document design and production
3. Add complex tables and other data	3.1 Insert a table into document, change cells according to information requirements 3.2 Format rows and columns, where required 3.3 Insert images and other data and format, where required
4. Produce documents	4.1 Develop documents, and achieve required results 4.2 Preview, adjust and publish documents according to organisational and task requirements 4.3 Name and store documents in accordance with organisational requirements and exit application 4.4 Prepare document according to organisational requirements, policies and procedures

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

SKILL	DESCRIPTION
Reading	• Recognises and interprets textual information from a range of resources to determine and confirm requirements and to assist with document issues
Writing	• Develops material using required format and incorporating technical functions to meet business needs
Self-management	• Recognises and follows explicit and implicit protocols and meets expectations associated with own role
Teamwork	• Collaborates with others to achieve joint outcomes
Planning and organising	• Applies formal processes when planning complex tasks, producing plans with logically sequenced steps

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Unit Mapping Information

Supersedes and is equivalent to BSBITU401 Design and develop complex text documents.

Supersedes but is not equivalent to BSBITU404 Produce complex desktop published documents.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBTEC401 Design and produce complex text documents

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- prepare design and produce at least four complex text documents.

In the course of the above, the candidate must:

- follow organisational and safe work practices
- adhere to organisational requirements for:
  - producing documents within designated timelines
  - naming and storing documents
- adhere to task requirements when producing complex documents including:
  - using appropriate styles and layout consistently throughout the document
  - using correct formatting and document structure
- use the following features:
  - mail merge
  - document styles
  - references (footnotes/endnotes)
  - Table of Contents
  - paragraph
  - line spacing
  - section breaks
  - alternating headers
  - footers
- resolve issues by referring to user documentation and online help
- apply knowledge of complex operation and functions of industry software applications.

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Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- formatting styles and their effect on formatting, readability and appearance of documents
- organisational requirements for ergonomics, work periods and breaks, and conservation techniques
- purpose and contents of an organisational style guide
- key aspects of organisational policies and procedures.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

- This includes access to:
- organisational policies and procedures
- workplace documentation and resources relevant to performance evidence
- industry software packages and user instructions.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBTWK201 Work effectively with others

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Application

This unit describes the skills and knowledge required to work cooperatively with others and deal effectively with issues, problems and conflict.

The unit applies to individuals who perform a range of routine tasks in a team environment and use a basic knowledge of teamwork in a defined context, under direct supervision or with limited individual responsibility.

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

Unit Sector

Social Competence – Teamwork and Relationships

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Develop effective workplace relationships	1.1 Identify individual responsibilities in relation to workgroup members 1.2 Clarify individual and workgroup responsibilities with work team 1.3 Participate in informal meetings and information sharing with workgroup 1.4 Request and apply feedback from supervisor on individual practices
2. Improve workgroup processes	2.1 Support team members to meet workgroup goals 2.2 Contribute to workgroup goals and tasks according to organisational requirements

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ELEMENT	PERFORMANCE CRITERIA
	2.3 Share work-related information with workgroup according to organisational policies and procedures 2.4 Plan strategies for team performance improvement with workgroup
3. Resolve issues, problems and conflict	3.1 Identify advantages of differences in values and beliefs between workgroup members 3.2 Respond to any linguistic and cultural differences in communication styles according to legislation, organisational policies and procedures and ethical standards 3.3 Identify potential workgroup issues, problems and conflicts encountered in the workplace 3.4 Seek assistance from supervisor to address problems and conflicts that arise 3.5 Suggest possible ways of dealing with identified workplace issues

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

SKILL	DESCRIPTION
Reading	• Identifies and interprets information to determine task requirements
Writing	• Completes required documentation using organisational formats • Composes simple documents for others to read
Oral Communication	• Presents information and seeks advice using language and features appropriate to audience • Participates in discussions using listening and questioning to elicit views of others and to clarify or confirm understanding
Initiative and enterprise	• Identifies responsibilities of own role and follows explicit and implicit organisational protocols and procedures
Teamwork	• Selects and uses appropriate communication practices when seeking or sharing information • Establishes and builds rapport and relationships with others to foster a culture of respect and cooperation in communications • Listens to the ideas of others and considers their needs
Planning and organising	• Plans and organises work commitments to ensure deadlines and objectives are met

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Unit Mapping Information

Supersedes and is equivalent to BSBWOR203 Work effectively with others.

Supersedes and is not equivalent to BSBFLM312 Contribute to team effectiveness.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBTWK201 Work effectively with others

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- work with a group to achieve an objective on at least two occasions and address at least one identified problem or conflict on each occasion.

In the course of the above, the candidate must:

- distinguish individual responsibilities from workgroup responsibilities
- demonstrate the ability to:
  - support team members
  - communicate according to the cultural and linguistic requirements of the individual
  - act on constructive feedback
  - use communication channels to share information
  - cooperate and contribute to team goals
  - identify improvement opportunities
- identify problems and conflicts and address them according to organisational and ethical policies and procedures.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- organisational and ethical standards, policies and procedures that relate to own work role
- team responsibilities and duties and their relationship to individual responsibilities and duties
- organisational policies and procedures relating to workplace discrimination and bullying
- personal values and beliefs including their importance in the development of relationships
- communication channels used to communicate in work teams including:
  - team meetings

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  - one-on-one interactions with individual team members
  - emails
  - instant messaging
  - calls
- key problems and conflicts arising in workgroup contexts
- methods of resolving team problems including referral to relevant organisational personnel
- conflict resolution techniques.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- workplace discrimination and bullying legislation
- organisational and ethical standards, policies and procedures for working with others.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBTWK502 Manage team effectiveness

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Application

This unit describes the skills and knowledge required to lead teams in the workplace and to actively engage with the management of the organisation.

The unit applies to individuals working at a managerial level who lead and build a positive culture within their work teams. At this level, work will normally be carried out using complex and diverse methods and procedures requiring the exercise of considerable discretion and judgement. It will also involve using a range of problem solving and decision-making strategies.

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

Unit Sector

Social Competence – Teamwork and Relationships

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Establish team performance plan	1.1 Identify team purpose, roles, and responsibilities according to organisational and task objectives 1.2 Develop performance plans with expected outcomes, key performance indicators (KPIs) and goals for work team 1.3 Support team members in meeting expected performance outcomes
2. Develop and facilitate team cohesion	2.1 Develop strategies for facilitating team member input into planning, decision making and operational aspects of team tasks 2.2 Develop or modify policies and procedures for promoting team

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ELEMENT	PERFORMANCE CRITERIA
	member accountability for personal work and team tasks 2.3 Provide feedback to team members on team effort and contributions 2.4 Develop processes for identifying and addressing issues, concerns and problems identified by team members
3. Facilitate teamwork	3.1 Encourage team members to participate in and to take responsibility for team activities 3.2 Support the team in identifying and resolving work performance problems 3.3 Promote work team collaboration through individual behaviour
4. Liaise with stakeholders	4.1 Establish and maintain open communication processes with relevant stakeholders 4.2 Communicate information from line management to the team 4.3 Communicate and follow-up unresolved issues, concerns and problems raised by team members with line management 4.4 Address unresolved issues, concerns and problems raised by stakeholders

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

SKILL	DESCRIPTION
Reading	• Analyses and interprets textual information from the organisation's policies, goals and objectives to establish team goals or to determine corrective action
Writing	• Prepares workplace documentation that communicates complex information clearly and effectively
Oral Communication	• Engages in discussions or provides information using appropriate vocabulary and non-verbal features • Uses listening and questioning techniques to confirm understanding and to engage the audience
Enterprise and initiative	• Identifies how own role contributes to broader organisational goals • Modifies or develops policies and procedures to achieve organisational goals
Teamwork	• Selects and uses appropriate conventions and protocols when communicating with diverse stakeholders • Uses interpersonal skills to gain trust and confidence of team and

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	provides feedback to others in forms that can be understood and used • Adapts personal communication style to build positive working relationships and to show respect for the opinions, values and particular needs of others
Planning and organising	• Develops, implements and monitors plans and processes to ensure team effectiveness • Monitors and actively supports processes and development activities to ensure the team is focused on work outcomes • Plans for unexpected outcomes and implements creative responses to overcome challenges

Unit Mapping Information

Supersedes and is equivalent to BSBWOR502 Lead and manage team effectiveness.

Supersedes but is not equivalent to:

- BSBMGT520 Plan and manage the flexible workforce
- BSBWRK409 Prepare for and participate in dispute resolution.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBTWK502 Manage team effectiveness

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- manage the effectiveness of at least one work team.

In the course of the above, the candidate must:

- provide feedback to encourage, value and reward others
- model desired behaviour and practices
- encourage and foster shared understanding of purpose, roles and responsibilities
- support team to meet expected performance outcomes including providing formal and informal learning opportunities as needed
- develop performance plans with key performance indicators (KPIs), outputs and goals for individuals or the team which incorporate input from stakeholders
- communicate effectively with a range of stakeholders about team performance plans and team performance
- evaluate and take necessary corrective action regarding unresolved issues, concerns and problems raised by internal or external stakeholders.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- impacts of group dynamics on team performance
- methods of establishing team activities including communication processes
- strategies that can support team cohesion, participation and performance
- strategies for gaining consensus
- issue resolution strategies.

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Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- workplace documents relevant to team task objectives.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBWHS201 Contribute to health and safety of self and others

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to work in a manner that is healthy and safe in relation to self and others and to respond to emergency incidents. It covers following work health and safety (WHS) and emergency procedures and instructions, implementing WHS requirements and participating in WHS consultative processes.

It applies to individuals who require a basic knowledge of WHS to carry out work in a defined context under direct supervision or with some individual responsibility, in a range of industry and workplace contexts.

NOTE: The terms 'occupational health and safety' (OHS) and 'work health and safety' (WHS) are equivalent and generally either can be used in the workplace. In jurisdictions where the Model WHS *Act* has not been implemented RTOs are advised to contextualise the unit of competency by referring to the existing State/Territory OHS legislative requirements.

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

Unit Sector

Regulation, Licensing and Risk – Work Health and Safety

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Work safely	1.1 Follow provided safety procedures and instructions when

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ELEMENT	PERFORMANCE CRITERIA
	working 1.2 Carry out pre start systems and equipment checks according to workplace procedures 1.3 Follow workplace procedures for responding to emergency incidents
2. Implement work safety requirements	2.1 Identify designated persons to whom queries and concerns about safety in the workplace should be directed 2.2 Identify existing and potential hazards in the workplace, report them to designated persons and record them according to workplace procedures 2.3 Identify and implement WHS procedures and work instructions 2.4 Identify and report emergency incidents and injuries to designated persons according to workplace procedures 2.5 Identify WHS duty holders and their duties for own work area
3. Participate in WHS consultative processes	3.1 Contribute to workplace meetings, inspections and other WHS consultative activities 3.2 Raise WHS issues with designated persons according to organisational procedures 3.3 Take actions to eliminate workplace hazards and reduce risks

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1, 1.2, 1.3, 2.1, 2.3, 2.4, 2.5	• Identifies and interprets information in relation to WHS and emergency incidents
Writing	1.2, 2.2, 2.4, 3.2	• Uses structures and language appropriate to audience and context in reports giving factual information
Oral Communication	2.2, 2.3, 2.4, 3.1, 3.2	• Uses structures and language appropriate to audience and context in reports, descriptions, opinions and explanations • Extracts meaning from reports,

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		descriptions, opinions and explanations
Navigate the world of work	1.1, 1.2, 1.3, 2.1,2.2, 2.3, 2.4, 2.5, 3.1, 3.2, 3.3	• Takes responsibility for following WHS legal requirements • Follows protocols and procedures related to own role • Seeks assistance from others when WHS issues are beyond scope of immediate responsibilities
Get the work done	1.1, 1.2, 1.3, 2.2, 2.3, 2.4, 3.1, 3.3	• Plans, organises and implements routine tasks in order to optimise health and safety • Selects and implements actions from predetermined procedures

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
BSBWHS201 Contribute to health and safety of self and others	BSBWHS201A Contribute to health and safety of self and others	Updated to meet Standards for Training Packages Minor edits to clarify intent of performance criteria	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBWHS201 Contribute to health and safety of self and others

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- follow all relevant procedures and instructions relating to work health and safety (WHS) and emergency incidents
- identify and report hazards to designated personnel
- contribute to WHS consultative processes.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- explain workplace safety procedures and instructions including:
  - checking systems and equipment
  - conducting routine work operations
  - requirements for personal protective equipment (PPE)
  - how to report incidents and injuries
- explain emergency procedures including those for fires and incidents
- define the meaning of commonly used hazard signs and safety symbols
- summarise the duty holder responsibilities, as specified in WHS Acts, regulations and codes of practice, of:
  - self and fellow workers
  - persons conducting businesses or undertakings (PCBUs)
  - officers
  - others in the workplace
- explain the difference between hazards and risks

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- describe typical WHS hazards that may be present in the workplace, the harm they can cause and how this harm occurs
- outline the process of hazard identification and risk reduction.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced by individuals carrying out work health and safety duties in the workplace and include access to:

- relevant organisational policies, standard operating procedures and work instructions
- relevant Acts, regulations, codes of practice
- workplace tools, equipment and resources
- personal protective equipment appropriate to the role and work area.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBWHS211 Contribute to the health and safety of self and others

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Application

This unit describes the skills and knowledge required to work in a manner that is healthy and safe in relation to self and others, and to assist in responding to incidents. It covers following work health and safety (WHS) policies, procedures, instructions and requirements; and participating in WHS consultative processes.

The unit applies to those who require a basic knowledge of WHS to carry out own work in a defined context, under direct supervision or with some individual responsibility, in a range of industry and workplace contexts.

NOTES

1. The terms ‘occupational health and safety’ (OHS) and ‘work health and safety’ (WHS) are equivalent, and generally either can be used in the workplace. In jurisdictions where *model WHS laws* have not been implemented, registered training organisations (RTOs) are advised to contextualise this unit of competency by referring to existing WHS legislative requirements.

2. The *model WHS laws* include the model WHS Act, model WHS Regulations and model WHS Codes of Practice. See Safe Work Australia for further information.

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

Unit Sector

Regulation, Licensing and Risk – Work Health and Safety

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA

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ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Operate safely in own work environment	1.1 Identify organisational WHS policies and procedures that apply to own work setting 1.2 Carry out work tasks according to WHS instructions 1.3 Carry out pre-start systems and equipment checks under supervision and according to organisational policies and procedures 1.4 Participate in responding to incidents according to organisational policies and procedures
2. Operate safely within requirements of own role	2.1 Identify individuals and/or parties to whom queries and concerns about safety in the workplace should be directed 2.2 Identify existing and potential hazards relating to own role, and record and report them according to organisational policies and procedures 2.3 Identify and contribute to implementing WHS instructions and organisational policies and procedures specific to own work area 2.4 Identify and report incidents and injuries to required personnel according to organisational policies and procedures
3. Participate in WHS consultative processes	3.1 Contribute to workplace meetings, inspections, and other WHS consultative activities 3.2 Identify existing and potential WHS hazards and report them to designated persons according to organisational policies and procedures 3.3 Participate in actions to minimise or eliminate workplace hazards and to reduce risks

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

Skill	Description
Reading	• Identifies and interprets short and simple information in relation to WHS and incidents
Writing	• Uses structure and language appropriate to audience and context when giving factual information

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Skill	Description
Oral Communication	• Uses language and non-verbal communication appropriate to audience and context in descriptions, opinions and explanations • Extracts meaning and main ideas from verbal descriptions, opinions and explanations
Navigate the world of work	• Follows WHS legislative requirements under supervision and with assistance • Follows protocols and procedures relating to own role • Seeks assistance from others when WHS issues are beyond scope of immediate responsibilities
Get the work done	• Plans, organises and implements routine tasks in order to optimise health and safety • Selects and implements actions from predetermined procedures

Unit Mapping Information

Supersedes and is equivalent to BSBWHS201 Contribute to health and safety of self and others.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBWHS211 Contribute to the health and safety of self and others

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, and to:

- actively participate in two different work activities that contribute to the health and safety of self and others
- identify and report at least one hazard to designated personnel.

During the above, the candidate must follow required procedures and instructions relating to work health and safety (WHS) and incidents.

Knowledge Evidence

The candidate must demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit. This includes knowledge of:

- organisational safety policies, procedures, instructions and requirements relating to own work role in relation to:
  - checking systems and equipment
  - conducting routine work operations
  - personal protective equipment (PPE)
  - recording existing and potential WHS issues
  - responding to and reporting incidents and injuries
  - responding to fires and incidents
- meaning of commonly used hazard signs and safety symbols
- duty holder responsibilities, as specified in WHS laws, including:
  - self and co-workers
  - persons conducting a business or undertaking (PCBUs)
  - officers
  - others in the workplace

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- distinction between hazards and risks
- WHS hazards that may be present in the workplace, including the harm they can cause and how this harm occurs
- process of hazard identification and risk control.

Assessment Conditions

Assessment must comply with WHS laws, and WHS legal responsibilities and duty of care required for this unit. It must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities undertaken by individuals carrying out WHS duties in the workplace, and must include access to:

- organisational policies, standard operating procedures, and work instructions covered in the knowledge evidence
- WHS laws relevant to performance evidence requirements
- opportunities for interaction with others
- workplace equipment and resources required for the performance evidence.

Assessors of this unit must satisfy the assessor requirements in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBWHS301 Maintain workplace safety

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to implement and monitor the organisation’s work health and safety (WHS) policies, procedures and programs as part of a small work team.

The unit applies to individuals who have a key role in maintaining workplace safety in an organisation. In their role they closely monitor aspects of work associated with the safe delivery of products and services, and they have a responsibility for influencing safety in the workplace.

NOTE: The terms 'occupational health and safety' (OHS) and 'work health and safety' (WHS) are equivalent and generally either can be used in the workplace. In jurisdictions where the Model WHS Legislation has not been implemented RTOs are advised to contextualise the unit of competency by referring to the existing State/Territory OHS legislative requirements.

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

Unit Sector

Regulation, Licensing and Risk – Work Health and Safety

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Assist with	1.1 Use WHS legislation as the basis for meeting the health and

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ELEMENT	PERFORMANCE CRITERIA
incorporating WHS policies and procedures into work team processes	safety requirements of a small work team 1.2 Assist in providing and clearly explaining information to the work team about the organisation's WHS policies, procedures, programs and legislative requirements 1.3 Assist in regularly providing and clearly explaining information to the work team about identifying hazards and risk assessment outcomes
2. Support participative arrangements for managing WHS	2.1 Implement and monitor organisational consultative procedures to facilitate participation of the work team in managing work area WHS 2.2 Deal promptly with issues raised through consultation according to organisational procedures for issue resolution 2.3 Encourage and assist work team members to contribute to managing WHS 2.4 Engage with individuals and work teams to identify and implement improvements in managing WHS feedback
3. Support the organisation's procedures for providing WHS training	3.1 Provide advice on WHS training needs of individuals and the work team 3.2 Provide advice on strategies and opportunities for developing work team's WHS competence 3.3 Provide coaching and mentoring assistance to work team members to support the effective development of individual and team WHS competence
4. Participate in identifying hazards, and assessing and controlling risks for the work area	4.1 Provide advice on hazards in the work area according to organisational policies and procedures, and WHS legal requirements 4.2 Support the implementation of procedures to control risks using the hierarchy of control and according to organisational procedures and WHS legal requirements 4.3 Identify and report inadequacies in existing risk control measures according to organisational procedures, the hierarchy of control and WHS legal requirements 4.4 Accurately complete and maintain WHS incident records in the work area according to organisational procedures and WHS legislative requirements

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Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1, 1.2, 1.3	• Interprets and analyses legislative and organisational documentation • Applies appropriate strategies to construct meaning from legislative and organisational documentation
Writing	1.2, 1.3, 4.3, 4.4	• Documents WHS information using required format and industry specific vocabulary
Oral communication	1.2, 1.3, 3.3	• Presents information using language appropriate to audience • Uses questioning and active listening to confirm understanding
Navigate the world of work	1.1, 1.2, 2.2, 4.1, 4.2, 4.3	• Follows policies, procedures and legislative requirements relevant to own role • Keeps up to date on changes to legislation or regulations relevant to own role
Interact with others	2.1, 2.2, 2.3, 2.4, 3.1, 3.2, 3.3, 4.1, 4.3, 4.4	• Selects appropriate communication protocols and conventions to provide information to others • Collaborates with others to achieve joint outcomes, playing an active role in facilitating effective group interaction, influencing direction and taking a leadership role on occasion • Beginning to provide feedback to others in forms they can engage with and respond to in the context of encouraging participative contributions
Get the work done	2.1, 2.2, 2.3, 2.4, 3.1, 3.2, 3.3, 4.1, 4.2, 4.3, 4.4	• Sequences and schedules activities, monitors implementation and manages relevant communication • Initiates standard procedures when responding to issues raised through consultation • Uses feedback to identify and implement opportunities improve arrangements for managing WHS issues to improvement

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBWHS301 Maintain workplace safety	BSBWHS301A Maintain workplace safety	Updated to meet Standards for Training Packages Minor edits to clarify intent of performance criteria	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBWHS301 Maintain workplace safety

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- implement and monitor the organisation's work health and safety (WHS) policies and procedures
- identify hazards and assess and control risks
- assist in explaining and improving WHS policies, procedures and legislative requirements applicable to the organisation
- assist in explaining hazards identification and risk assessment outcomes to other team members
- implement and monitor consultation about WHS according to legislative and organisational requirements
- deal promptly with issues raised as a result of WHS consultation
- encourage work team to contribute to identifying and implementing improvements to WHS feedback
- assist others to develop WHS competence and provide advice on training needs
- complete WHS documentation.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- describe characteristics and composition of the work team
- describe procedures for identifying hazards and assessing and controlling associated risks to health and safety, including the hierarchy of control
- outline organisational WHS policies and procedures including those relating to risk management, fire, emergencies, evacuation, incident investigation and reporting

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- describe relevant Acts, regulations and codes of practice from all levels of government that impact on business operations, especially with regard to WHS and environmental issues, equal opportunity, industrial relations and anti-discrimination
- identify WHS aspects of other organisational systems and procedures.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced by individuals carrying out work health and safety duties in the workplace and include access to:

- safety processes relevant to the area of work
- organisational policies and procedures, standard operating procedures and plans
- WHS Acts, regulations, codes of practice, licensing requirements and standards
- appropriate office equipment and resources used in the identification and rectification of WHS compliance breaches.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBWHS303 Participate in WHS hazard identification, risk assessment and risk control

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to maintain a healthy and safe workplace through participation in the process of identifying work health and safety (WHS) hazards and assessing and controlling WHS risks, and the promotion and support of worker consultation.

It applies to individuals who assist with the identification of workplace hazards and the assessment and control of WHS risks as part of their WHS responsibilities, which are in addition to their main duties.

NOTE: The terms 'occupational health and safety' (OHS) and 'work health and safety' (WHS) are equivalent and generally either can be used in the workplace. In jurisdictions where the Model WHS Legislation has not been implemented RTOs are advised to contextualise the unit of competency by referring to the existing State/Territory OHS legislative requirements.

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

Unit Sector

Regulation, Licensing and Risk – Work Health and Safety

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*

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ELEMENT	PERFORMANCE CRITERIA
1. Participate in workplace hazard identification	1.1 Participate in selecting hazard identification methods suitable for the workplace 1.2 Use selected methods to identify, report and record hazards according to workplace procedures and WHS Acts, regulations and codes of practice 1.3 Provide information and assistance to persons conducting hazard identification
2. Participate in WHS risk assessment	2.1 Participate in selecting suitable risk assessment methods for the workplace 2.2 Use selected methods to assess and record risks according to workplace procedures and WHS Acts, regulations and codes of practice 2.3 Provide information and assistance to persons conducting risk assessments
3. Promote and support worker consultation and participation in hazard identification and risk assessment	3.1 Advise workers of, and consult them about, hazard identification and risk assessment activities, according to workplace WHS consultation and participation policies, procedures and processes 3.2 Encourage workers to participate in these activities according to workplace WHS consultation and participation policies, procedures and processes 3.3 Advise workers of, and consult them about, the results and outcomes of these activities, according to workplace WHS consultation and participation policies, procedures and processes
4. Participate in developing, selecting and implementing WHS risk controls	4.1 Obtain workplace records of the outcomes of hazard identifications and risk assessments, and use them to participate in developing risk control options 4.2 Apply knowledge of WHS Acts, regulations, codes of practice, other information and guidelines, and workplace policies, procedures and processes to identify duty holders 4.3 Participate in selecting risk control options using appropriate criteria 4.4 Identify and report factors impeding successful implementation of selected risk controls 4.5 Participate in developing a risk control implementation and evaluation plan 4.6 Provide information about the implementation and evaluation plan to individuals and parties

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ELEMENT	PERFORMANCE CRITERIA
5. Support effective worker consultation and participation in the risk control process	5.1 Advise workers of, and consult them about, developing risk control options, and selecting and implementing risk controls, according to workplace WHS consultation and participation policies, procedures and processes 5.2 Encourage workers to participate in these activities according to workplace WHS consultation and participation policies, procedures and processes

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1, 1.2, 2.1, 4.1, 4.3, 4.4	• Interprets and identifies information from WHS legislation, workplace policy and procedure and records
Writing	1.2, 1.3, 2.2, 2.3, 3.1-3.3, 4.5, 4.6, 5.1, 5.2	• Uses formats and language appropriate to audience and context in plans, reports and general advice
Oral communication	1.1-1.3, 2.1-2.3, 4.6	• Presents information or assistance using appropriate levels of industry specific vocabulary • Uses listening and questioning to clarify and confirm understanding
Navigate the world of work	1.2, 2.2, 3.1, 3.3, 4.2, 5.1, 5.2	• Follows legal and regulatory responsibilities and organisational policies and procedures in relation to WHS role • Keeps up to date on changes to WHS legislation or regulations and organisational policies and procedures
Interact with others	1.1, 1.3, 2.1, 2.3, 3.2, 3.3, 4.3, 4.5, 4.6, 5.1, 5.2	• Understands what to communicate and to whom in a range of contexts • Cooperates with others as part of WHS activities and contributes to specific activities requiring joint responsibility and accountability • Shares information and resources, offers assistance voluntarily and provides feedback when requested • Plays an active role in group discussions, paying attention to perspectives of others and encouraging

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		participation
Get the work done	1.1, 1.2, 2.1, 2.2, 4.3	• Plans and implements tasks to achieve required outcomes • Uses formal decision-making processes, setting or clarifying goals, gathering information and identifying and evaluating choices against a set of criteria in the WHS risk-management process

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
BSBWHS303 Participate in WHS hazard identification, risk assessment and risk control	BSBWHS303A Participate in WHS hazard identification, risk assessment and risk control	Updated to meet Standards for Training Packages Minor edits to clarify intent of performance criteria	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBWHS303 Participate in WHS hazard identification, risk assessment and risk control

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- participate in selection and use of required methods to identify, report and record hazards
- assess and record risks for identified hazards
- promote and support worker consultation and participation in hazard identification and risk assessment
- participate in developing, selecting and implementing risk control options and plans.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- outline the relevant Commonwealth and state or territory Acts, regulations, codes of practice standards, guidance material and other relevant publications
- summarise work health and safety (WHS) legislative requirements about:
  - communication, consultation and participation
  - notification of incidents
  - recordkeeping
  - specific hazard identification and risk assessment and control methods
- list the basic principles of incident causation and injury processes
- explain the concept of hazards, risks and risk factors
- describe hazard identification and risk assessment methods
- identify internal and external sources of WHS information and data, and how to access them
- summarise organisational WHS policies, procedures, processes and systems

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- describe the range of WHS hazards that may be present in the workplace, the harm they can cause and how this harm occurs
- describe risk control options for different hazards and work situations
- identify types of hazard and risk registers
- describe the workplace communication processes for sharing information about hazard identification, and risk assessment and control.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced by individuals carrying out work health and safety duties in the workplace and include access to:

- organisational policies, standard operating procedures and plans
- Acts, regulations, codes of practice, licensing requirements and standards
- relevant data files
- appropriate resources to manage the identification and rectification of breaches in compliance requirements.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBWHS304 Participate effectively in WHS communication and consultation processes

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to participate in work health and safety (WHS) communication and consultation processes.

It applies to individuals who participate in WHS communication and consultation processes as part of their work health and safety responsibilities, which are in addition to their main duties.

NOTE: The terms 'occupational health and safety' (OHS) and 'work health and safety' (WHS) are equivalent and generally either can be used in the workplace. In jurisdictions where the National Model WHS Legislation has not been implemented RTOs are advised to contextualise the unit of competency by referring to the existing State/Territory OHS legislative requirements.

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

Unit Sector

Regulation, Licensing and Risk – Work Health and Safety

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Contribute to	1.1 Apply knowledge of WHS Acts, regulations, codes of practice,

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ELEMENT	PERFORMANCE CRITERIA
establishing and running WHS consultation and participation processes	policies and procedures to contribute to the development and running of WHS consultation and participation processes 1.2 Identify and communicate barriers to effective WHS consultation and participation processes 1.3 Contribute to removing these barriers 1.4 Identify, record and communicate to others, the duties, rights and responsibilities of individuals and parties in the consultation process
2. Raise WHS issues with others	2.1 Raise relevant WHS issues in meetings and support others to do this 2.2 Record and communicate WHS discussions and their outcomes in accordance with workplace procedures 2.3 Effectively follow up the outcomes of meetings as appropriate 2.4 Communicate outcomes of these meetings to others
3. Contribute to obtaining and communicating information about WHS issues	3.1 Identify sources of WHS information 3.2 Use tools and techniques to locate and obtain WHS information 3.3 Communicate relevant WHS information to others using appropriate communication methods

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1, 1.4, 3.1, 3.2	• Interprets a range of textual information to determine regulatory and procedural requirements and necessary actions
Writing	1.2, 1.4, 2.2, 2.4, 3.3	• Records key information in a sequential manner using required format, correct grammar and industry specific vocabulary
Oral Communication	1.2, 1.4, 2.1, 2.2, 2.4, 3.3	• Present information using language and non-verbal features appropriate to audience • Uses questioning and listening techniques to obtain feedback from others and resolve issues
Navigate the	1.1, 2.2	• Follows policies, procedures and legislative

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world of work		requirements relevant to own role
Interact with others	1.1, 1.4, 2.1, 2.2, 2.4, 3.3	• Selects and uses appropriate conventions and protocols when communicating with others in a range of work contexts • Uses appropriate interpersonal skills to encourage contributions and elicit ideas from others
Get the work done	1.1-1.4, 2.1, 2.3, 3.1-3.3	• Sequences and schedules activities, monitors implementation and manages relevant communication • Identifies barriers to consultation and applies problem solving processes to determine possible solutions • Uses the main features and functions of digital tools to access information or communicate effectively

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
BSBWHS304 Participate effectively in WHS communication and consultation processes	BSBWHS304A Participate effectively in WHS communication and consultation processes	Updated to meet Standards for Training Packages Minor edits to clarify intent of performance criteria	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBWHS304 Participate effectively in WHS communication and consultation processes

Modification History

Release	Comments
Revision 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- participate in work health and safety (WHS) communication and consultation processes, including communicating WHS information to others
- raise WHS issues in meetings and follow up on outcomes
- take appropriate actions to remove barriers to communication and consultation processes
- support others to raise relevant WHS issues.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- describe the purpose of organisational WHS policies, procedures, processes and systems
- outline the key requirements of relevant commonwealth and state/territory WHS Acts, regulations, codes of practice, standards and guidance material, and other relevant publications
- describe potential barriers to WHS consultation processes and how the barriers may be overcome
- explain the roles and responsibilities of WHS personnel
- describe how the consultation process influences and is related to workplace information management procedures, processes and systems
- describe methods to engage others with workplace procedures, and information sourcing and sharing.

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Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced by individuals carrying out work health and safety duties in the workplace and include access to:

- organisational policies, standard operating procedures, procedures and plans with information on compliance requirements
- relevant Acts, regulations, codes of practice, licensing requirements, standards
- relevant WHS data files
- appropriate office equipment and resources.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBWHS305 Contribute to WHS issue resolution

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to contribute to work health and safety (WHS) issue-resolution processes, and to communicate their outcomes.

It applies to individuals who contribute to the resolution of WHS issues in the workplace as part of their WHS responsibilities which are in addition to their main duties.

NOTE: The terms 'occupational health and safety' (OHS) and 'work health and safety' (WHS) are equivalent and generally either can be used in the workplace. In jurisdictions where the Model WHS Legislation has not been implemented RTOs are advised to contextualise the unit of competency by referring to the existing State/Territory OHS legislative requirements.

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

Unit Sector

Regulation, Licensing and Risk – Work Health and Safety

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare to contribute to the resolution of WHS issues	1.1 Identify relevant parts of WHS Acts, regulations, codes of practice and workplace policies and procedures that apply to the WHS issue-resolution process 1.2 Identify possible participants in the WHS issue-resolution

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ELEMENT	PERFORMANCE CRITERIA
	process and their legal rights, duties and responsibilities 1.3 Identify, clarify and record WHS issues and communicate and discuss these issues with other participants as appropriate 1.4 Provide support and advice to workers about issue-resolution tools, techniques and strategies that can be used to resolve WHS issues 1.5 Make other preparations as necessary
2. Progress the resolution of WHS issues	2.1 Participate in the issue-resolution process 2.2 Provide support and advice to participants as appropriate according to workplace procedures and processes 2.3 Contact external participants to help progress issue-resolution processes when appropriate
3. Effectively communicate outcomes of WHS issue-resolution process	3.1 Select the best means to communicate the results of the issue-resolution process to participants 3.2 Disseminate results of the issue-resolution process to all participants 3.3 Contribute to keeping records of WHS issue-resolution processes and outcomes

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1-1.4, 3.3	• Interprets texts relating to WHS legislation, workplace policy and procedures • Interprets documentation relating to specific issues
Writing	1.3, 1.4, 2.2, 2.3, 3.2, 3.3	• Uses formats and language appropriate to audience and context in plans, summaries, reports and advice
Oral communication	1.3, 1.4, 2.1-2.3, 3.2, 3.3	• Presents information, provides assistance, or engages in discussions using vocabulary and features appropriate to the audience • Uses listening and questioning to clarify and confirm understanding

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Navigate the world of work	1.1, 1.2	• Takes responsibility for adherence to legal and regulatory responsibilities and organisational policies and procedures in relation to WHS role • Keeps up to date on changes to WHS legislation or regulations and organisational policies and procedures
Interact with others	1.4, 2.1-2.3, 3.2	• Understands what to communicate and to whom in a issue-resolution process • Cooperates with others as part of WHS issues-resolution activities and contributes to specific activities requiring joint responsibility and accountability • Plays an active role in group discussions, paying attention to perspectives of others when trying to reach agreement • When unable to resolve an issue, seeks advice and assistance in accordance with workplace protocols
Get the work done	1.3-1.5, 3.1, 3.3	• Plans and implements tasks to achieve required outcomes • Uses digital systems and programs to assist with planning, implementing and tracking progress • Uses formal decision-making processes, setting or clarifying goals, gathering information and identifying and evaluating choices against a set of criteria in selecting means of communication

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
BSBWHS305 Contribute to WHS issue resolution	BSBWHS305A Contribute to WHS issue resolution	Updated to meet Standards for Training Packages Minor edits to clarify intent of performance criteria	Equivalent unit

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBWHS305 Contribute to WHS issue resolution

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- prepare to contribute to work health and safety (WHS) issue resolution including:
  - identifying relevant Acts, regulations, codes of practice and workplace policies and procedures
  - identifying possible participants and their roles and responsibilities
  - recording WHS issues
  - communicating WHS issues with participants
  - providing advice and support to others about issue resolution tools, techniques and strategies
  - identifying and responding to other preparations that might be needed
- progress the WHS issue resolution process by:
  - communicating effectively to make a contribution
  - supporting and advising others to contribute according to workplace procedures and processes
  - contacting external participants when appropriate to help resolve of issues
- disseminate the results of the WHS issue resolution using appropriate methods and formats
- contribute to keeping records of WHS issue resolution and outcomes.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- identify sources of WHS information and data, and how to access them

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- explain the legislative requirements for WHS issue resolution, information provision, data collection, consultation and reporting
- identify organisational policies and procedures for WHS agreements and issue resolution
- list and describe roles and responsibilities of individuals and parties under WHS legislation
- describe types of issue resolution tools, techniques and strategies.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced by individuals carrying out work health and safety duties in the workplace and include access to:

- organisational policies, standard operating procedures, procedures and plans
- relevant Acts, regulations, codes of practice, licensing requirements and standards
- office equipment and resources
- interaction with others
- case studies and, where possible, real situations.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBWHS311 Assist with maintaining workplace safety

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Application

This unit describes the skills and knowledge required to assist with implementing and monitoring an organisation's work health and safety (WHS) policies, procedures and programs as part of a small work team.

The unit applies to individuals who have roles in assisting with maintaining workplace safety in an organisation. Individuals closely monitor aspects of work associated with the safe delivery of products and services, and they contribute to influencing safety in the workplace.

NOTES

1. The terms 'occupational health and safety' (OHS) and 'work health and safety' (WHS) are equivalent, and generally either can be used in the workplace. In jurisdictions where *model WHS laws* have not been implemented, registered training organisations (RTOs) are advised to contextualise this unit of competency by referring to existing WHS legislative requirements.

2. The *model WHS laws* include the model WHS Act, model WHS Regulations and model WHS Codes of Practice. See Safe Work Australia for further information.

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

Unit Sector

Regulation, Licensing and Risk – Work Health and Safety

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the	*Performance criteria describe the performance needed to*

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ELEMENT	**PERFORMANCE CRITERIA**
essential outcomes.	*demonstrate achievement of the element.*
1. Assist with incorporating WHS policies and procedures into work team processes	1.1 Identify health and safety requirements of work team according to applicable WHS laws 1.2 Assist with explaining organisational WHS policies, procedures, programs and legislative requirements to required personnel 1.3 Assist with explaining hazard identification and risk assessment outcomes to required personnel
2. Contribute to consultative arrangements for managing WHS	2.1 Assist with implementing consultative processes designed to engage work team in managing WHS 2.2 Respond to WHS issues in a timely manner and according to organisational policies and procedures for issue resolution 2.3 Encourage others to participate in arrangements for managing WHS 2.4 Assist in engaging with required personnel to identify and implement improvements in response to WHS feedback
3. Contribute to organisational procedures for providing WHS training	3.1 Identify WHS training needs of the work team and report to relevant stakeholders 3.2 Identify strategies and opportunities for developing work team's WHS competence and report to relevant stakeholders 3.3 Provide assistance to work team members to support the effective development of their WHS competence
4. Participate in identifying hazards, and assessing and controlling risks for the work area	4.1 Identify hazards in the work area and report to relevant stakeholders according to organisational policies and procedures, and WHS legislative requirements 4.2 Assist with implementing processes designed to control risks using the hierarchy of control measures according to organisational procedures and WHS legislative requirements 4.3 Identify and document inadequacies in existing risk control measures according to organisational policies and procedures, the hierarchy of control measures and WHS legislative requirements 4.4 Report inadequacies in existing risk control measures to relevant stakeholders 4.5 Complete and maintain WHS incident records in the work area according to organisational procedures and WHS legislative requirements

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Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Description
Reading	• Interprets WHS legislative and organisational documentation • Applies appropriate strategies to construct meaning from WHS legislative and organisational documentation
Writing	• Documents WHS information using required format and industry specific vocabulary
Oral communication	• Presents information using language and non-verbal communication appropriate to audience and context • Uses questioning and active listening to confirm understanding
Navigate the world of work	• Follows WHS policies, procedures and legislative requirements relevant to own role • Keeps up to date with changes to WHS laws relevant to own role
Interact with others	• Selects appropriate communication protocols and conventions to provide information to others • Collaborates with others to achieve joint outcomes • Plays an active role in facilitating effective group interaction, influencing direction and taking a leadership role on occasion • Provides feedback to others in forms with which they can engage and respond
Get the work done	• Sequences and schedules activities, monitors implementation and manages relevant communication • Initiates standard procedures when responding to issues raised through consultation • Uses feedback to participate in the identification and implementation of opportunities to improve arrangements for managing WHS issues

Unit Mapping Information

Supersedes and is equivalent to BSBWHS301 Maintain workplace safety.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBWHS311 Assist with maintaining workplace safety

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, and to:

- assist with implementing and monitoring at least three different organisational work health and safety (WHS) policies or procedures into a work team's processes.

During the above, the candidate must:

- assist with implementing and monitoring consultation about each policy or procedure according to legislative and organisational requirements
- identify opportunities to encourage work team to contribute to implementing improvements to each policy or procedure based on feedback received through consultation
- complete WHS documentation.

Knowledge Evidence

The candidate must demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit. This includes knowledge of:

- characteristics and composition of the work team
- procedures related to the following:
  - identifying hazards
  - assessing and controlling risks to health and safety, including the hierarchy of control measures
- organisational WHS policies and procedures, including those relating to:
  - risk management
  - fire
  - emergencies
  - evacuation
  - incident investigation

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    - reporting
- relevant legislation, regulations and codes of practice from all levels of government that impact on business operations, including those relating to:
    - WHS and environmental issues
    - equal opportunity
    - industrial relations
    - anti-discrimination
- WHS aspects of other organisational systems and procedures.

Assessment Conditions

Assessment must comply with WHS laws, and WHS legal responsibilities and duty of care required for this unit. It must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities undertaken by individuals carrying out WHS duties in the workplace, and include access to:

- safety processes relevant to the area of work
- organisational policies and procedures, standard operating procedures and plans
- standards, WHS laws and licensing requirements
- opportunities for interaction with others
- workplace equipment and resources required for the performance evidence.

Assessors of this unit must satisfy the assessor requirements in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBWHS401 Implement and monitor WHS policies, procedures and programs to meet legislative requirements

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package release 1.0

Application

This unit describes the skills and knowledge required to implement and monitor an organisation's work health and safety (WHS) policies, procedures and programs in the relevant work area in order to meet legislative requirements.

It applies to individuals with supervisory responsibilities for implementing and monitoring the organisation's WHS policies, procedures and programs in a work area. These individuals have a broad knowledge of WHS policies and contribute well developed skills in creating solutions to unpredictable problems through analysis and evaluation of information from a variety of sources. They provide supervision and guidance to others and have limited responsibility for the output of others.

NOTE: The terms 'occupational health and safety' (OHS) and 'work health and safety' (WHS) are equivalent and generally either can be used in the workplace. In jurisdictions where the Model WHS Legislation has not been implemented RTOs are advised to contextualise the unit of competency by referring to the existing State/Territory OHS legislative requirements.

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

Unit Sector

Regulation, Licensing and Risk – Work Health and Safety

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the	*Performance criteria describe the performance needed to*

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ELEMENT	PERFORMANCE CRITERIA
essential outcomes.	*demonstrate achievement of the element.*
1. Provide information to the work team about WHS policies and procedures	1.1 Accurately explain to the work team relevant provisions of WHS Acts, regulations and codes of practice 1.2 Provide information about the organisation's WHS policies, procedures and programs, and ensure it is readily accessible to, and understandable by the work team 1.3 Regularly provide and clearly explain to the work team information about identified hazards and the outcomes of risk assessment and control
2. Implement and monitor participation arrangements for managing WHS	2.1 Communicate to workplace parties the importance of effective consultation mechanisms in managing health and safety risks in the workplace 2.2 Apply consultation procedures to facilitate participation of the work team in managing work area hazards 2.3 Promptly deal with issues raised through consultation, according to organisational consultation procedures and WHS legislative and regulatory requirements 2.4 Promptly record and communicate to the work team the outcomes of consultation over WHS issues
3. Implement and monitor organisational procedures for providing WHS training	3.1 Identify WHS training needs according to organisational requirements and WHS legislative and regulatory requirements 3.2 Make arrangements to meet WHS training needs of team members in consultation with relevant individuals 3.3 Provide workplace learning opportunities and coaching and mentoring assistance to facilitate team and individual achievement of identified WHS training needs 3.4 Identify and report to management the costs associated with providing training for work team, for inclusion in financial and management plans
4. Implement and monitor organisational procedures and legal requirements for identifying hazards and assessing and controlling risks	4.1 Identify and report on hazards in work area according to WHS policies and procedures and WHS legislative and regulatory requirements 4.2 Promptly action team member hazard reports according to organisational procedures and WHS legislative and regulatory requirements 4.3 Implement procedures to control risks using the hierarchy of control, according to organisational and WHS legislative requirements

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ELEMENT	PERFORMANCE CRITERIA
	4.4 Identify and report inadequacies in existing risk controls according to hierarchy of control and WHS legislative requirements 4.5 Monitor outcomes of reports on inadequacies, where appropriate, to ensure a prompt organisational response
5. Implement and monitor organisational procedures for maintaining WHS records for the team	5.1 Accurately complete and maintain WHS records of incidents of occupational injury and disease in work area, according to WHS policies, procedures and legislative requirements 5.2 Use aggregate information and data from work area records to identify hazards and monitor risk control procedures in work area

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1-1.3, 5.2	• Interprets and analyses complex WHS legislative and organisational texts
Writing	1.1-1.3, 2.3, 2.4, 3.1, 3.2, 3.4, 4.1, 4.4, 5.1	• Documents WHS legislative and organisational information using structure, layout and language suitable for audience • Records WHS issues and actions taken according to reporting requirements • Prepares and maintains required records using appropriate structure and vocabulary
Oral communication	1.1-1.3, 2.1, 2.4, 3.2, 3.3, 4.1, 4.4	• Provides WHS legislative and organisational information and advice using structure and language suitable for audience
Numeracy	3.4, 5.2	• Extracts, interprets and comprehends mathematical information in relation to training costs and risk management data
Navigate the world of work	1.1,1.2, 2.3, 3.1, 4.1-4.5, 5.1	• Takes responsibility for adherence to legal and regulatory responsibilities and organisational policies and procedures in relation to WHS • Keeps up to date on changes to WHS legislation or regulations and organisational policies and procedures
Interact with	2.2, 3.2, 3.3	• Selects and uses appropriate conventions and protocols to facilitate consultation or provide feedback

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others		• Initiates and contributes to facilitating consultative role, responding, explaining, clarifying and expanding on ideas and information as required • Collaborates with others to achieve individual and team outcomes
Get the work done	2.2, 3.2, 3.3, 4.1-4.5, 5.1	• Uses combination of formal, logical planning and intuitive understanding of context to identify relevant information and risks, and identify and evaluate alternative strategies • Uses formal decision-making processes, setting or clarifying goals, gathering information and identifying and evaluating choices against a set of criteria • Recognises and takes responsibility for reporting WHS risk control inadequacies • Uses formal and informal processes to monitor implementations of WHS solutions and reflect on outcomes

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
BSBWHS401 Implement and monitor WHS policies, procedures and programs to meet legislative requirements	BSBWHS401A Implement and monitor WHS policies, procedures and programs to meet legislative requirements	Updated to meet Standards for Training Packages Minor edits to clarify intent of performance criteria	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBWHS401 Implement and monitor WHS policies, procedures and programs to meet legislative requirements

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- explain clearly and accurately to work team the relevant work health and safety (WHS) information including:
  - WHS legislative and organisational requirements
  - identified hazards and outcomes of risk assessment and control
- ensure that the team has access to information about WHS policies, procedures and programs in appropriate structure and language
- implement and monitor procedures according to organisational and legislative WHS requirements including:
  - consultation and communications to enable team members to participate in managing WHS risks and hazards
  - identifying WHS training needs and providing learning opportunities, coaching and mentoring as appropriate to needs
  - identifying, reporting and taking action on WHS hazards and risks
  - identifying and reporting inadequacies in existing risk controls and monitoring outcomes to ensure a prompt organisational response
  - reporting on the cost of WHS training
  - keeping WHS records
  - analysing aggregate WHS data to identify hazards and monitor risk control procedures in work area.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

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Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- outline the legal responsibilities and duties of managers, supervisors, persons conducting businesses or undertakings (PCBUs) and workers in relation to WHS risk management in the workplace
- identify key provisions of relevant WHS Acts, regulations and codes of practice that apply to the business and outline how they apply in the work area
- explain organisational policies and procedures relating to hazard identification, risk management, fire, emergency and evacuation, incident investigation and reporting
- explain the importance of effective consultation mechanisms in managing health and safety risks in the workplace
- explain how the hierarchy of control applies in the work area.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced by individuals carrying out work health and safety duties in the workplace and include access to:

- an actual workplace or simulated environment
- workplace equipment and resources
- examples of documents relating to workplace safety, hazard identification and risk assessment
- interaction with others.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBWHS403 Contribute to implementing and maintaining WHS consultation and participation processes

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to contribute to setting up, running and improving work health and safety (WHS) consultation and participation processes that are prescribed in legislation. It also covers contributing to communicating relevant information identifying and delivering related training and improving the consultation and participation processes.

This unit applies to individuals whose job role includes contributing to implementing and maintaining WHS consultation and participation processes in their work area and job role.

This unit applies to people who work in a broad range of WHS roles across all industries.

NOTE: The terms 'occupational health and safety' (OHS) and 'work health and safety' (WHS) are equivalent and generally either can be used in the workplace. In jurisdictions where the Model WHS Legislation has not been implemented RTOs are advised to contextualise the unit of competency by referring to the existing State/Territory OHS legislative requirements.

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

Unit Sector

Regulation, Licensing and Risk – Work Health and Safety

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA

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ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1 Identify individuals and parties involved in WHS consultation and participation processes	1.1 Apply knowledge of relevant parts of WHS Acts, regulations, codes of practice, policies and procedures to identify individuals and parties with roles, duties, rights and responsibilities regarding WHS consultation and participation 1.2 Identify what these roles, duties, rights and responsibilities are and, in line with own job role and work area, communicate this information to individuals and parties 1.3 Identify roles, duties, rights and responsibilities as they apply to own job role and work area
2 Contribute to WHS consultation and participation processes	2.1 Identify workplace WHS consultation and participation processes 2.2 Contribute to setting up and running these processes as appropriate to own job role and work area 2.3 Communicate to individuals and parties what these processes are and promote and support the participation of individuals and parties as appropriate to own job role and work area
3 Contribute to processes for communicating and sharing WHS information and data	3.1 Identify consultation and participation processes for communicating and sharing WHS information and data 3.2 Contribute to and participate in these processes, as appropriate to own job role and work area
4 Contribute to identifying and meeting training requirements for effective WHS consultation and participation	4.1 Identify training requirements for individuals and parties necessary for effective WHS consultation and participation 4.2 Contribute to the delivery of required training as appropriate to own job role and work area
5 Contribute to improving WHS consultation and participation processes	5.1 Contribute to the identification and assessment of barriers to the implementation and effectiveness of WHS consultation and participation processes 5.2 Contribute to the development, implementation and evaluation of measures to remove these barriers

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Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1, 1.2, 1.3, 2.1, 3.1, 4.1	• Interprets and analyses complex WHS legislative and organisational texts
Writing	1.2, 2.2, 2.3, 4.1, 4.2, 5.1, 5.2	• Uses structure, layout and language suitable for audience to draft and document WHS legislative and organisational information • Records required WHS information using appropriate organisational formats
Oral communication	1.2, 2.2, 2.3	• Uses structure and language suitable for audience to provide WHS legislative and organisational information • Uses questioning and active listening to identify and discuss training requirements and barriers to WHS consultation processes
Navigate the world of work	1.1-1.3	• Takes responsibility for adherence to legal and regulatory responsibilities in relation to WHS role and responsibilities • Keeps up to date on changes to WHS legislation or regulations
Interact with others	2.2, 2.3, 3.1, 3.2, 4.2, 5.1, 5.2	• Understands what to communicate, with whom and how in context of consultation and participation processes • Uses a range of strategies to establish a sense of connection with others • Cooperates with others as part of WHS consultation and participation processes, and contributes to specific activities requiring joint responsibility and accountability • Initiates and contributes to facilitating consultative process, responding, explaining, clarifying and expanding on ideas and information as required
Get the work done	2.1, 2.2, 3.1, 4.1, 5.1, 5.2	• Applies formal processes when organising consultation processes, producing plans with logically sequenced steps, reflecting some awareness of time and resource constraints and the needs of others • Implements actions as per plans, making slight adjustments as necessary and addressing some unexpected issues

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		• Uses formal decision-making processes, setting or clarifying goals, gathering information and identifying and evaluating choices against a set of criteria • Uses formal and informal processes to monitor implementation of measures and reflect on outcomes • Uses familiar digital systems and tools to access, organise, analyse and present information

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Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
BSBWHS403 Contribute to implementing and maintaining WHS consultation and participation processes	BSBWHS403A Contribute to implementing and maintaining WHS consultation and participation processes	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBWHS403 Contribute to implementing and maintaining WHS consultation and participation processes

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- explain clearly and accurately to individuals and parties the legal roles, duties, rights and responsibilities of self and others regarding work health and safety (WHS) consultation and participation processes
- contribute, as appropriate to job role and work area, to:
  - setting up and running WHS consultation and participation processes to ensure that relevant individuals and parties understand and can participate in the processes
  - identifying training needs to support the WHS consultation and participation processes and providing learning opportunities, coaching and mentoring as appropriate to needs
  - communicating information and data about WHS consultation and participation processes
  - identifying barriers to effective WHS consultation and participation and developing, implementing and evaluating measures to remove the barriers.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- describe requirements under WHS legislation and organisational policies and procedures for consultation and participation processes and the individuals and parties who need to participate
- describe possible barriers to the implementation and effectiveness of WHS consultation and participation processes and strategies to remove them
- identify internal and external sources of WHS information and data and how to access them

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- describe training requirements for individuals and parties necessary for effective WHS consultation and participation processes

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced by individuals carrying out work health and safety duties in the workplace and include access to:

- office equipment and resources
- relevant Acts, regulations, codes of practice, standards and guidelines
- workplace documentation and personnel.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBWHS405 Contribute to implementing and maintaining WHS management systems

Modification History

Release	Comments
Release 2	This version released with BSB Business Services Training Package Version 2.0 Version created to clarify intent of application
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to contribute to the implementation and maintenance of a Work Health and Safety management system (WHSMS) as it applies to own work area and job role.

It applies to individuals with responsibilities for contributing to an organisation's WHSMS as part of their work health and safety (WHS) responsibilities in a range of industry and workplace contexts.

NOTE: The terms 'occupational health and safety' (OHS) and 'work health and safety' (WHS) are equivalent and generally either can be used in the workplace. In jurisdictions where the Model WHS Legislation has not been implemented RTOs are advised to contextualise the unit of competency by referring to the existing State/Territory OHS legislative requirements.

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

Unit Sector

Regulation, Licensing and Risk – Work Health and Safety

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA

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ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1 Contribute to developing and promoting WHS policy	1.1 Apply knowledge of the elements of WHS policy to contribute to the development and promotion of the policy as appropriate to own job role and work area 1.2 Seek the contribution and support of others in the development and promotion of WHS policy as appropriate to own job role and work area 1.3 Apply WHS policy to own and others' job roles and work areas, and communicate and explain this to others
2 Contribute to WHSMS planning	2.1 Apply knowledge of WHS legislation to identify duty holders relevant to own job role and work area 2.2 Apply knowledge of the elements of a plan to contribute to planning as it applies to own job role and work area 2.3 Facilitate integration of return-to-work and injury management procedures into the WHSMS plan 2.4 Communicate and explain the planning process to others and facilitate their contributions to the plan
3 Contribute to implementing the WHSMS plan	3.1 Implement the plan as it applies to own job role and work area 3.2 Communicate and explain the plan to others in relation to their roles and responsibilities as specified in the plan 3.3 Facilitate the contribution of others to implementing the plan
4 Contribute to evaluating WHS performance	4.1 Apply knowledge of elements of WHS performance evaluation processes and methods to contribute to evaluation as it applies to own job role and work area 4.2 Communicate and explain evaluation of WHS performance to others and facilitate their contribution
5 Contribute to reviewing and improving the WHSMS	5.1 Apply knowledge of elements of processes and methods to contribute to the review and improvement of WHS performance as it applies to own job role and work area 5.2 Communicate and explain review and improvement of the WHSMS to others and facilitate their contribution

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Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1, 2.1, 2.3, 4.1	• Interprets and analyses complex WHS legislative and organisational texts
Writing	1.1, 1.2, 1.3, 2.3, 2.4, 3.2, 4.2, 5.2	• Uses structure, layout and language suitable for audience to document development of WHS policy and WHSMS plan • Develops required documentation using appropriate organisational formats and industry specific vocabulary
Oral communication	1.1, 1.2, 1.3, 2.3, 2.4, 3.2, 4.2, 5.2	• Presents information and advice about WHS policy using language, structure and register appropriate to audience • Asks questions and listens closely to gather required information
Navigate the world of work	1.1-1.3, 2.1	• Takes responsibility for adherence to legal and regulatory responsibilities and organisational policies and procedures in relation to WHS and WHSMS • Keeps up to date on changes to WHS legislation and regulations and organisational policies and procedures
Interact with others	1.1, 1.2, 1.3, 2.2, 2.4, 3.2, 3.3, 4.2, 5.1, 5.2	• Understands what to communicate, with whom and how in context of WHS policy and performance and WHSMS processes • Cooperates with others as part of WHS and WHSMS processes, and contributes to specific activities requiring joint responsibility and accountability • Collaborates with others to achieve individual and team outcomes
Get the work done	3.1, 4.1, 5.1	• Applies formal processes to plan, sequence and prioritise tasks and workload showing awareness of time and resource constraints and needs of others • Uses digital systems and programs to assist with planning, implementing and tracking progress and communicating • Uses formal decision-making processes, setting or clarifying goals, gathering information and identifying and evaluating choices against a set of criteria • Applies formal problem-solving processes, identifying and evaluating several options for action

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBWHS405 Contribute to implementing and maintaining WHS management systems Release 2	BSBWHS405 Contribute to implementing and maintaining WHS management systems Release 1	Updated application to clarify intent	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBWHS405 Contribute to implementing and maintaining WHS management systems

Modification History

Release	Comments
Release 2	This version released with BSB Business Services Training Package Version 2.0 Version created to clarify intent of application
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability contribute, as appropriate to own job role and work area, to:

- developing work health and safety (WHS) policy
- planning the Work Health and Safety management system (WHSMS) to incorporate return-to-work and injury management procedures and other elements relevant to the work area
- communicating and explaining WHS policy and the WHSMS to others to facilitate their contribution in developing, implementing and evaluating the systems
- implementing the plan
- evaluating WHS performance and communicating the outcomes
- reviewing and improving the WHSMS.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- outline the elements of the organisation's WHSMS with reference to the relevant commonwealth and state or territory WHS Acts, regulations, codes of practice and standards.
- identify regulatory authority WHSMS tools, standards and guidance material and explain how they apply to the work area
- explain the importance of effective return-to-work and injury management in a WHSMS

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- identify limitations of a WHSMS, problems with WHSMS implementation and possible negative effects on WHS
- outline organisational WHS policies, procedures, processes and systems and how they apply to the work area.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced by individuals carrying out work health and safety duties in the workplace and include access to:

- office equipment and resources
- relevant Acts, regulations, codes of practice, standards and guidelines
- workplace WHS policies and procedures.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBWHS406 Assist with responding to incidents

Modification History

Release	Comments
Release 2	This version released with BSB Business Services Training Package Version 2.0 Version created to clarify assessment conditions
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to assist with actions and activities performed in response to work health and safety (WHS) incidents which includes accidents.

It applies to individuals who work under supervision and use some discretion and judgement to respond to incidents within their level of responsibility.

The unit applies to people who work in a broad range of WHS roles across all industries.

NOTE: The terms 'occupational health and safety' (OHS) and 'work health and safety' (WHS) are equivalent and generally either can be used in the workplace. In jurisdictions where the National Model WHS Legislation has not been implemented RTOs are advised to contextualise the unit of competency by referring to the existing State/Territory OHS legislative requirements.

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

Unit Sector

Regulation, Licensing and Risk – Work Health and Safety

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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1 Assist with identifying legislative and other requirements	1.1 Apply knowledge of work health and safety (WHS) legislation to identify duty holders and legislative requirements regarding responding to incidents 1.2 Apply knowledge of workplace policies, procedures and processes to identify workplace requirements regarding responding to incidents 1.3 Communicate requirements to individuals and parties appropriate to own job role and work area
2 Assist with implementing initial incident response procedures	2.1 Assist with providing first aid according to workplace procedures and processes, where necessary 2.2 Assist with notifying, reporting and documenting incidents according to workplace procedures and processes 2.3 Assist with meeting legislative requirements regarding incidents, where necessary
3 Assist with collecting WHS information and data relevant to an investigation	3.1 Assist with obtaining information and data from those involved using appropriate data collection techniques, about actions and events leading up to, occurring during or after, an incident 3.2 Assist with identifying and accessing sources of additional information and data related to an incident
4 Assist incident investigations	4.1 Assist investigators and provide relevant information during investigations 4.2 Use appropriate techniques when participating in workplace investigations 4.3 Review reports on incidents, injuries and illnesses 4.4 Contact responsible persons and relevant authorities when required
5 Assist in implementing recommended measures and actions arising from investigations	5.1 Communicate recommendations arising from investigations to relevant others 5.2 Assist with measures and actions appropriate to own job role and work area

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Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1, 1.2, 3.2, 4.2	• Interprets and analyses complex WHS legislative texts • Analyses reports and other materials to determine required course of action
Writing	1.3, 2.2, 3.1, 4.1,4.2 4.3, 5.1	• Completes workplace records, forms and documentation using correct format, accurate spelling and grammar and industry specific terminology • Records key information for reference using register and language appropriate to audience
Oral Communication	1.3, 2.2, 3.1, 4.1, 4.2, 4.3, 5.1	• Presents information or advice using structure and language suitable for audience • Uses questioning and listening techniques to obtain feedback from others and confirm understanding
Navigate the world of work	1.1-1.3, 2.1-2.3	• Takes responsibility for adherence to legal and regulatory responsibilities and organisational policies and procedures • Keeps up to date on changes to WHS legislation and regulations and organisational policies and procedures
Interact with others	1.3, 2.2, 3.1, 4.1, 4.2, 4.4, 5.1	• Understands what to communicate, with whom and how in the context of incident investigations • Collaborates with others to achieve individual and team outcomes • Cooperates with others as part of incident investigations and contributes to specific activities requiring joint responsibility and accountability
Get the work done	2.1-2.3, 3.1, 3.2, 4.1-4.4, 5.2	• Applies formal processes to plan, sequence and prioritise tasks required for incident investigations showing awareness of time and resource constraints and needs of others • Uses the main features and functions of digital tools to complete work tasks and access information

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBWHS406 Assist with responding to incidents Release 2	BSBWHS406 Assist with responding to incidents Release 1	Updated to clarify assessment conditions	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBWHS406 Assist with responding to incidents

Modification History

Release	Comments
Release 2	This version released with BSB Business Services Training Package Version 2.0 Version created to clarify assessment conditions
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to, as appropriate to job role and work area, assist with:

- identifying Work Health and Safety (WHS) legislative and organisational requirements and duty holders in relation to responding to WHS incidents
- communicating relevant WHS requirements clearly and accurately to individuals and parties
- providing first aid according to workplace procedures and processes
- reporting, notifying and documenting incidents, and meeting legislative requirements
- obtaining information about incidents using appropriate data collection techniques
- investigating incidents and communicating and implementing recommendations from investigations.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- explain hierarchy of control and considerations for choosing between different risk controls including possible inadequacies of particular risk controls
- identify internal and external sources of WHS information and data, and how to access
- outline the organisation's WHS policies, procedures, processes and systems relevant to own job role or work area that relate to WHS incidents and accidents including initial response and first aid, investigations and reporting
- explain own role and role of duty holders in responding to incidents.

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Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced by individuals carrying out work health and safety duties in the workplace and include access to:

- organisational policies, standard operating procedures, procedures and plans
- relevant Acts, regulations, codes of practice, licensing requirements, standards
- relevant WHS data
- office equipment and resources
- interaction with others.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBWHS409 Assist with workplace monitoring processes

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to assist with monitoring a range of physical agents and conditions relevant to work health and safety (WHS).

It applies to individuals working in a broad range of WHS roles across all industries who assist with using a range of measuring devices to collect, interpret, evaluate and report on workplace information and data in relation to physical agents and conditions.

It does not extend to hazard identification, risk assessment or developing control measures based on the outcomes of monitoring, which are covered in BSBWHS404 Contribute to WHS hazard identification, risk assessment and risk control.

NOTE: The terms 'occupational health and safety' (OHS) and 'work health and safety' (WHS) are equivalent and generally either can be used in the workplace. In jurisdictions where the Model WHS Legislation has not been implemented RTOs are advised to contextualise the unit of competency by referring to the existing State/Territory OHS legislative requirements.

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

Unit Sector

Regulation, Licensing and Risk – Work Health and Safety

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the	*Performance criteria describe the performance needed to*

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ELEMENT	PERFORMANCE CRITERIA
essential outcomes.	*demonstrate achievement of the element.*
1 Assist with selecting measuring devices	1.1 Assist with identifying regulatory requirements and standards that apply to monitoring 1.2 Identify agent and/or condition to be measured through consultation with relevant individuals and parties 1.3 Identify characteristics of agent and/or condition 1.4 Determine the area where measurements are to be taken 1.5 Assist with identifying types of appropriate measuring equipment 1.6 Assist with the selection of measuring equipment according to the agent and/or condition, the environment, the activities being carried out and the level of risk to self 1.7 Recognise limits of own expertise and available equipment and seek expert advice and equipment as required
2 Assist with preparations to collect workplace information and data	2.1 Determine a sampling process 2.2 Consult with and advise those involved in workplace activities to collect information and data about the requirements, nature and purpose of the monitoring 2.3 Assist with defining a sampling plan after inspecting area and consulting with workers and affected parties about the nature of the problem 2.4 Assist with checking the operability of equipment
3 Assist with collecting workplace information and data	3.1 Assist with selecting and calibrating monitoring equipment, and selecting appropriate scale 3.2 Assist with tests 3.3 Assist with correct use and maintenance of equipment to collect information and data 3.4 Ensure own health and safety while collecting information and data, and record readings using expert support and advice as required 3.5 Assist with dismantling and cleaning equipment and parts, or dispose of appropriately 3.6 Assist with correctly storing equipment or making it ready for re-use as required
4 Assist with documenting and evaluating results of	4.1 Assist with interpreting and evaluating results against a recognised standard and documenting results

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ELEMENT	PERFORMANCE CRITERIA
monitoring	4.2 Assist with preparing reports on the monitoring process, including any regulatory requirements, and consider purposes of report and the target audiences 4.3 Assist with presenting required information and data clearly and logically 4.4 Assist with retaining results and records in a format that enables them to be readily retrieved according to regulatory requirements and standards

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1, 1.3	• Interprets and analyses complex legal organisational and technical texts relevant to monitoring
Writing	1.2, 4.2, 4.3, 4.4	• Uses appropriate structure, layout and language for reporting and recording information about WHS monitoring
Oral communication	1.2, 1.7, 2.2, 2.3, 3.4	• Uses structure and language suitable for audience to present or seek information about monitoring
Numeracy	3.1, 3.2, 3.3, 4.1, 4.3	• Selects and flexibly uses a range of tools, hand-held devices, computers and technological processes to perform calculations • Collects, represents, summarises and interprets a range of statistical data appropriately • Uses a range of informal and formal oral and written mathematical language and symbols to communicate mathematically
Navigate the world of work	1.1, 4.1, 4.2	• Takes responsibility for adherence to legal and regulatory responsibilities in relation to WHS role and responsibilities • Keeps up to date on changes to WHS legislation or regulations
Interact with others	1.1,1.2, 1.7, 2.2, 2.3, 3.2, 3.3, 3.4, 3.5,	• Understands what to communicate, with whom and how in context of WHS monitoring • Cooperates with others as part of WHS monitoring

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	3.6, 4.2, 4.3, 4.4	processes, and contributes to specific activities requiring joint responsibility and accountability • Collaborates with others to achieve individual and team outcomes • Offers assistance and shares information and resources voluntarily
Get the work done	1.4, 1.5, 1.6, 1.7, 2.1, 2.3, 2.4, 3.1, 4.1, 4.2, 4.3, 4.4	• With assistance, determines priorities and sequences the steps in clearly defined tasks and identifies and assembles the resources required in relation to planning for WHS monitoring • Uses formal decision making processes, setting or clarifying goals, gathering information and identifying and evaluating choices against a set of criteria • Uses familiar digital systems and tools to access, organise, analyse and display information relevant to role • Manages and maintains files securely in appropriate storage media and formats to enable retrieval according to regulations and standards

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
BSBWHS409 Assist with workplace monitoring processes	BSBWHS409A Assist with workplace monitoring processes	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBWHS409 Assist with workplace monitoring processes

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to assist with processes for monitoring physical agents and/or conditions including:

- identifying regulatory requirements and standards that apply to monitoring of physical agents and/or conditions relevant to work health and safety (WHS)
- identifying the context of measurements to be undertaken including:
  - which physical agents and/or conditions will be measured and their characteristics
  - where the measurements will be taken
  - area or space available
  - movements of people and equipment, tasks or activities being undertaken, number of persons occupying area and other factors that may impact on the sampling or data-collection processes
  - physical features of equipment, such as emitting sources
- preparing for and collecting workplace WHS data and information including:
  - selecting and calibrating appropriate equipment and selecting appropriate scale
  - defining a sampling process and plan
  - performing tests
  - correct preparation, use, maintenance, cleaning storage and if required disposal of equipment
- consultation and communication with individuals and parties about the requirements, purpose and nature of the monitoring
- interpreting and evaluating results of monitoring including calculations using appropriate units of measurement, logarithmic scales, decimals and order of magnitude relevant to making and interpreting measurements and measurement error
- preparing and presenting clear and logical reports that are appropriate to purpose of report and the target audience
- keeping records that meet regulatory requirements
- seek expert advice, support and equipment as required.
- ensure own safety during monitoring process.

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Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- list typical physical agents and/or conditions relevant to WHS including:
  - biological agents, such as insects, mites and bacteria
  - electricity
  - fibres, dusts and particulates
  - fumes, mists, gases and vapours
  - heat and humidity
  - light
  - noise
  - radiation, including ionising, non-ionising and laser
  - vibration
- outline aspects of WHS Acts, regulations, codes of practice and standards that are relevant to measuring physical agents and/or conditions and how they apply to the organisation
- explain the mode of action of common physical, biological and chemical agents on the body and how they produce discomfort or harm
- list the characteristics, mode of action and units of measurement for major hazard types
- describe environmental conditions that impact on measurements
- explain types of measuring and monitoring equipment and techniques for correct and safe use including limitations on use and output, calibration, adjustment, maintenance and any in-built alarms.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced by individuals carrying out work health and safety duties in the workplace and include access to:

- measuring devices and equipment
- office equipment and resources
- relevant Acts, regulations, codes of practice, licensing requirements, standards
- case studies and, where possible, real situations
- interaction with others.

Assessors must satisfy NVR/AQTF assessor requirements.

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Links

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BSBWHS411 Implement and monitor WHS policies, procedures and programs

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Application

This unit describes the skills and knowledge required to implement and monitor an organisation's work health and safety (WHS) policies, procedures and programs in the relevant work area in order to meet legislative requirements.

The unit applies to those with supervisory responsibilities in a work area who have a broad knowledge of WHS policies and contribute well-developed skills in creating solutions to problems through analysis and evaluation of information from a variety of sources. They provide supervision and guidance to others and have limited responsibility for the output of others.

NOTES

1. The terms 'occupational health and safety' (OHS) and 'work health and safety' (WHS) are equivalent, and generally either can be used in the workplace. In jurisdictions where *model WHS laws* have not been implemented, registered training organisations (RTOs) are advised to contextualise this unit of competency by referring to existing WHS legislative requirements.

2. The *model WHS laws* include the model WHS Act, model WHS Regulations and model WHS Codes of Practice. See Safe Work Australia for further information.

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

Unit Sector

Regulation, Licensing and Risk – Work Health and Safety

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Provide information to work team about WHS policies and procedures	1.1 Identify and communicate relevant provisions about WHS laws to work team 1.2 Provide information about organisation's WHS policies, procedures and programs, and ensure it is readily accessible to work team 1.3 Communicate information about identified hazards and outcomes of risk assessment and control to work team
2. Implement and monitor work team consultative arrangements for managing WHS	2.1 Communicate importance of consultation mechanisms in managing WHS risks to work team 2.2 Apply consultation mechanisms to facilitate work team participation in managing work area hazards, according to organisational policies and procedures 2.3 Contribute to managing issues raised through consultation mechanisms, according to organisational consultation procedures and WHS legislative requirements 2.4 Communicate outcomes of consultation about WHS issues to work team
3. Implement and monitor organisational procedures for providing WHS training to work team	3.1 Identify and document team WHS training needs according to organisational requirements and WHS laws 3.2 Make arrangements to meet WHS training needs of team members in consultation with relevant stakeholders 3.3 Provide workplace learning opportunities to facilitate team and individual achievement of identified WHS training needs
4. Implement and monitor organisational procedures and legal requirements for identifying hazards, and assessing and controlling risks	4.1 Identify and report on hazards in work area according to organisational policies and procedures, and WHS legislative requirements 4.2 Contribute to managing and implementing hazard reports according to organisational policies and procedures, and WHS legislative requirements 4.3 Implement procedures to control risks using the hierarchy of control measures according to organisational policies and procedures, and WHS legislative requirements 4.4 Identify and report inadequacies in existing risk controls according to the hierarchy of control measures, and WHS legislative requirements 4.5 Monitor outcomes of reports on inadequacies, as required, to ensure prompt organisational response

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ELEMENTS	PERFORMANCE CRITERIA
5. Implement and monitor organisational procedures for maintaining WHS records	5.1 Complete and maintain WHS incident records of occupational injury and disease in work area according to organisational policies and procedures, and WHS legislative requirements 5.2 Use aggregate information and data from work area records to meet organisational recordkeeping requirements

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

Skill	Description
Reading	• Interprets and analyses WHS laws and organisational texts
Writing	• Documents organisational WHS policies, procedures and programs according to WHS laws, using structure, layout and language suitable for audience • Records WHS issues and actions taken according to reporting requirements • Prepares and maintains required records using appropriate structure and vocabulary
Oral communication	• Provides WHS organisational information and advice using structure and language suitable for audience • Uses questioning and active listening to clarify understanding
Navigate the world of work	• Adheres to legal and regulatory responsibilities, and organisational policies and procedures in relation to own WHS role and responsibilities • Keeps up to date on changes to WHS laws, and related organisational policies and procedures relevant to own role
Interact with others	• Selects and uses appropriate conventions and protocols to facilitate consultation and provide feedback • Initiates and contributes to facilitating consultative role: responding, explaining, clarifying and expanding on ideas and information as required • Collaborates with others to achieve individual team member and team outcomes
Get the work done	• Uses combination of logical planning and intuitive understanding of context to identify relevant information and risks, and to identify and evaluate alternative strategies • Uses decision-making processes: sets and clarifies goals, gathers

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Skill	Description
	information, and identifies and evaluates choices against a set of criteria • Takes responsibility for reporting WHS risk control inadequacies • Uses processes to monitor implementation of WHS organisational procedures

Unit Mapping Information

Supersedes and is equivalent to BSBWHS401 Implement and monitor WHS policies, procedures and programs to meet legislative requirements.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBWHS411 Implement and monitor WHS policies, procedures and programs

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, and to:

- implement and monitor the work health and safety (WHS) policies, procedures and programs for one work area in an organisation.

During the above, the candidate must:

- explain relevant WHS information clearly and accurately to work team
- provide work team with access to WHS policies, procedures and programs in appropriate structure and language
- implement and monitor procedures, according to WHS legislative and organisational requirements, for:
  - consultation on and communication about WHS hazards and risks
  - WHS training needs and learning opportunities
  - WHS records
  - using WHS aggregate data relating to hazards and risk control.

Knowledge Evidence

The candidate must demonstrate the knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit. This includes knowledge of:

- key provisions of commonwealth and state/territory WHS laws that apply to the business, and procedures for their application in the work area
- organisational policies and procedures for:
  - consulting during WHS issue management
  - identifying hazards and managing risks, including using aggregate information and work area data
  - incident response, investigation and reporting

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- legal responsibilities and duties of managers, supervisors, persons conducting a business or undertaking (PCBUs) and workers in relation to WHS risk management in the workplace
- procedures for assessing implications of near misses in relation to incidents, injuries and illnesses in the work area
- effective consultation mechanisms in managing health and safety risks in the workplace
- features of effective workplace learning opportunities, including coaching and mentoring assistance that facilitates team and individual achievement of WHS training needs
- key principles and components of the hierarchy of control measures
- procedures for applying the hierarchy of control measures in own work area.

Assessment Conditions

Assessment must comply with WHS laws, legal responsibilities and duty of care required for this unit. It must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities undertaken by individuals carrying out WHS duties in the workplace, and must include access to:

- actual workplace or simulated environment
- workplace equipment and resources
- examples of documents about workplace safety, hazard identification and risk assessment
- WHS laws and organisational documentation required to demonstrate the performance evidence
- opportunities for interaction with others.

Assessors of this unit must satisfy the assessor requirements in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBWHS501 Ensure a safe workplace

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to establish, maintain and evaluate the organisation's work health and safety (WHS) policies, procedures and programs in the relevant work area, according to WHS legislative requirements. It takes a systems approach and addresses compliance with relevant legislative requirements.

This unit applies to managers working in a range of contexts who have, or are likely to have responsibility for WHS as part of their broader management role. It is relevant for people with obligations under WHS legislation, for example persons conducting a business or undertaking (PCBUs) or officers, as defined by relevant legislation.

NOTE: The terms 'occupational health and safety' (OHS) and 'work health and safety' (WHS) are equivalent and generally either can be used in the workplace. In jurisdictions where the Model WHS Legislation has not been implemented RTOs are advised to contextualise the unit of competency by referring to the existing State/Territory OHS legislative requirements.

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

Unit Sector

Regulation, Licensing and Risk – Work Health and Safety

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*

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ELEMENT	PERFORMANCE CRITERIA
1 Establish a WHS management system in a work area	1.1 Locate, adapt, adopt and communicate WHS policies that clearly define the organisation's commitment to complying with WHS legislation 1.2 Identify duty holders and define WHS responsibilities for all workplace personnel in the work area according to WHS legislation, policies, procedures and programs 1.3 Identify and approve financial and human resources required by the WHS management system (WHSMS)
2 Establish and maintain effective and compliant participation arrangements for managing WHS in a work area	2.1 Work with workers and their representatives to set up and maintain participation arrangements according to relevant WHS legislation 2.2 Appropriately resolve issues raised through participation and consultation arrangements according to relevant WHS legislation 2.3 Promptly provide information about the outcomes of participation and consultation to workers and ensure it is easy for them to access and understand
3 Establish and maintain procedures for effectively identifying hazards, and assessing and controlling risks in a work area	3.1 Develop procedures for ongoing hazard identification, and assessment and control of associated risks 3.2 Include hazard identification at the planning, design and evaluation stages of any change in the workplace to ensure that new hazards are not created by the proposed changes and existing hazards are controlled 3.3 Develop and maintain procedures for selecting and implementing risk controls according to the hierarchy of control and WHS legislative requirements 3.4 Identify inadequacies in existing risk controls according to the hierarchy of control and WHS legislative requirements, and promptly provide resources to enable implementation of new measures 3.5 Identify requirements for expert WHS advice, and request this advice as required
4 Evaluate and maintain a work area WHS management system	4.1 Develop and provide a WHS induction and training program for all workers in a work area as part of the organisation's training program 4.2 Use a system for WHS record keeping to allow identification of patterns of occupational injury and disease in the organisation, and to maintain a record of WHS decisions made, including reasons for the decision 4.3 Measure and evaluate the WHSMS in line with the

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ELEMENT	PERFORMANCE CRITERIA
	organisation's quality systems framework 4.4 Develop and implement improvements to the WHSMS to achieve organisational WHS objectives 4.5 Ensure compliance with the WHS legislative framework to achieve, as a minimum, WHS legal requirements

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1, 1.2, 4.2, 4.3, 4.5	• Organises, evaluates and critiques ideas and information from WHS legislation, policies, procedures and programs
Writing	1.1, 2.3, 3.2, 3.5, 4.1, 4.2	• Produces WHS policies, procedures and programs • using appropriate vocabulary, grammatical structure and conventions to produce • Records WHS decisions according to organisational requirements
Oral communication	1.1, 2.1, 2.2, 2.3	• Presents and seeks information from others using structure and language suitable for the audience • Provides information on resolution of WHS issues varying level of technical vocabulary to suit audience
Numeracy	1.3	• Selects from, and applies, an expanding range of mathematical and problem solving strategies in identifying financial and human resources required
Navigate the world of work	1.1, 1.2, 2.1, 2.2, 3.3, 3.4, 4.5	• Monitors adherence to legal and regulatory rights and responsibilities for self and others in relation to WHS • Takes responsibility for developing, implementing and reviewing policies, procedures and processes in accordance with organisational and legislative requirements
Interact with others	1.1, 2.1, 2.3, 3.5	• Plays a lead role in situations requiring effective collaboration demonstrating the ability to guide discussions and negotiate agreeable outcomes • Provides feedback to others in forms they can

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		understand and use
Get the work done	1.1, 1.3, 2.1, 2.2, 2.3, 3.2, 3.3, 3.4, 3.5, 4.1, 4.2 4.3, 4.4, 4.5	• Develops plans or processes to manage relatively complex, WHS management tasks with an awareness of how they contribute to operational and strategic goals • Uses systematic, analytical processes, setting goals, gathering relevant information, and identifying and evaluating options against agreed criteria • Considers whether, and how, others should be involved, using consultative or collaborative processes as an integral part of the decision-making process • Uses digital systems and tools to enter, store and retrieve relevant information

Range of Conditions

This section specifies different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

WHS legislation must include:	• applicable Commonwealth and state or territory WHS Acts, regulations and codes of practice.

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
BSBWHS501 Ensure a safe workplace	BSBWHS501A Ensure a safe workplace	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBWHS501 Ensure a safe workplace

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- establish, implement, maintain and evaluate a work health and safety (WHS) management system for a work area of an organisation in accordance with WHS legislation including policies, procedures and record keeping
- ensure organisational WHS compliance
- establish, implement, maintain and evaluate effective and compliant participation arrangements for managing WHS including identifying duty holders, identifying and approving the required resources and developing and implementing a training program
- establish, implement, maintain and evaluate procedures for effectively identifying hazards, and assessing and controlling risks using the hierarchy of risk control
- provide information and complete documentation for a WHS management system
- identify requirements for and request expert WHS advice.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- identify and detail relevant WHS Acts, regulations and codes of practice
- specify relevant WHS organisational policies, procedures, programs and practices
- explain hazard identification and risk-management processes
- describe the hierarchy of risk control and how it is applied in the workplace
- specify in-house and WHS legislative reporting requirements.

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Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced by individuals carrying out work health and safety duties in the workplace and include access to:

- organisational WHS policies and procedures
- WHS legislation, regulations and codes of practice
- case studies and, where possible, real situations
- interaction with others.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBWHS503 Contribute to the systematic management of WHS risk

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to contribute to the systematic management of work health and safety (WHS) risk.

It applies to individuals who provide specialised knowledge, systematic approaches and guidance to a range of personnel.

NOTE: The terms 'occupational health and safety' (OHS) and 'work health and safety' (WHS) are equivalent and generally either can be used in the workplace. In jurisdictions where the National Model WHS Legislation has not been implemented RTOs are advised to contextualise the unit of competency by referring to the existing State/Territory OHS legislative requirements.

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

Unit Sector

Regulation, Licensing and Risk – Work Health and Safety

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1 Access information and data to contribute to the	1.1 Identify sources of information and data 1.2 Obtain information and data to determine the purposes,

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ELEMENT	PERFORMANCE CRITERIA
systematic management of WHS risk	objectives, principles and framework of a systematic approach to managing WHS risk
2 Contribute to effective consultation and participation during all stages of risk management	2.1 Identify individuals and parties who need to participate and be consulted 2.2 Apply knowledge of effective consultation and participation to contribute to ensuring effective consultation and participation processes occur
3 Contribute to establishing the context for risk management	3.1 Apply knowledge of WHS legislation to identify duty holders and legislative requirements for WHS risk management 3.2 Identify individuals and parties impacting on risk management 3.3 Apply knowledge of organisation to identify factors that will impact on risk control 3.4 Contribute to establishing the context of the risk management process 3.5 Contribute to defining risk criteria
4 Contribute to risk assessment	4.1 Apply knowledge of workplace hazards and risks to contribute to risk identification 4.2 Apply knowledge of WHS legislation, risk assessment and workplace WHS information and data to contribute to risk analysis and evaluation
5 Contribute to risk treatment	5.1 Apply knowledge of WHS hazard and risk control, and WHS legislation to contribute to the selection of risk treatment options 5.2 Apply knowledge of the organisation's WHS management system (WHSMS) and WHS information system (WHSIS) to prepare and implement risk treatment/s
6 Contribute to monitoring, reviewing and recording risk management process	6.1 Apply knowledge of the organisation's WHSMS to contribute to monitoring and reviewing risk management processes 6.2 Apply knowledge of the organisation's WHSIS to contribute to recording risk management process

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

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Skill	Performance Criteria	Description
Reading	1.1, 1.2, 2.1, 3.1,	• Organises, evaluates and integrates information from a range of sources to determine requirements
Writing	2.2, 3.4, 3.5, 4.2, 5.2, 6.2	• Records results of investigations using clear and comprehensible language and layout • Creates a range of formal texts using industry language appropriate to audience and environment
Oral Communication	2.2, 3.4, 3.5, 4.2	• Uses listening and questioning techniques to clarify understanding and elicit the views of others • Presents information varying level of technical vocabulary to suit audience
Numeracy	1.1, 4.1, 4.2, 6.1, 6.2	• Collates, interprets and compares numerical and statistical information relevant to requirements
Navigate the world of work	3.1, 4.2, 5.1, 5.2, 6.1, 6.2	• Considers legal and regulatory responsibilities when implementing, monitoring or reviewing risk management processes
Interact with others	2.2, 3.4, 3.5, 4.2	• Identifies and uses appropriate conventions and protocols when communicating with others • Plays a lead role in situations requiring effective collaboration skills demonstrating the ability to guide discussions and negotiate outcomes
Get the work done	1.1, 1.2, 2.1, 3.1-3.3, 4.1, 4.2, 5.1, 5.2, 6.1, 6.2	• Develops plans or processes to manage relatively complex risk management tasks, with an awareness of how they contribute to operational and strategic goals • Considers whether, and how, others should be involved, using consultative or collaborative processes as an integral part of the decision-making process • Applies problem solving processes to determine solutions to risk management issues • Uses analytical and lateral thinking to review practices and suggest improvements • Uses a range of digitally based technology and applications to access, organise and share relevant information in effective ways

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status

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Code and title current version	Code and title previous version	Comments	Equivalence status
BSBWHS503 Contribute to the systematic management of WHS risk	BSBWHS503A Contribute to the systematic management of WHS risk	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBWHS503 Contribute to the systematic management of WHS risk

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- identify, interpret and apply information from a range of sources to contribute to the development, implementation, monitoring and evaluation of a systematic approach to work health and safety (WHS) risk management
- apply WHS Acts, regulations codes of practice and standards, including the Safe Work Australia model Code of Practice: How to Manage Work Health and Safety Risks
- identify duty holders
- explain the differences between a hazard and a risk and identify hazards and risks in the organisation
- prepare an action plan to implement a systematic approach to WHS risk management
- prepare positive performance indicators for evaluation of a systematic approach to WHS risk management
- consult effectively with relevant stakeholders.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- describe formal and informal communication and consultation processes, and key personnel related to communication, including duty holders
- explain how the characteristics and composition of the workforce impact on WHS risk and the management of WHS with reference to:
  - communication skills
  - cultural background/diversity
  - gender
  - labour market changes

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  - language, literacy and numeracy
  - structure and organisation of the workforce, for example part time, casual and contract workers, shift rosters, geographical location
  - workers with specific needs and limitations
  - workplace culture towards alcohol and other drug use
- describe internal and external sources of WHS information and data, and explain how to access these sources
- outline the limitations of generic hazard identification and risk assessment checklists, and risk ranking processes
- describe the nature of workplace processes including work flow, planning and control and hazards relevant to the workplace
- describe organisational behaviour and culture as it impacts on WHS, change and the work team
- describe the key features of organisational WHS policies, procedures, processes and systems
- identify other functional areas in the organisation that impact on the management of WHS
- outline the key features of relevant commonwealth and state/territory WHS Acts, regulations, codes of practice, standards and guidance material
- describe the key principles and/or practices of:
  - a systematic approach to managing WHS
  - duty of care including concepts of causation, foreseeability and prevention
  - incident causation and injury processes
- describe risk analysis and assessment techniques and tools, and their application and limitations
- explain risk, as the effect of uncertainty, on objectives
- explain the duty of persons conducting businesses or undertakings (PCBUs) in regard to risk management under WHS legislation
- describe the sources of occupational disease and their prevention
- describe standard industry controls for hazards
- describe techniques, tools and processes for identifying and controlling health and safety hazards and risks including :
  - hazard and risk checklists
  - hazard hunts
  - job safety analysis
  - manifests and registers including dangerous goods, hazardous chemicals and plant
  - safe work method statements
  - surveys using questionnaires, interviews and other survey techniques
  - workplace inspections and walk throughs
- describe the key features of the toxicology of hazardous chemicals and potential health effects in the workplace.

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Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced by individuals carrying out work health and safety duties in the workplace and include access to:

- relevant WHS legislation, standards, codes of practice and guidelines
- workplace policies and procedures and documentation
- case studies and, where possible, real situations
- interaction with others.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBWHS504 Manage WHS risks

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to conduct work health and safety (WHS) risk management processes.

It applies to individuals who manage WHS risks, based on the organisation's WHS management system (WHSMS), WHS information system (WHSIS) and risk-management approach (as covered in BSBWHS503 Contribute to the systematic management of WHS risk). These individuals will work in a range of WHS roles across all industries and apply a substantial knowledge base and well-developed skills in a wide variety of WHS contexts.

NOTE: The terms 'occupational health and safety' (OHS) and 'work health and safety' (WHS) are equivalent and generally either can be used in the workplace. In jurisdictions where the Model WHS Legislation has not been implemented RTOs are advised to contextualise the unit of competency by referring to the existing State/Territory OHS legislative requirements.

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

Unit Sector

Regulation, Licensing and Risk – Work Health and Safety

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1 Access information and	1.1 Identify sources of information and data

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ELEMENT	PERFORMANCE CRITERIA
data on WHS hazards and risk management	1.2 Obtain information and data to determine the nature and scope of hazards, the range of harms they may cause, and how these harms are caused 1.3 Obtain information and data to determine techniques, tools and processes to assess risk associated with identified hazards, and identify risk control options
2 Prepare to manage WHS risks	2.1 Apply knowledge of the organisation's WHSMS and WHSIS to identify WHS risk management requirements 2.2 Apply knowledge of WHS legislation to identify duty holders and legislative requirements for WHS risk management
3 Develop and implement WHS risk-management processes	3.1 Apply techniques, tools and processes to identify hazards, assess associated risks and identify risk control options 3.2 Apply knowledge of hazards and risks to select appropriate risk controls 3.3 Develop and implement a risk control plan and evaluate risk controls 3.4 Carry out hazard identification and risk management according to organisational and legal requirements

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1, 1.2, 1.3	• Organises, interprets evaluates and critiques ideas and information in relation to WHS risk management
Writing	3.1, 3.2, 3.3, 3.4	• Uses industry specific terminology and appropriate formats to draft and develop risk control plans and processes • Records results of risk-management processes according to organisational requirements
Navigate the world of work	2.1, 2.2, 3.4	• Monitors adherence to legal, regulatory and organisational rights and responsibilities for self and others in relation to WHS risk management

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Interact with others	3.1, 3.2, 3.3	• Collaborates with others to achieve joint outcomes, playing an active role in facilitating effective group interaction and taking a leadership role when required
Get the work done	1.2, 1.3, 3.1, 3.2, 3.3	• Uses logical planning processes, and an increasingly intuitive understanding of context, to identify relevant information and risks, and to identify and evaluate strategies and resources for risk management planning • Sequences and schedules complex activities, monitors implementation, and manages relevant communication in relation to risk management planning • Uses systematic, analytical processes in complex, non-routine situations, setting goals, gathering relevant information, identifying and evaluating options against agreed criteria • Uses common digital systems and tools to locate and store information

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
BSBWHS504 Manage WHS risks	BSBWHS504A Manage WHS hazards and risks	Updated to meet Standards for Training Packages. Title change	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBWHS504 Manage WHS risks

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- access information and data on hazards and how to manage associated risks
- identify duty holders and legislative requirements for work health and safety (WHS) risk management
- use the organisation's WHS management system (WHSMS) and WHS information system (WHSIS) to conduct the following risk management processes:
  - identify hazards and potential hazards
  - assess the associated risks
  - identify control options
  - select suitable options
  - develop and implement a risk control plan
  - evaluate risk controls
- carry out hazard identification and risk management.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- describe the basic principles of workplace incident, injury and disease causation
- explain the meanings of 'hazard' and 'risk' and how they differ
- identify formal and informal communication and consultation processes and key personnel related to communication
- describe how the characteristics and composition of the workforce impact on WHS risk and the management of WHS, including:
  - communication skills
  - cultural background and diversity

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  - gender
  - labour market changes
  - language, literacy and numeracy levels of the workforce
  - structure and organisation of the workforce, including part-time, casual and contract workers; shift rosters and geographical location
  - workers with specific needs and limitations
  - workplace culture in relation to alcohol and other drug use
- identify internal and external sources of WHS information and data and how to access them
- explain the limitations of generic hazard identification and risk assessment checklists and risk ranking processes
- outline methods for providing evidence of compliance with WHS legislation
- describe the nature of workplace processes (work flow, planning and control) and hazards relevant to the workplace
- describe organisational culture as it impacts on the work team
- summarise organisational WHS policies, procedures, processes and systems
- list other functional areas that impact on the management of WHS
- outline the principles and practices of a systematic approach to managing WHS
- outline Commonwealth and state or territory WHS Acts, regulations, codes of practice, standards and guidance material and other publications relevant to the organisation
- outline risk management as a duty of persons conducting businesses or undertakings or officers under WHS legislation
- describe the roles and responsibilities of individuals and parties under WHS legislation
- outline standard industry controls for a range of hazards
- identify techniques, tools and processes for identifying health and safety hazards and assessing and controlling the associated risks, including:
  - hazard and risk checklists
  - hazard hunts
  - job safety analyses
  - manifests and registers, including for dangerous goods, hazardous chemicals and plant
  - safe work method statements
  - surveys using questionnaires, interviews and other survey techniques
  - workplace inspections and walk-throughs.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced by individuals carrying out work health and safety duties in the workplace and include access to:

- workplace policies and procedures
- office equipment and resources

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- relevant Acts, regulations, codes of practice, standards and guidelines relating to risks found in the workplace
- case studies and, where possible, real situations.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBWHS505 Investigate WHS incidents

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to plan, conduct and report on investigations of work health and safety (WHS) incidents that have resulted in, or have the potential to result in, injury or damage.

It covers conducting an initial assessment of the situation; establishing the scope and legal parameters of the investigation; conducting a systematic analysis to identify underlying causes and actions for prevention; and reporting on the outcomes of the investigation appropriate to the potential severity of the incident, which may include accessing specialist expertise.

This unit applies to individuals required to investigate incidents in relation to prevention of future incidents.

The unit applies to people who work in a range of WHS roles across all industries and who apply a substantial knowledge base and well-developed skills in a wide variety of WHS contexts.

NOTE: The terms 'occupational health and safety' (OHS) and 'work health and safety' (WHS) are equivalent and generally either can be used in the workplace. In jurisdictions where the Model WHS Legislation has not been implemented RTOs are advised to contextualise the unit of competency by referring to the existing State/Territory OHS legislative requirements.

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

Unit Sector

Regulation, Licensing and Risk – Work Health and Safety

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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1 Ensure initial responses to the incident are carried out according to requirements	1.1 Prepare and implement a workplace procedure for **incident** investigation 1.2 Ensure site of the incident is safe and secured and that the **immediate needs** of those involved in the incident are met 1.3 Ensure **WHS legislative requirements** are met 1.4 Ensure other actions are performed to meet requirements of relevant workplace policies, procedures, processes and systems
2 Develop an investigation plan	2.1 Apply knowledge of **WHS legislation** and workplace policies, procedures and systems to assist with identifying **duty holders** and ensure requirements of WHS legislation and workplace policies, procedures, processes and systems are met by the investigation plan 2.2 Form an appropriate investigation team 2.3 Define the scope and purpose of the investigation and ensure they are appropriate to the scope and nature of the incident 2.4 Ensure participation of, and consultation with **individuals and parties** as part of the planning process, specifying agreed processes for all phases of the investigation 2.5 Identify, document and obtain necessary resources to conduct the investigation, including expert advice if required 2.6 Identify, address and document **barriers to investigation** 2.7 Ensure planning includes agreed timelines, objectives, responsibilities, roles, documentation, actions and outcomes
3 Collect information and data	3.1 Identify and access sources of information and data 3.2 Inspect incident site, equipment and other evidence, and document outcome of inspection 3.3 Gather information and data in ways that ensure objectivity, confidentiality, validity and accuracy
4 Analyse information and data gathered to identify immediate and underlying causes and practical prevention measures	4.1 Ensure investigation team understands, identifies and applies the **conceptual basis for the analysis** 4.2 Construct **timeline of events** leading up to the incident 4.3 Investigate key events, conditions and/or circumstances that together resulted in the incident

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ELEMENT	PERFORMANCE CRITERIA
	4.4 Develop actions, interventions and practical measures to prevent the re-occurrence of the incident and to address **root causes** 4.5 Detail recommended actions, interventions or measures, and plans for their implementation and evaluation
5 Compile and communicate investigation report	5.1 Prepare a report on the investigation, using objective language 5.2 Cite evidence and basis for conclusions and recommendations 5.3 Communicate the report to relevant individuals and parties

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Writing	1.1, 2.1, 2.3, 2.4, 2.5, 2.6, 2.7, 3.2, 4.2, 4.5, 5.1, 5.2	• Documents procedures, plans and outcomes using appropriate organisational formats and industry specific terminology • Develops reports using structure, format and language appropriate for purpose and audience
Oral communication	1.2, 1.4, 2.4, 3.3, 4.1, 5.3	• Uses appropriate language and non-verbal features to provide support, give instructions or request information • Listens closely to extract main ideas and to evaluate responses for accuracy and validity
Numeracy	2.7, 3.1, 4.3, 4.5	• Extracts and evaluates the mathematical information embedded in sources of incident information and data • Performs calculations in relation to resource requirements, timelines and evaluation measures
Navigate the world of work	1.1-1.4, 2.1	• Accepts responsibility for developing, implementing or modifying workplace procedures applicable to investigation contexts • Understands and keeps up to date with changes to legislation or regulations relevant to own rights and responsibilities and considers implications of these when negotiating, planning and undertaking work
Interact with others	1.2, 2.4, 3.3, 4.1, 5.3	• Identifies and uses appropriate conventions and protocols when communicating with parties involved

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		in various investigation stages • Collaborates with others to achieve joint outcomes, playing an active role in facilitating effective group interaction • Takes a leadership role in helping develop team understanding of investigation requirements
Get the work done	1.1, 1.3, 2.1, 2.2, 2.3, 2.5, 2.6, 2.7, 3.1, 3.3, 4.3, 4.4, 4.5, 5.1	• Uses logical planning processes, and an increasingly intuitive understanding of context, to identify relevant information and risks, and to identify and evaluate alternative strategies and resources for investigation processes • Sequences and schedules complex activities, monitors implementation and manages relevant communication • Uses analytical processes to decide on a course of action, establishing criteria for deciding between options, seeking input and advice from others when necessary • Uses digital systems and tools for data collection and analysis, and communication and reporting of incidents

Range of Conditions

This section specifies different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Incidents include:	• accidents
	• incidents as referred to in WHS legislation
	• major-to-minor incidents resulting in:
	  • major-to-minor injuries and diseases
	  • major-to-minor damage to property, equipment, work processes or the environment
	• near misses, where no injury or damage occurs

The incident analysis must be based on:	• adopting an open-minded and objective approach • analysing policies, procedures, processes and systems in place at the time of the incident • focusing on the 'how', 'what' and 'why' of the incident • not focusing on individual behaviour or fault • using applicable models of causation and occurrence.

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBWHS505 Investigate WHS incidents	BSBWHS505A Investigate WHS incidents	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBWHS505 Investigate WHS incidents

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- prepare and implement an initial response to an incident that complies with legislative and organisational requirements and considers the safety and security of individuals and the site
- systematically develop and document a plan to investigate an incident
- collect, document and analyse data and information relevant to an incident investigation ensuring that all individuals in the investigation team understand and follow required processes
- prepare and communicate an investigation report in required format that identifies the events leading up to the incident, immediate and underlying causes, points at which the incident could have been prevented and recommendations arising from the investigation.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- outline ethics related to conducting an investigation
- describe the characteristics and composition of the workforce impacting on the investigation of work health and safety (WHS) incidents, including:
  - cultural background
  - workplace diversity
  - gender
  - language, literacy and numeracy levels
  - organisational structure, including employment status, shifts and geographical location
- list and describe internal and external sources of information and data relevant to investigations

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- describe organisational WHS policies, procedures, processes and systems relevant to work role
- describe requirements under WHS legislation for notifying and reporting incidents and enforcement notices, and rights and powers of WHS inspectors
- outline types and characteristics of incidents including causes and incident management processes.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced by individuals carrying out work health and safety duties in the workplace and include access to:

- workplace policies and procedures
- office equipment and resources
- relevant Acts, regulations, codes of practice, standards and guidelines relating to risks found in the workplace
- case studies and, where possible, real situations.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBWHS508 Manage WHS hazards associated with plant

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to effectively manage work health and safety (WHS) hazards and to comply with WHS legislation as it applies to the management or control of plant (not the design, manufacture, supply, installation, construction or commissioning of plant or issuing of licences associated with plant).

It applies to individuals who may provide leadership and guidance to others using managerial and communication skills and who use systematic approaches to identify and resolve issues.

NOTE: The terms 'occupational health and safety' (OHS) and 'work health and safety' (WHS) are equivalent and generally either can be used in the workplace. In jurisdictions where the National Model WHS Legislation has not been implemented RTOs are advised to contextualise the unit of competency by referring to the existing State/Territory OHS legislative requirements.

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

Unit Sector

Regulation, Licensing and Risk – Work Health and Safety

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1 Comply with WHS	1.1 Apply knowledge of WHS legislation to advise individuals and

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ELEMENT	PERFORMANCE CRITERIA
legislation as it applies to plant	parties of their duties, rights and obligations with regard to plant as appropriate to their job roles and the nature of the organisation 1.2 Ensure the management of hazards associated with plant, complies with relevant WHS legislation and organisational policies, procedures, processes and systems
2 Ensure organisational policies, procedures, processes and systems incorporate effective management of hazards associated with plant	2.1 Apply knowledge of organisational policies, procedures, processes and systems to determine if they effectively manage hazards associated with plant 2.2 Develop and implement modifications to organisational policies, procedures, processes and systems as necessary to ensure hazards associated with plant are effectively managed 2.3 Follow organisational policies, procedures, processes and systems when managing hazards associated with plant
3 Identify WHS hazards associated with plant	3.1 Access sources of information, data and advice to assist with identifying hazards associated with plant 3.2 Identify and consult with others, as necessary, as part of hazard identification 3.3 Record and report on hazard identification
4 Assess WHS risks associated with plant	4.1 Access sources of information, data and advice to assist with assessing WHS risks associated with plant hazards 4.2 Identify and consult with others, as necessary, as part of WHS risk assessment 4.3 Record and report on WHS risk assessments
5 Control WHS risks associated with maintenance and continued safe use of plant	5.1 Access sources of information, data and advice, including the outcomes of risk assessments to assist with developing risk control options for hazards associated with the maintenance and continued safe use of plant 5.2 Identify, consult with and report to others as necessary, during all stages of risk control 5.3 Develop risk control options and determine which options will be implemented 5.4 Implement, evaluate and monitor risk controls 5.5 Record and report on risk controls 5.6 Review risks controls implemented and recommend improvements, where necessary
6 Advise on registration,	6.1 Identify types of plant requiring registration and tasks requiring

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ELEMENT	PERFORMANCE CRITERIA
licensing and certification issues associated with plant	operator licensing and/or certification, in accordance with legislative requirements 6.2 Document registration, licensing and certification requirements and communicate these to individuals and parties 6.3 Identify, document and communicate to individuals and parties, training requirements to meet registration, licensing and certification, in accordance with legislative requirements 6.4 Determine training needs required for new plant and/or new operating methods 6.5 Ensure training is undertaken and completed prior to commencement of work using new plant and/or new operating methods 6.6 Monitor and report compliance with regulatory requirements for registration, licensing and certification 6.7 Identify, document and maintain appropriate records for plant and operator skill requirements

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.2, 2.1, 2.2, 3.1, 4.1, 5.1, 5.6, 6.1, 6.3, 6.7	• Analyses a wide range of technical, non-technical information and numeric data to determine actions and adhere to requirements
Writing	1.1, 2.2, 3.2, 3.3, 4.3, 5.1-5.3, 5.5, 5.6, 6.2, 6.3, 6.6, 6.7	• Matches style of writing to purpose and audience • Uses appropriate formats, vocabulary and grammatical structures to record, report and present information
Oral Communication	1.1, 3.1-3.3, 4.1-4.3, 5.1, 5.2, 5.5, 5.6, 6.2, 6.3, 6.6	• Explains information clearly and involves others in collaborative discussions using listening and questioning techniques • Uses pace, intonation and gestures to present information and encourage engagement with others
Numeracy	2.1, 2.2, 3.1-3.3, 4.1, 5.1,	• Collates, interprets and compares numerical and statistical information to apply relevance to requirements

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Navigate the world of work	1.1, 1.2, 2.1-2.2, 6.1, 6.5	• Takes full responsibility for following policies, procedures and legislative requirements and identifies organisational implications of new legislation or regulations • Modifies or develops organisational policies and procedures to comply with legislative requirements and organisation goals
Interact with others	1.1, 3.1-3.3, 4.1-4.3, 5.1, 5.2, 6.2, 6.3	• Establishes and uses appropriate conventions and protocols when communicating with others regarding management of WHS • Collaborates with others to achieve joint outcomes, playing an active role in facilitating effective group interaction
Get the work done	2.2, 2.3, 3.1-3.3, 4.1-4.3, 5.1-5.6, 6.1-6.7	• Takes responsibility for developing and applying organisational processes to aid compliance with legislative requirements • Sequences and schedules complex activities, monitors implementation, records progress and manages relevant communication • Systematically gathers and analyses all relevant information and evaluates options in order to make informed decisions • Uses formal analytical thinking techniques for identifying issues and generating possible solutions, seeking input from others when necessary • Evaluates effectiveness of systems and processes to inform decisions on how to implement improvements • Fully utilises features of digital tools to complete complex tasks

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
BSBWHS508 Manage WHS hazards associated with plant	BSBWHS508A Manage WHS hazards associated with plant	Updated to meet Standards for Training Packages	Equivalent unit

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBWHS508 Manage WHS hazards associated with plant

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- manage effective identification of hazards and develop risk control options for the operation of plant as defined in work health and safety (WHS) legislation
- develop, implement, monitor and modify WHS policies and procedures for the operation of plant
- use relevant systems and procedures in the operation and maintenance of plant
- implement general licensing and training requirements associated with plant
- identify, record and report on WHS hazards and assessing risk
- develop and implement risk control options
- communicate in the workplace to:
  - advise people of their rights, obligations and duties
  - consult about policies and procedures
  - identify hazards
  - assess WHS risk
  - advise people about registration, licensing and certification requirements
- use machinery safety control measures to control plant risks, including following registration and licensing requirements
- identify training needs and organise training.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- describe the basic principles of incident causation and injury processes
- explain the differences between a hazard and a risk

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- identify factors that impact on risk
- explain the hierarchy of control and considerations for choosing between different risk controls
- identify high-risk work licences required for specific plant
- identify internal and external sources of WHS information and data, and explain how to access these sources
- discuss the management of risk associated with plant as a duty of a person conducting a business or undertaking (PCBUs) under WHS legislation
- describe the methods for providing evidence of compliance with WHS legislation
- outline workplace processes (such as work flow, planning and control) and hazards relevant to the workplace
- discuss organisational behaviour and culture as it impacts on WHS, change and work team
- describe the key features of organisational WHS policies, procedures, processes and systems
- identify other functional areas that impact on the management of WHS
- outline key features of plant specific knowledge including:
  - basic physics of fluids under pressure and pressure vessels, and the behaviour of pressurised fluid when pressure is released
  - duties, rights and obligations of individuals and parties specified in WHS legislation
  - hazards associated with plant and systems of work associated with plant
  - industry practices related to permit to work and isolation and tag out systems
  - registration requirements of plant, licensing and certification competencies
- describe the key principles and practices of a systematic approach to managing WHS
- describe the strategies for guarding moving parts in machinery, human factors related to machine guarding, safe design principles, features and limitations
- outline the key features of WHS Acts, regulations, codes of practice and other instruments issued by WHS regulators.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced by individuals carrying out work health and safety duties in the workplace and include access to:

- manufacturers' manuals including specifications and operational information and data
- relevant WHS Acts, regulations, codes of practice, standards, guidelines
- sources of information, data and advice
- workplace policies and procedures
- workplace equipment and resources
- case studies and, where possible, real situations
- interaction with others.

Assessors must satisfy NVR/AQTF assessor requirements.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBWHS521 Ensure a safe workplace for a work area

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 5.0.

Application

This unit describes the skills and knowledge required to establish, maintain and evaluate an organisation's work health and safety (WHS) policies, procedures and programs in a work area to ensure a safe workplace, according to WHS legislative requirements. It takes a systems approach and addresses compliance with relevant legislative requirements.

The unit applies to those working in a range of contexts who have, or are likely to have, responsibility for WHS as part of their broader management role. It is relevant for people with obligations under WHS laws, for example persons conducting a business or undertaking (PCBUs) or officers, as defined by WHS laws.

NOTES

1. The terms 'occupational health and safety' (OHS) and 'work health and safety' (WHS) are equivalent, and generally either can be used in the workplace. In jurisdictions where *model WHS laws* have not been implemented, registered training organisations (RTOs) are advised to contextualise this unit of competency by referring to existing WHS legislative requirements.

2. The *model WHS laws* include the model WHS Act, model WHS Regulations and model WHS Codes of Practice. See Safe Work Australia for further information.

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

Unit Sector

Regulation, Licensing and Risk – Work Health and Safety

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA

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ELEMENTS	**PERFORMANCE CRITERIA**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Establish a WHS management system in a work area	1.1 Locate, adapt, adopt and communicate WHS policies that define the organisation's commitment to complying with WHS laws 1.2 Identify duty holders and define WHS responsibilities for all workplace personnel in the work area according to WHS laws, policies, procedures and programs 1.3 Identify and approve financial and human resources required by the WHS management system (WHSMS) according to organisational procedures
2. Establish and maintain effective and compliant consultative arrangements for managing WHS in a work area	2.1 Work with required personnel to set up and maintain consultative arrangements according to required WHS laws 2.2 Resolve issues raised through participation and consultation arrangements according to required WHS laws and organisational protocols 2.3 Provide information about consultation and participation outcomes to required personnel according to organisational policies and procedures
3. Establish and maintain procedures for effectively identifying hazards, and assessing and controlling risks in work area	3.1 Develop procedures for ongoing hazard identification, and assessment and control of associated risks 3.2 Include hazard identification at the planning, design and evaluation stages of any workplace change to ensure that new hazards are not created by proposed changes and existing hazards are controlled 3.3 Develop and maintain procedures for selecting and implementing risk controls according to the hierarchy of control measures and WHS legislative requirements 3.4 Identify inadequacies in existing risk controls according to the hierarchy of control measures and WHS legislative requirements, and promptly provide resources to enable implementation of new measures 3.5 Identify requirements for expert WHS advice, and request this advice as required, according to organisational procedures
4. Evaluate and maintain a work area WHS management system	4.1 Develop and provide a WHS induction and training program for required personnel in a work area as part of

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ELEMENTS	PERFORMANCE CRITERIA
(WHSMS)	organisation's training program 4.2 Use a system for WHS recordkeeping to allow identification of patterns of occupational injury and disease in the organisation, and to maintain a record of WHS decisions made, including reasons for decisions 4.3 Measure and evaluate the WHSMS according to organisation's quality systems framework 4.4 Develop and implement improvements to WHSMS to achieve organisational WHS objectives according to organisational procedures 4.5 Ensure compliance with WHS legislative framework to achieve, as a minimum, WHS legal requirements

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

Skill	Description
Reading	• Organises, evaluates and critiques ideas and information from WHS laws, policies, procedures and programs
Writing	• Produces WHS policies, procedures and programs using appropriate vocabulary, grammatical structure and conventions • Records WHS decisions according to organisational requirements
Oral communication	• Presents and seeks information from others using structure and language suitable for the audience • Provides information about WHS policies and procedures and on resolution of WHS issues, varying the level of technical vocabulary to suit the audience
Numeracy	• Selects from, and applies, an expanding range of mathematical and problem-solving strategies in identifying financial and human resources required to support WHS requirements
Navigate the world of work	• Monitors adherence to legal and regulatory rights and responsibilities for self and others in relation to WHS • Develops, implements and reviews WHS-related policies, procedures and processes according to legislative and organisational requirements
Interact with others	• Plays a lead role in situations requiring effective collaboration, demonstrating the ability to guide discussions and negotiate

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Skill	Description
	agreeable outcomes • Provides feedback to others in forms they can understand and use
Get the work done	• Develops plans or processes to manage relatively complex WHS management tasks, with an awareness of how they contribute to operational and strategic goals • Uses systematic and analytical processes, setting goals, gathering relevant information, and identifying and evaluating options against agreed criteria • Considers whether, and how, others should be involved, using consultative or collaborative processes as an integral part of the decision-making process • Uses digital systems and tools to enter, store and retrieve relevant information

Unit Mapping Information

Supersedes and is equivalent to BSBWHS501 Ensure a safe workplace.

Links

Companion Volume Implementation Guides are available from VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBWHS521 Ensure a safe workplace for a work area

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 5.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, and to:

- establish, implement, maintain and evaluate one work health and safety management system (WHSMS) for a work area of an organisation that complies with WHS laws, and organisational policies and procedures.

During the above, the candidate must:

- establish, implement, maintain and evaluate effective and compliant consultative arrangements for managing WHS, including:
  - identifying duty holders
  - identifying and approving required resources
  - developing and implementing a training program
- establish, implement, maintain and evaluate procedures for effectively identifying hazards, and assessing and controlling risks using the hierarchy of control measures.
-

Knowledge Evidence

The candidate must demonstrate the knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit. This includes knowledge of:

- details of relevant WHS laws relating to ensuring a safe workplace
- WHS organisational policies, procedures, programs and practices required for the performance evidence
- hazard identification and risk-management processes
- key principles, uses and components of the hierarchy of control measures and procedures for applying it in the workplace
- organisational and WHS legislative reporting requirements.
-

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Assessment Conditions

Assessment must comply with WHS laws, legal responsibilities and duty of care required for this unit. It must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities undertaken by individuals carrying out WHS duties in the workplace, and must include access to:

- organisational WHS policies and procedures required to demonstrate the performance evidence
- WHS laws required to demonstrate the performance evidence
- case studies and, where possible, real situations
- opportunities for interaction with others.

Assessors of this unit must satisfy the assessor requirements in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are available from VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBWOR301 Organise personal work priorities and development

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to organise own work schedules, to monitor and obtain feedback on work performance and to maintain required levels of competence.

This unit applies to individuals who exercise discretion and judgement and apply a broad range of competencies in various work contexts.

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

Unit Sector

Industry Capability – Workplace Effectiveness

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Organise and complete own work schedule	1.1 Ensure that work goals, objectives or Key Performance Indicators (KPIs) are understood, negotiated and agreed in accordance with organisational requirements 1.2 Assess and prioritise workload to ensure tasks are completed within identified timeframes 1.3 Identify factors affecting the achievement of work objectives and incorporate contingencies into work plans 1.4 Use business technology efficiently and effectively to manage

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ELEMENT	PERFORMANCE CRITERIA
	and monitor scheduling and completion of tasks
2. Monitor own work performance	2.1 Accurately monitor and adjust personal work performance through self assessment to ensure achievement of tasks and compliance with legislation and work processes or KPIs 2.2 Ensure that feedback on performance is actively sought and evaluated from colleagues and clients in the context of individual and group requirements 2.3 Routinely identify and report on variations in the quality of and products and services according to organisational requirements 2.4 Identify signs of stress and effects on personal wellbeing 2.5 Identify sources of stress and access appropriate supports and resolution strategies
3. Co-ordinate personal skill development and learning	3.1 Identify personal learning and professional development needs and skill gaps using self assessment and advice from colleagues and clients in relation to role and organisational requirements 3.2 Identify, prioritise and plan opportunities for undertaking personal skill development activities in liaison with work groups and relevant personnel 3.3 Access, complete and record professional development opportunities to facilitate continuous learning and career development 3.4 Incorporate formal and informal feedback into review of further learning needs

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Learning	3.1-3.4	• Employs a range of approaches and investigative techniques to source the knowledge necessary to arrange personal learning experiences
Reading	1.1, 1.2, 2.1	• Interprets textual information to determine organisation's procedures, own work performance and objectives

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Writing	1.3, 1.4, 2.3, 3.1, 3.2, 3.3	• Prepares written reports and workplace documents that communicate information clearly and effectively
Oral Communication	2.2, 2.3, 3.1, 3.2	• Clearly gives and receives feedback using specific and relevant language • Uses listening and questioning techniques to confirm understanding
Numeracy	1.1, 1.3	• Understands responsibilities and scope of role and complies with organisational policies, procedures and protocols
Interact with others	1.1, 2.2, 2.3, 3.1, 3.2	• Selects the appropriate form, channel and mode of communication for a specific purpose relevant to own role • Fosters and nurtures a culture of constructive and respectful feedback • Proactively collaborates with others to achieve specific goals
Get the work done	1.2, 1.3, 1.4, 2.4, 2.5, 3.2	• Plans and organises work commitments to ensure deadlines and objectives are met • Uses formal analytical thinking techniques to recognise and respond to routine problems • Uses digital systems and tools to enter, store and monitor information

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
BSBWOR301 Organise personal work priorities and development	BSBWOR301B Organise personal work priorities and development	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBWOR301 Organise personal work priorities and development

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- prepare a work plan according to organisational requirements and work objectives
- use business technology to schedule, prioritise and monitor completion of tasks in a work plan
- assess and prioritise own work load and deal with contingencies
- monitor and assess personal performance against job role requirements by seeking feedback from colleagues and clients
- identify personal development needs and access, complete and record skill development and learning.

Note: if a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- outline key provisions of legislation that relate to own work role
- describe goals, objectives or key performance indicators of own work role
- explain ways to elicit, analyse and interpret feedback when communicating with other people in the workplace
- explain the principles and techniques of goal setting, measuring performance, time management and personal assessment of learning and development needs
- explain signs and sources of stress and strategies to deal with stress in the workplace
- identify methods to identify and prioritise personal learning needs.

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Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the industry capability - workplace effectiveness field of work and include access to:

- office equipment and resources
- work schedules and performance improvement plans
- workplace documentation and resources
- case studies and, where possible, real situations
- interaction with others.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBWOR501 Manage personal work priorities and professional development

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to create systems and process to organise information and prioritise tasks.

It applies to individuals working in managerial positions who have excellent organisational skills. The work ethic of individuals in this role has a significant impact on the work culture and patterns of behaviour of others as managers at this level are role models in their work environment.

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

Unit Sector

Industry Capability – Workplace Effectiveness

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Establish personal work goals	1.1 Serve as a positive role model in the workplace through personal work planning 1.2 Ensure personal work goals, plans and activities reflect the organisation's plans, and own responsibilities and accountabilities 1.3 Measure and maintain personal performance in varying work conditions, work contexts and when contingencies occur

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ELEMENT	PERFORMANCE CRITERIA
2. Set and meet own work priorities	2.1 Take initiative to prioritise and facilitate competing demands to achieve personal, team and organisational goals and objectives 2.2 Use technology efficiently and effectively to manage work priorities and commitments 2.3 Maintain appropriate work-life balance, and ensure stress is effectively managed and health is attended to
3. Develop and maintain professional competence	3.1 Assess personal knowledge and skills against competency standards to determine development needs, priorities and plans 3.2 Seek feedback from employees, clients and colleagues and use this feedback to identify and develop ways to improve competence 3.3 Identify, evaluate, select and use development opportunities suitable to personal learning style/s to develop competence 3.4 Participate in networks to enhance personal knowledge, skills and work relationships 3.5 Identify and develop new skills to achieve and maintain a competitive edge

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Learning	3.1, 3.2, 3.3, 3.4, 3.5	• Investigates and uses a range of strategies to develop personal competence
Reading	1.2, 3.1, 3.2	• Analyses and interprets textual information from organisational policies and practices or feedback to inform personal development planning
Writing	3.2	• Uses feedback to prepare reports that summarise ways to improve competence
Oral Communication	3.2	• Uses active listening and questioning to seek and receive feedback
Navigate the world of work	1.2, 2.1	• Understands how own role contributes to broader organisational goals • Considers organisational protocols when planning own career development

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Interact with others	1.1, 3.2, 3.4	• Selects and uses appropriate conventions and protocols when communicating with diverse stakeholders • Uses interpersonal skills to establish and build positive working relationships with others
Get the work done	1.1, 1.2, 1.3, 2.1, 2.2, 2.3, 3.1	• Plans and prioritises tasks in order to meet deadlines, manage role responsibilities and to manage own personal welfare • Identifies and uses appropriate technology to improve work efficiency

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
BSBWOR501 Manage personal work priorities and professional development	BSBWOR501B Manage personal work priorities and professional development	Updated to meet Standards for Training Packages Minor edits to clarify Performance Criteria	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBWOR501 Manage personal work priorities and professional development

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- use business technology to create and use systems and processes to organise and prioritise tasks and commitments
- measure and maintain personal work performance including assessing competency against competency standards and seeking feedback
- maintain an appropriate work-life balance to manage personal health and stress
- participate in networks
- develop a personal development plan which includes career objectives and an action plan
- develop new skills.

Note: if a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- explain principles and techniques involved in the management and organisation of:
  - performance measurement
  - personal behaviour, self-awareness and personality traits identification
  - a personal development plan
  - personal goal setting
  - time
- discuss management development opportunities and options for self
- describe methods for achieving a healthy work-life balance
- outline organisation’s policies, plans and procedures
- explain types of learning style/s and how they relate to the individual
- describe types of work methods and practices that can improve personal performance.

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Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the industry capability - workplace effectiveness field of work and include access to:

- workplace equipment and resources
- case studies and, where possible, real situations
- interaction with others.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBWRT311 Write simple documents

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Application

This unit describes the skills and knowledge required to plan, draft and finalise a simple document.

The unit applies to individuals who administer a broad range of competencies in various work contexts and may exercise some discretion and judgement to produce a range of simple documents.

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

Unit Sector

Social Competence – Written Communication

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Plan simple document	1.1 Determine audience, purpose and requirements for document according to organisation policies and procedures 1.2 Determine required format, style and structure for document 1.3 Establish method of communication 1.4 Establish key points for inclusion
2. Draft simple document	2.1 Develop draft document to communicate key points according to purpose and requirements for document 2.2 Check that draft meets document purposes and requirements 2.3 Obtain and include additional required information
3. Finalise simple	3.1 Ensure draft is proofread, where appropriate, by supervisor or

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ELEMENT	PERFORMANCE CRITERIA
document	colleague 3.2 Make and proofread necessary changes

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

SKILL	DESCRIPTION
Reading	• Interprets a variety of text to determine and confirm task requirements • Proofreads document checking for grammar, spelling, structure, and suitability of style and format for audience
Oral Communication	• Uses listening and questioning skills to seek additional information or confirmation of task completion
Self-management	• Follows accepted communication practices and protocols when seeking information or feedback from others • Takes responsibility for planning, sequencing and prioritising tasks to achieve required outcomes
Technology	• Uses the main features and functions of digital tools to complete work tasks

Unit Mapping Information

Supersedes and is equivalent to BSBWRT301 Write simple documents.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBWRT311 Write simple documents

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- plan, draft and finalise three different simple documents that accurately convey the required basic information in a format suitable for the intended audience and purpose according to organisational policies and procedures for document production.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- processes for checking:
  - basic readability, grammar, spelling, sentence and paragraph sequencing and structure, and punctuation
  - suitability of document for audience, purpose, and format
- organisational policies and procedures relating to written communication
- written communication methods, including:
  - general emails
  - procedures
  - business letters
  - meeting agendas
- different formats, styles and structures for documents.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- office equipment and resources to assist in the production of documents

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- organisational policies and procedures
- examples of documents to review.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBWRT401 Write complex documents

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to plan documents, draft text, prepare final text and produce documents of some complexity.

It applies to individuals who work in a range of business environments and are skilled in the creation of reports, information and general promotion documents that are more complex than basic correspondence, memos or forms and that require review and analysis of a range of information sources.

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

Unit Sector

Communication – Writing

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1 Plan documents	1.1 Determine the purposes of documents 1.2 Choose appropriate formats for documents 1.3 Establish means of communication 1.4 Determine requirements of documents 1.5 Determine categories and logical sequences of data, information and knowledge to achieve document objectives

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ELEMENT	PERFORMANCE CRITERIA
	1.6 Develop overview of structure and content of documents
2 Draft text	2.1 Review and organise available data, information and knowledge according to proposed structure and content 2.2 Ensure data, information and knowledge is aggregated, interpreted and summarised to prepare text that satisfies document purposes and objectives 2.3 Include graphics as appropriate 2.4 Identify gaps in required data and information, and collect additional material from relevant enterprise personnel 2.5 Draft text according to document requirements and genre 2.6 Use language appropriate to the audience
3 Prepare final text	3.1 Review draft text to ensure document objectives are achieved and requirements are met 3.2 Check grammar, spelling and style for accuracy and punctuation 3.3 Ensure draft text is approved by relevant enterprise personnel 3.4 Incorporate revisions in final copy
4 Produce document	4.1 Choose basic design elements for documents appropriate to audience and purpose 4.2 Use word processing software to apply basic design elements to text 4.3 Check documents to ensure all requirements are met

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1, 1.2, 2.1, 2.2, 2.4, 3.1, 3.2, 4.3	• Interprets information to identify requirements and prepares material suitable to target audience and environment • Proofreads texts for accuracy
Writing	1.6, 2.2, 2.3, 2.5,	• Creates documents for a specific audience using cohesive and well-structured language to convey

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	2.6, 3.2, 3.4, 4.1	detailed and accurate information • Ensures vocabulary, layout and grammatical arrangement achieves meaning and intent of document
Oral Communication	1.1, 1.4, 2.4, 3.3	• Obtains information or clarifies requirements by asking questions and listening
Navigate the world of work	1.4, 4.3	• Adheres to organisational policies and procedures related to document production
Interact with others	1.1, 1.4, 1.5, 2.4, 3.3	• Follows accepted communication practices and protocols when seeking advice about documents from colleagues, supervisors and managers
Get the work done	1.1-1.6, 2.1-2.5, 3.3, 4.1-4.2	• Plans, organises and implements tasks required to produce documents • Makes decisions based on standard procedures, using more formal decision making processes where required • Uses the main features and functions of digital tools to complete work tasks

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
BSBWRT401 Write complex documents	BSBWRT401A Write complex documents	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBWRT401 Write complex documents

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- plan, draft and finalise complex documents that require review and analysis of a range of information sources
- use business technology to apply formatting, and incorporate graphics
- edit the draft text to ensure accuracy and clarity of information, obtain feedback on the draft and revise the draft
- apply the enterprise style guide/house style.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- identify the enterprise style guide/house style
- outline formatting styles and their impact on formatting, readability and appearance of documents
- explain rules and conventions for written English, as defined by general and specialist sources.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the communication – writing field of work and include access to:

- office equipment and resources
- organisational policies and procedures
- organisational style guides.

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Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBWRT501 Write persuasive copy

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to interpret a creative brief and evaluate a range of innovative options to write persuasive copy.

It applies to individuals who use well-developed advertising skills and a broad knowledge base to communicate messages in a wide range of contexts. In this role, individuals may develop copy individually or may work in a supervisory, management or freelancing capacity coordinating a team of writers.

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

Unit Sector

Communication – Writing

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Analyse and interpret creative brief	1.1 Analyse and confirm technique/s for expressing central idea or creative concept 1.2 Identify and check content and supporting information for accuracy and completeness 1.3 Confirm schedule and budgetary requirements for creating copy 1.4 Identify legal and ethical constraints impacting copy to be

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ELEMENT	PERFORMANCE CRITERIA
	developed
2. Evaluate creative options	2.1 Evaluate design and copy options against requirements of creative brief 2.2 Select option/s enabling required information and images to be communicated within time and budgetary requirements
3. Prepare persuasive copy	3.1 Create original copy with impact, which sets product, service or idea being communicated apart from the competition and competitor's promotional material 3.2 Create copy which communicates required image, and features and benefits of the product, service or idea 3.3 Create copy which meets requirements of creative brief in terms of information, format, language, writing style, and level of detail 3.4 Produce copy on time and within budget 3.5 Produce copy which complies with legal, organisational and ethical requirements

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1, 1.2, 1.4, 2.1, 3.3, 3.5	• Recognises and interprets textual information to establish job requirements from relevant information • Proofreads content to ensure accuracy and completeness
Writing	3.1-3.3, 3.5	• Creates documents to ensure clarity of meaning, accuracy, and consistency of information using specific and detailed language to convey explicit information and requirements.
Numeracy	1.3, 3.4	• Interprets numerical information to confirm budget constraints and job deadlines
Navigate the world of work	1.4, 3.5	• Takes full responsibility for following policies, procedures and legislative requirements

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Get the work done	1.3, 2.1, 2.2, 3.1, 3.2, 3.4	• Accepts responsibility for planning, prioritising and sequencing complex tasks and workload • Uses systematic, analytical processes in complex, non-routine situations, designing, gathering relevant information and evaluating options • Develops new and innovative ideas through exploration and analysis • Understands purposes, specific functions and key features of common digital systems and tools and operates them effectively to complete routine tasks

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
BSBWRT501 Write persuasive copy	BSBWRT501A Write persuasive copy	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBWRT501 Write persuasive copy

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- analyse and evaluate a design brief including:
  - check information for accuracy
  - work to schedule
  - work to budgetary requirements
  - locate and adhere to organisation's legal and ethical constraints
- produce persuasive copy with high impact, surpassing competitor's promotional material.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- discuss ethical requirements which may impact production and delivery of creative copy
- explain relevant legislation, standards and codes of practice affecting production and delivery of copy
- outline constraints to be considered during analysis, evaluation and preparation of copy
- explain organisational policies and procedures relevant to writing copy
- describe persuasive writing techniques
- explain structure of persuasive copy.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the communication – writing field of work and include access to:

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- organisational policies and procedures relating to process of copywriting
- relevant legislation, standards and codes of practice
- equipment and resources for advanced copywriting and design.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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CHCCCS019 Recognise and respond to crisis situations

Modification History

Release	Comments
Release 1	This version was released in *CHC Community Services Training Package release 2.0* and meets the requirements of the 2012 Standards for Training Packages. Significant change to the elements and performance criteria. New evidence requirements for assessment including volume and frequency requirements. Significant changes to knowledge evidence.

Application

This unit describes the skills and knowledge required to recognise situations where people may be in imminent crisis, and then to work collaboratively to minimise any safety concerns and make plans to access required support services.

This unit applies to any community services worker involved in crisis intervention. Management of the crisis may involve face-to-face, telephone or remote contact with persons involved.

The skills in this unit must be applied in accordance with Commonwealth and State/Territory legislation, Australian/New Zealand standards and industry codes of practice.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements define the essential outcomes	*Performance criteria describe the performance needed to demonstrate achievement of the element.*

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ELEMENT	PERFORMANCE CRITERIA
Elements define the essential outcomes	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify imminent crisis situations	1.1 Recognise and respond to signs indicating that there may be safety issues for people
	1.2 Consider indicators from direct and indirect communications that suggest the presence of safety issues
	1.3 Ask directly about safety issues whenever there are grounds for concern, and take immediate action based on organisation's procedures
2. Address immediate safety concerns	2.1 Listen empathetically to details of current crisis situation
	2.2 Affirm and strengthen links to safety and living
	2.3 Provide structure and strategies for dealing with the immediate crisis through enabling thoughts and behaviours
	2.4 Balance collaboration and direction according to the person's current capacity for decision-making and coping
	2.5 Identify and agree actions to reduce immediate danger and risk to others, including mobilisation of emergency assistance as required
	2.6 Confirm that actions are legal, ethical, consistent with organisation policy and meet duty of care requirements
	2.7 Seek advice or assistance from supervisor as required
3. Provide referral for crisis intervention support	3.1 Empower person to make informed choices about further help
	3.2 Explore possible barriers to seeking or accepting help and develop responses
	3.3 Develop a plan with the individual that includes agreed first steps to access and use informal supports and professional help
	3.4 Refer to appropriate professionals as required
	3.5 Complete and maintain accurate documentation

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ELEMENT	PERFORMANCE CRITERIA
Elements define the essential outcomes	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
4. Care for self	4.1 Recognise and minimise risks to self associated with crisis support 4.2 Identify and respond to the need for supervision and debriefing

Foundation Skills

The Foundation Skills describe those required skills (such as language, literacy, numeracy and employment skills) that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

No equivalent unit.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e0c25cc-3d9d-4b43-80d3-bd22cc4f1e53

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Assessment Requirements for CHCCCS019 Recognise and respond to crisis situations

Modification History

Release	Comments
Release 1	This version was released in *CHC Community Services Training Package release 2.0* and meets the requirements of the 2012 Standards for Training Packages. Significant change to the elements and performance criteria. New evidence requirements for assessment including volume and frequency requirements. Significant changes to knowledge evidence.

Performance Evidence

The candidate must show evidence of the ability to complete tasks outlined in elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the job role. There must be evidence that the candidate has:

- been involved in crisis intervention activities on at least 3 occasions

Knowledge Evidence

The candidate must be able to demonstrate essential knowledge required to effectively complete tasks outlined in elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the work role. This includes knowledge of:

- legal and ethical consideration relevant to recognising and responding to crisis situations including:
  - duty of care
  - privacy, confidentiality and disclosure
  - work role boundaries, responsibilities and limitations
  - mandatory reporting
  - codes of practice
- organisation policies and procedures for responding to crisis situations
- types of crisis situations, including:
  - potential suicide
  - threats to harm others
  - self harm
  - received threats

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  - abuse, including child abuse
  - domestic and family violence
- common indicators or signs of crisis in other people
- personal values, beliefs and attitudes that facilitate or impede crisis care:
  - assumptions about who may be at risk
  - common notions about crisis situations
- principles and practices of crisis intervention:
  - critical incident procedures
  - facilitating emergency interventions
  - addressing safety concerns
- referral options and procedures for accessing services
- principles and practices of self-care and supervision

Assessment Conditions

Skills must be demonstrated in a crisis support workplace or in a simulated environment that reflects workplace conditions. The following conditions must be met for this unit:

- use of suitable facilities, equipment and resources, including organisation policies, procedures and resources
- modelling typical workplace conditions and contingencies, including:
  - interactions with people from a range of diverse backgrounds
  - links to other services
  - realistic, in-depth, validated industry scenarios and simulations of crisis situations

Assessors must satisfy the Standards for Registered Training Organisations (RTOs) 2015/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e0c25cc-3d9d-4b43-80d3-bd22cc4f1e53

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CHCCOM002 Use communication to build relationships

Modification History

Release	Comments
Release 2	This version was released in *CHC Community Services Training Package release 3.0.* Amended modification history and mapping. Equivalent outcome.
Release 1	This version was released in *CHC Community Services Training Package release 2.0* and meets the requirements of the 2012 Standards for Training Packages. Significant changes to performance criteria. New evidence requirements for assessment including volume and frequency requirements. Significant changes to knowledge evidence.

Application

This unit describes the skills and knowledge to apply specific communication techniques to establish, build and maintain relationships with clients, colleagues and other stakeholders based on respect and trust.

This unit applies to work across a range of workplace contexts where workers at all levels may communicate with individuals and/or groups both in person and in writing.

The skills in this unit must be applied in accordance with Commonwealth and State/Territory legislation, Australian/New Zealand standards and industry codes of practice.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements define the essential outcomes	*Performance criteria describe the performance needed to demonstrate achievement of the element*
1. Communicate with clients and co-workers	1.1 Identify and use appropriate communication techniques to communicate with clients and colleagues 1.2 Communicate in a manner that demonstrates respect,

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ELEMENT	PERFORMANCE CRITERIA
Elements define the essential outcomes	*Performance criteria describe the performance needed to demonstrate achievement of the element*
	accepts individual differences and upholds rights
	1.3 Represent the organisation appropriately and in accordance with communication policies and protocols
	1.4 Provide information to clients and service providers in accordance with communication policies and protocols
2. Address communication needs	2.1 Recognise and support communication needs of clients, colleagues and external networks
	2.2 Facilitate access to interpreter and translation services as required
	2.3 Identify and address problems and communication barriers
	2.4 Defuse conflict or potentially difficult situations with clients and colleagues and refer in accordance with organisational requirements
	2.5 Seek and respond to feedback on the effectiveness of communication with clients, colleagues and external networks
3. Facilitate meetings	3.1 Develop an agenda and list of invited participants in consultation with appropriate people
	3.2 Communicate details of the meeting to the participants and other stakeholders in accordance with organisation communication protocols
	3.3 Contribute to and follow objectives and agendas for meeting
	3.4 Provide opportunities to fully explore all relevant issues and provide relevant information
	3.5 Use strategies that encourage all members to participate equally, including seeking and acknowledging contributions from all members
	3.6 Implement strategies to ensure the specific communication needs of individuals within the meeting are identified and addressed
	3.7 Facilitate the resolution of conflict between

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ELEMENT	PERFORMANCE CRITERIA
Elements define the essential outcomes	*Performance criteria describe the performance needed to demonstrate achievement of the element*
	participants
	3.8 Minute or record meeting in accordance with organisation requirements
	3.9 Evaluate meeting processes and identify lessons learned or opportunities for improvement

Foundation Skills

The Foundation Skills describe those required skills (language, literacy, numeracy and employment skills) that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

No equivalent unit.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e0c25cc-3d9d-4b43-80d3-bd22cc4f1e53

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Assessment Requirements for CHCCOM002 Use communication to build relationships

Modification History

Release	Comments
Release 2	This version was released in *CHC Community Services Training Package release 3.0*. Amended modification history and mapping. Equivalent outcome.
Release 1	This version was released in *CHC Community Services Training Package release 2.0* and meets the requirements of the 2012 Standards for Training Packages. Significant changes to performance criteria. New evidence requirements for assessment including volume and frequency requirements. Significant changes to knowledge evidence.

Performance Evidence

The candidate must show evidence of the ability to complete tasks outlined in elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the job role. There must be demonstrated evidence that the candidate has:

- obtained feedback from 3 clients or colleagues on effectiveness of communication and responded appropriately
- prepared 3 types of written correspondence in accordance with organisation communication protocols
- facilitated resolution of 1 difficult situation with a client, colleague or service provider
- facilitated 1 meeting around a workplace issue

Knowledge Evidence

The candidate must be able to demonstrate essential knowledge required to effectively complete tasks outlined in elements and performance criteria of this unit, manage the task and manage contingencies in the context of the work role. This includes knowledge of:

- organisation communication policies and protocols
- different communication styles and techniques, and how they impact on interpersonal communication, including:
  - strategies for effective interpersonal communication

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  - person centred and rights based approaches
  - cross-cultural communication protocols
  - non-verbal communication cues
  - group processes and dynamics
  - motivational interviewing versus coercive approach
  - collaboration versus confrontation
- communication strategies to:
  - build and maintain relationships and trust
  - facilitate workplace meetings
  - negotiate for optimal outcomes
  - deliver business presentations
  - address barriers
  - solve problems and resolve conflict
- types of interpretation and translation services specific to the client group, and how to access them
- factors that commonly contribute to the development of communication barriers including high emotions, mistrust or misunderstandings
- professional relationship boundaries
- digital media and use in community services and health sector, including:
  - web
  - email
  - social media
  - podcast and videos
  - tablets and applications
  - newsletters and broadcasts
  - intranet
- written correspondence protocols and style guides, including letters, emails, minutes, case notes, reports

Assessment Conditions

Skills must have been demonstrated in the workplace or in a simulated environment that reflects workplace conditions. The following conditions must be met for this unit:

- use of suitable facilities, equipment and resources, including use of real workplace policies and procedures
- modelling typical workplace conditions, including:
  - interactions with clients and co-workers from a range of diverse backgrounds
  - facilitation of groups of at least 3 people
  - typical workplace reporting processes
  - interpreter and translation services where required
  - use of digital media

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Assessors must satisfy the Standards for Registered Training Organisations (RTOs) 2015/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e0c25cc-3d9d-4b43-80d3-bd22cc4f1e53

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CHCLEG001 Work legally and ethically

Modification History

Release	Comments
Release 1	This version was released in *CHC Community Services Training Package release 2.0* and meets the requirements of the 2012 Standards for Training Packages. Significant changes to the elements and performance criteria. New evidence requirements for assessment, including volume and frequency.

Application

This unit describes the skills and knowledge required to identify and work within the legal and ethical frameworks that apply to an individual job role.

This unit applies to community services and health workers who play a proactive role in identifying and meeting their legal and ethical responsibilities.

The skills in this unit must be applied in accordance with Commonwealth and State/Territory legislation, Australian/New Zealand standards and industry codes of practice.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements define the essential outcomes	*Performance criteria describe the performance needed to demonstrate achievement of the element*
1. Identify and respond to legal requirements	1.1 Identify, access and interpret sources of information about the legal requirements that apply to the work role
	1.2 Identify the scope and nature of own legal rights and responsibilities
	1.3 Adhere to legal requirements in work practice according to workplace policies and procedures and scope of role
	1.4 Recognise potential or actual breaches and report according to organisation procedures

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ELEMENT	PERFORMANCE CRITERIA
Elements define the essential outcomes	*Performance criteria describe the performance needed to demonstrate achievement of the element*
2. Identify and meet ethical responsibilities	2.1 Identify, access and interpret sources of information about the ethical responsibilities that apply to the work role 2.2 Identify the scope and nature of own ethical responsibilities 2.3 Meet ethical responsibilities according to workplace policies and protocols, and scope of role 2.4 Recognise potential ethical issues and dilemmas, and discuss with an appropriate person 2.5 Recognise own personal values and attitudes and take into account to ensure non-judgemental practice 2.6 Use effective problem solving techniques when exposed to competing value systems 2.7 Recognise unethical conduct and report to an appropriate person 2.8 Recognise potential and actual conflicts of interest and take appropriate action
3. Contribute to workplace improvements	3.1 Identify situations where work practices could be improved to meet legal and ethical responsibilities 3.2 Pro-actively share feedback with colleagues and supervisors 3.3 Identify and take opportunities to contribute to the review and development of policies and protocols

Foundation Skills

The Foundation Skills describe those required skills (language, literacy, numeracy and employment skills) that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Unit Mapping Information

No equivalent unit.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e0c25cc-3d9d-4b43-80d3-bd22cc4f1e53

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Assessment Requirements for CHCLEG001 Work legally and ethically

Modification History

Release	Comments
Release 1	This version was released in *CHC Community Services Training Package release 2.0* and meets the requirements of the 2012 Standards for Training Packages. Significant changes to the elements and performance criteria. New evidence requirements for assessment, including volume and frequency.

Performance Evidence

The candidate must show evidence of the ability to complete tasks outlined in elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the job role. There must be evidence that the candidate has:

- completed workplace activities in accordance with legal and ethical requirements in at least 3 different situations
- developed appropriate responses to at least 3 different legal or ethical issues relevant to the work role
- identified and communicated at least 2 potential work practice improvements designed to enhance workplace responsiveness to legal and ethical requirements

Knowledge Evidence

The candidate must be able to demonstrate essential knowledge required to effectively do the task outlined in elements and performance criteria of this unit, manage the task and manage contingencies in the context of the work role. This includes knowledge of:

- legal and ethical considerations (international, national, state/territory, local) for people working in the community services and health context, how they are applied in organisations, how these impact individual workers, and the consequences of breaches:
  - children in the workplace
  - codes of conduct
  - codes of practice
  - complaints management
  - continuing professional education
  - discrimination

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    - dignity of risk
    - duty of care
    - human rights
        - *Universal declaration of human rights*
        - relationship between human needs and human rights
        - frameworks, approaches and instruments used in the workplace
    - informed consent
    - mandatory reporting
    - practice standards
    - practitioner/client boundaries
    - privacy, confidentiality and disclosure
    - policy frameworks
    - records management
    - rights and responsibilities of workers, employers and clients
    - industrial relations legislation relevant to employment conditions of role
    - specific legislation in the area of work – objectives and key components
    - work role boundaries – responsibilities and limitations
    - work health and safety
- interrelationships, similarities and differences that may exist between legal and ethical frameworks
- legal issues in the context of the work role:
    - type of legal issues that arise
    - ways to respond
- ethical practice in the context of the work role:
    - type of ethical issues that arise
    - ways to respond
- workplace policies, procedures and protocols:
    - how they are/should be developed
    - processes for review, including consultation and mechanisms for input

Assessment Conditions

Skills must have been demonstrated in the workplace or in a simulated environment that reflects workplace conditions. The following conditions must be met for this unit:

- use of suitable facilities, equipment and resources, including:
    - current legislation, regulations and codes of practice
    - organisation policies, procedures and protocols
- modelling of industry operating conditions, including presence of problem solving activities

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Assessors must satisfy the Standards for Registered Training Organisations (RTOs) 2015/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e0c25cc-3d9d-4b43-80d3-bd22cc4f1e53

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CHCMHS001 Work with people with mental health issues

Modification History

Release	Comments
Release 1	This version was released in *CHC Community Services Training Package release 2.0* and meets the requirements of the 2012 Standards for Training Packages. Merged CHCMH301C/CHCMH411A. Significant changes to performance criteria. New evidence requirements for assessment including volume and frequency requirements.

Application

This unit describes the skills and knowledge required to establish relationships, clarify needs, and then work collaboratively with people who are living with mental health issues.

This unit applies to support workers in contexts outside the mental health sector, but who come into contact with people with mental health issues. The services and support provided are not mental health specific.

The skills in this unit must be applied in accordance with Commonwealth and State/Territory legislation, Australian/New Zealand standards and industry codes of practice

Elements and Performance Criteria

ELEMENT	**PERFORMANCE CRITERIA**
Elements define the essential outcomes	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Establish respectful relationships with people with mental health issues	1.1 Communicate in a way that develops and maintains respect, hope, trust and self-direction 1.2 Work in a way that reflects and prioritises the person's right to self define and direct their own recovery 1.3 Recognise and respect the person's social, cultural and spiritual differences 1.4 Support the person to understand and exercise their

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ELEMENT	PERFORMANCE CRITERIA
Elements define the essential outcomes	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	rights
	1.5 Maintain confidentiality and privacy of the person within organisation policy and protocols
2. Determine the needs of people with mental health issues	2.1 Gather and interpret information about the person's needs from the person and other agreed sources
	2.2 Identify and discuss with the person services and strategies that support empowerment and recovery
	2.3 Support the person to express their own identity and preferences and avoid imposing own values and attitudes
	2.4 Identify duty of care and dignity of risk considerations in collaboration with the person
3. Work with people with mental health issues to meet aspirations and needs	3.1 Provide support that facilitates progress towards the person's goals in collaboration with the person and their care network
	3.2 Work in ways that uphold the person's rights
	3.3 Adapt service delivery within organisation policies and procedures to meet the person's specific needs and requirements
	3.4 Document interactions and services according to organisation policy and procedures
	3.5 Respond promptly and supportively to people experiencing distress or crisis
	3.6 Work within the limits of own knowledge, abilities and work role and make referrals to other services as indicated by the person's needs

Foundation Skills

The Foundation Skills describe those required skills (employability skills, language,

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literacy and numeracy) that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

No equivalent unit.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e0c25cc-3d9d-4b43-80d3-bd22cc4f1e53

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Assessment Requirements for CHCMHS001 Work with people with mental health issues

Modification History

Release	Comments
Release 1	This version was released in *CHC Community Services Training Package release 2.0* and meets the requirements of the 2012 Standards for Training Packages. Merged CHCMH301C/CHCMH411A. Significant changes to performance criteria. New evidence requirements for assessment including volume and frequency requirements.

Performance Evidence

The candidate must show evidence of the ability to complete tasks outlined in elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the job role. There must be evidence that the candidate has:

- worked with at least 3 people with mental health issues in ways that support individual empowerment and recovery through:
  - use of communication techniques
  - provision and adaptation of services to meet particular needs

Knowledge Evidence

The candidate must be able to demonstrate essential knowledge required to effectively do the task outlined in elements and performance criteria of this unit, manage the task and manage contingencies in the context of the work role. This includes knowledge of:

- legal and ethical considerations (international, national, state/territory, local) when working with people with mental health issues, and how these are applied in organisations and individual practice:
  - children in the workplace
  - codes of practice
  - discrimination
  - dignity of risk
  - duty of care
  - human rights

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  - informed consent
  - mandatory reporting
  - privacy, confidentiality and disclosure
  - policy frameworks
  - records management
  - rights and responsibilities of workers, employers and individuals
  - specific mental health legislation – impact on individual workers and consequences of breaches
  - work role boundaries – responsibilities and limitations
  - work health and safety
- values and principles of the mental health sector, including:
  - recovery
  - recovery oriented practice
  - health promotion and prevention
  - holistic approach
  - empowerment/disempowerment
  - access and equity
  - early intervention
  - rights
  - social justice and inclusion
  - citizenship
- different contexts of mental health work, including:
  - historical context, changing attitudes to mental health and approaches to working with people with mental health issues
  - social context. changing societal views of mental health and approaches to working with people
  - political context, government policies and initiatives affecting the mental health sector
  - economic context, the current economic situation as it relates to and affects the mental health sector and the subsequent impact on people
- impact of own attitudes on working with people with mental health issues
- key issues facing people with mental health illnesses, including impact of prejudice and discrimination
- myths and facts about mental illness
- types of mental illness
- existing services to address a person’s needs and rights
- appropriate responses to changes in mental health, mental distress and crisis
- circumstances in which referral to a health or other professional is appropriate

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Assessment Conditions

Skills must have been demonstrated in the workplace or in a simulated environment that reflects workplace conditions. Where simulation is used, it must reflect real working conditions by modelling industry operating conditions and contingencies, as well as, using suitable facilities, equipment and resources.

Assessors must satisfy the Standards for Registered Training Organisations (RTOs) 2015/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e0c25cc-3d9d-4b43-80d3-bd22cc4f1e53

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CPCCOHS1001A Work safely in the construction industry

Modification History

Not Applicable

Unit Descriptor

Unit descriptor

This unit of competency specifies the outcomes required to undertake Occupational Health and Safety (OHS) induction training within the construction industry.

It requires the ability to demonstrate personal awareness of OHS legislative requirements, and the basic principles of risk management and prevention of injury and illness in the construction industry.

Licensing requirements will apply to this unit of competency depending on the regulatory requirements of each jurisdiction.

Application of the Unit

Application of the unit

This unit of competency supports the attainment of the basic OHS knowledge required prior to undertaking designated work tasks within any of the sectors within the construction industry. The unit relates directly to the general induction training program specified by the *National Code of Practice for Induction for Construction Work* (ASCC 2007).

Licensing/Regulatory Information

Refer to Unit Descriptor

Pre-Requisites

Prerequisite units

Nil

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Prerequisite units Nil

Employability Skills Information

Employability skills 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 performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Identify OHS legislative requirements.	1.1. Applicable ***OHS legislative requirements*** relevant to own work, role and responsibilities are identified and explained. 1.2. Duty of care requirements are identified. 1.3. Own responsibilities to comply with ***safe work practices*** are identified and explained.
2. Identify construction hazards and control measures.	2.1. Basic principles of risk management are identified. 2.2. ***Common construction hazards*** are identified and discussed. 2.3. ***Measures for controlling*** hazards and risks are identified.
3. Identify OHS communication and reporting processes.	3.1. OHS communication processes, information and documentation are identified and discussed. 3.2. Role of ***designated OHS personnel*** is identified and explained.

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ELEMENT	PERFORMANCE CRITERIA
	3.3. ***Safety signs and symbols*** are identified and explained. 3.4. Procedures and ***relevant authorities*** for reporting hazards, ***incidents*** and injuries are identified.
4. Identify OHS incident response procedures.	4.1. ***General procedures*** for responding to incidents and ***emergencies*** are identified and explained. 4.2. Procedures for accessing first aid are identified. 4.3. Requirements for the selection and use of relevant ***personal protective equipment*** are identified and demonstrated. 4.4. ***Fire safety equipment*** is identified and discussed.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Required skills for this unit are:

- communication skills to:
  - clarify OHS legislative requirements
  - verbally report construction hazards and risks
  - ask effective questions
  - relay information to others
  - discuss OHS issues and information
- comprehension skills to:
  - explain the basic OHS legislative requirements which will be applicable to own work
  - explain the meaning of safety signs and symbols
  - identify common construction hazards
  - discuss the basic principles of risk management.

Required knowledge

Required knowledge for this unit is:

- applicable Commonwealth, State or Territory OHS legislation, regulations, standards, codes of practice and industry standards/guidance notes relevant to own

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REQUIRED SKILLS AND KNOWLEDGE

work, role and responsibilities

- basic principles of risk management and assessment for construction work
- common construction hazards
- common construction safety signage and its meanings
- general construction emergency response and evacuation procedures
- general construction work activities that require licenses, tickets or certificates of competency
- general first aid response requirements
- general procedures for raising OHS issues
- general procedures for reporting OHS hazards, accidents, incidents, emergencies, injuries, near misses and dangerous occurrences
- general procedures for responding to hazards, incidents and injuries
- general workers' compensation and injury management requirements
- OHS hierarchy of controls
- OHS responsibilities and rights of duty holders, including:
  - persons in control of construction work/projects
  - employers and self-employed persons
  - supervisors
  - employees
  - designers
  - inspectors
  - manufacturers and suppliers
- own responsibilities to comply with safe work practices relating to:
  - housekeeping
  - identification of hazards
  - preventing bullying or harassment
  - smoking
  - use of amenities
  - use of drugs and alcohol
- role of OHS committees and representatives
- types of common personal protective equipment and fire safety equipment
- types of OHS information and documentation.

Evidence Guide

EVIDENCE GUIDE

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EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

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

Evidence must confirm personal awareness of the following:

- applicable OHS legislative and safety requirements for construction work including duty of care
- the range of common construction hazards and procedures for the assessment of risk and application of the hierarchy of control
- OHS communication processes, information and documentation including the role of OHS committees and representatives, the meaning of common safety signs and symbols, and procedures for reporting hazards, incidents and injuries
- general procedures for responding to incidents and emergencies including evacuation, first aid, fire safety equipment and PPE.

Context of and specific resources for assessment

- Resources must be available to support the program including participant materials and other information or equipment related to the skills and knowledge covered by the program.
- It is recommended that the assessment tool designed specifically to support this unit of competency will provide consistency in assessment outcomes.
- Where applicable, physical resources should include equipment modified for people with disabilities
- Access must be provided to appropriate assessment support when required.
- Assessment processes and techniques must be culturally appropriate, and appropriate to the oracy, language and literacy capacity of the assessee and the work being performed
- In all cases where practical assessment is used it will be combined with targeted questioning to assess the underpinning knowledge. Questioning will be undertaken in such a

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EVIDENCE GUIDE

	manner as is appropriate to the oracy, language and literacy levels of the operator, any cultural issues that may affect responses to the questions, and reflecting the requirements of the competency and the work being performed.
Method of assessment	Assessment methods may include more than one of the following: • practical assessment • oral questioning • written test • work-based activities • simulated project based activity

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, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

OHS legislative requirements relate to:	• Australian standards • construction industry OHS standards and guidelines • duty of care • health and safety representatives, committees and supervisors • licences, tickets or certificates of competency • National Code of Practice for Induction Training for Construction Work • national safety standards • OHS and welfare Acts and regulations • safety codes of practice.
Duty of care requirements relate to:	• legal responsibility under duty of care to do everything reasonably practicable to protect others from harm

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RANGE STATEMENT

	• own responsibilities to comply with safe work practices, including activities that require licences, tickets or certificates of competency • relevant state OHS requirements, including employers and self-employed persons, persons in control of the work site, construction supervisors, designers, manufacturers and suppliers, construction workers, subcontractors and inspectors.
Safe work practices include:	• access to site amenities, such as drinking water and toilets • general requirements for safe use of plant and equipment • general requirements for use of personal protective equipment and clothing • housekeeping to ensure a clean, tidy and safer work area • no drugs and alcohol at work • preventing bullying and harassment • smoking in designated areas • storage and removal of debris.
Risk relates to:	• likelihood of a hazard causing injury or harm.
Principles of risk management include:	• assessing the risks involved • consulting and reporting ensuring the involvement of relevant workers • controlling the hazard • identifying hazards • reviewing to identify change or improvement.
Hazard relates to:	• any thing (including an intrinsic property of a thing) or situation with the potential to cause injury or harm.
Common construction hazards include:	• confined spaces • electrical safety • excavations, including trenches • falling objects • hazardous substances and dangerous goods • HIV and other infectious diseases • hot and cold working environments • manual handling • noise • plant and equipment

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RANGE STATEMENT

	• traffic and mobile plant • unplanned collapse • ultraviolet (UV) radiation • working at heights.
Measures for controlling risk to eliminate or minimise hazards in accordance with the hierarchy of control include:	• elimination • substitution • isolation • engineering control • administrative control • personal protective equipment.
OHS communication processes include:	• discussions with OHS representatives • OHS meetings • OHS notices, newsletters, bulletins and correspondence • OHS participative arrangements • processes for raising OHS issues • toolbox talks • workplace consultation relating to OHS issues and changes.
OHS information and documentation includes:	• accident and incident reports • Acts and regulations • Australian standards • codes of practice • construction documentation and plans • emergency information contact • evacuation plans • guidance notes • job safety analyses • labels • material safety data sheets (MSDS) • proformas for reporting hazards, incidents and injuries • reports of near misses and dangerous occurrences • risk assessments • safe work method statements • safety meeting minutes • site safety inspection reports.
Designated OHS personnel includes:	• first aid officers • OHS committee members

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RANGE STATEMENT

	• OHS representatives • supervisors.
Safety signs and symbols include:	• emergency information signs (e.g. exits, equipment and first aid) • fire signs (e.g. location of fire alarms and firefighting equipment) • hazard signs (e.g. danger and warning) • regulatory signs (e.g. prohibition, mandatory and limitation or restriction) • safety tags and lockout (e.g. danger tags, out of service tags).
Relevant authorities include:	• emergency services (e.g. police, ambulance, fire brigade and emergency rescue) • OHS regulatory authority • supervisor.
Incidents include:	• accidents resulting in personal injury or damage to property • near misses or dangerous occurrences which do not cause injury but may pose an immediate and significant risk to persons or property, and need to be reported so that action can be taken to prevent recurrence, for example: • breathing apparatus malfunctioning to the extent that the user's health is in danger • collapse of the floor, wall or ceiling of a building being used as a workplace • collapse or failure of an excavation more than 1.5 metres deep (including any shoring) • collapse or partial collapse of a building or structure • collapse, overturning or failure of the load bearing of any scaffolding, lift, crane, hoist or mine-winding equipment • damage to or malfunction of any other major plant • electric shock. • electrical short circuit, malfunction or explosion • uncontrolled explosion, fire or escape of gas, hazardous substance or steam • any other unintended or uncontrolled incident or event arising from operations carried on at a

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RANGE STATEMENT

	workplace.
General procedures for responding to incidents and emergencies include:	• basic emergency response (keep calm, raise alarm, obtain help) • evacuation • notification of designated OHS personnel and authorities • notification of emergency services (e.g. when and how) • referring to site emergency plans and documentation.
Emergencies include:	• chemical spill • fire • injury to personnel • structural collapse • toxic and/or flammable vapours emission • vehicle/mobile plant accident.
Personal protective equipment includes:	• aprons • arm guards • eye protection • gloves • hard hat • hearing protection • high visibility retro reflective vests • protective, well fitting clothing • respiratory protection • safety footwear • UV protective clothing and sunscreen.
Fire safety equipment includes:	• breathing apparatus • fire blankets • firefighting equipment.

Unit Sector(s)

Unit sector Construction

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Co-requisite units

Co-requisite units Nil

Functional area

Functional area

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CPCCVE1011A Undertake a basic construction project

Modification History

Not Applicable

Unit Descriptor

Unit descriptor This unit of competency specifies the outcomes required to undertake a basic construction project to provide elementary skills applicable to the construction industry. It includes completion of a project using basic tools, equipment and materials.

Application of the Unit

Application of the unit This unit supports the attainment of basic construction work applications for new construction sites, existing structures being renovated or extended, and existing structures subject to service, restoration or maintenance which includes working with others and as a member of a team.

Basic projects include minor projects within any sector of the construction industry, for example, constructing a pergola, barbecue or footpath.

Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units Nil

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Employability Skills Information

Employability skills 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 performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Plan and prepare.	1.1. Work instructions and operational details for the ***project planning*** are obtained, confirmed and applied from relevant ***information***. 1.2. ***Safety*** (***OHS***) requirements are followed in accordance with safety plans and policies. 1.3. Signage and barricade requirements are identified and implemented. 1.4. ***Tools and equipment*** selected to carry out tasks are consistent with job requirements, checked for serviceability, and any faults are rectified or reported prior to commencement. 1.5. Material quantity requirements are calculated in accordance with plans and specifications. 1.6. ***Materials*** appropriate to the work application are identified, obtained, prepared, safely handled and located ready for use. 1.7. ***Environmental requirements*** are identified for the project in accordance with environmental plans and ***statutory and regulatory authority*** obligations, and are applied.
2. Prepare materials for use on a simple construction project.	2.1. Required materials are selected for the project from project plans and specifications. 2.2. Materials are checked for quality in accordance with

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ELEMENT	PERFORMANCE CRITERIA
	the specifications.
3. Determine component requirements and assembly sequence.	3.1. Component parts are identified from working drawings and specifications. 3.2. Processes for manufacture, assembly or other construction techniques and components are selected and applied in accordance with working drawings, specifications and established work procedures. 3.3. Construction process is determined. 3.4. Component parts are checked for accuracy, quality and suitability for the project according to plans, drawings, specifications and established work procedures.
4. Operate hand tools.	4.1. Hand tools are identified and checked for serviceability and operation in accordance with OHS legislation. 4.2. Equipment to hold or support material during the operation of tools is selected and applied in accordance with standard work practices. 4.3. Hand tools are used in accordance with OHS legislation.
5. Use equipment safely.	5.1. Equipment is selected and checked for serviceability and operation in accordance with OHS legislation. 5.2. Equipment is safely and effectively operated in accordance with OHS legislation, and used to construct basic project.
6. Construct a simple project.	6.1. Work area requirements are prepared in accordance with working drawings, specifications and established work procedures. 6.2. Set out, levelling, construction and erection or installation of project are implemented in accordance with application and requirements for line, level and plumb in construction projects. 6.3. Construction project is completed to specification and ***quality*** and is checked for conformity to plans and design specifications.
7. Clean up.	7.1. Work area is cleared and materials disposed of, reused or recycled in accordance with legislation, regulations, codes of practice and job specification. 7.2. Tools and equipment are cleaned, checked, maintained and stored in accordance with manufacturer recommendations and standard work practices.

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Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Required skills for this unit are:

- communication skills to:
  - determine requirements
  - enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand
  - follow instructions
  - read and interpret:
    - documentation from a variety of sources
    - drawings and specifications
  - report faults
  - use language and concepts appropriate to cultural differences
  - use and interpret non-verbal communication, such as hand signals
- identifying and accurately reporting to appropriate personnel any faults in tools, equipment or materials
- numeracy skills to apply measurements and calculations
- organisational skills, including the ability to plan and set out work
- teamwork skills to work with others to action tasks and relate to people from a range of cultural and ethnic backgrounds and with varying physical and mental abilities
- technological skills to:
  - use a range of mobile technology, such as two-way radio and mobile phones
  - voice and hand signals to access and understand site-specific instructions.

Required knowledge

Required knowledge for this unit is:

- basic construction techniques
- construction materials
- construction terminology
- hazardous materials
- job safety analysis (JSA) and safe work method statements
- material safety data sheets (MSDS)

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REQUIRED SKILLS AND KNOWLEDGE

- material sizes
- materials storage and environmentally friendly waste management
- plans, specifications and drawings
- plumb, line and level
- processes for the calculation of material requirements
- quality requirements
- tools and equipment types, characteristics, uses, limitations and maintenance
- workplace and equipment safety requirements.

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment	This unit of competency could be assessed in the workplace or a close simulation of the workplace environment, provided that simulated or project-based assessment techniques fully replicate construction workplace conditions, materials, activities, responsibilities and procedures.
Critical aspects for assessment and evidence required to demonstrate competency in this unit	A person who demonstrates competency in this unit must be able to provide evidence of the ability to: • locate, interpret and apply relevant information, standards and specifications • comply with site safety plan and OHS legislation, regulations and codes of practice applicable to workplace operations • comply with organisational policies and procedures, including quality requirements • safely and effectively use tools and equipment • communicate and work effectively and safely with others • complete a basic construction project to specifications, complying with OHS requirements, correct and safe use of hand

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EVIDENCE GUIDE

	tools and equipment.
Context of and specific resources for assessment	This competency is to be assessed using standard and authorised work practices, safety requirements and environmental constraints. Assessment of essential underpinning knowledge will usually be conducted in an off-site context. Assessment is to comply with relevant regulatory or Australian standards' requirements. Resource implications for assessment include: • an induction procedure and requirement • realistic tasks or simulated tasks covering the mandatory task requirements • relevant specifications and work instructions • tools and equipment appropriate to applying safe work practices • support materials appropriate to activity • workplace instructions relating to safe work practices and addressing hazards and emergencies • material safety data sheets • research resources, including industry related systems information. Reasonable adjustments for people with disabilities must be made to assessment processes where required. This could include access to modified equipment and other physical resources, and the provision of appropriate assessment support.
Method of assessment	Assessment methods must: • satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package • include direct observation of tasks in real or simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application • reinforce the integration of employability skills with workplace tasks and job roles • confirm that competency is verified and able to be transferred to other circumstances and

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EVIDENCE GUIDE

environments.

Validity and sufficiency of evidence requires that:

- competency will need to be demonstrated over a period of time reflecting the scope of the role and the practical requirements of the workplace
- where the assessment is part of a structured learning experience the evidence collected must relate to a number of performances assessed at different points in time and separated by further learning and practice, with a decision on competency only taken at the point when the assessor has complete confidence in the person's demonstrated ability and applied knowledge
- all assessment that is part of a structured learning experience must include a combination of direct, indirect and supplementary evidence.

Assessment processes and techniques should as far as is practical take into account the language, literacy and numeracy capacity of the candidate in relation to the competency being assessed.

Supplementary evidence of competency may be obtained from relevant authenticated documentation from third parties, such as existing supervisors, team leaders or specialist training staff.

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, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

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RANGE STATEMENT

Project planning includes:	• assessment of conditions • determining work requirements • equipment defect identification • hazards • work site inspection.
Information includes:	• diagrams or sketches • instructions issued by authorised organisational or external personnel • manufacturer specifications and instructions, where specified • MSDS • memos • regulatory and legislative requirements pertaining to undertaking a basic construction project • relevant Australian standards • safe work procedures relating to undertaking a basic construction project • signage • verbal, written and graphical instructions • work bulletins • work schedules, plans and specifications.

Safety (***OHS***) is to be in accordance with state and territory legislation and regulations and project safety plan and may include:	• emergency procedures, including extinguishing fires, organisational first aid requirements and evacuation
	• handling activities that may require the assistance of others or the use of manual or mechanical lifting devices where size, weight or other issues, such as a disability are a factor
	• hazard control
	• hazardous materials and substances
	• organisational first aid
	• PPE prescribed under legislation, regulations and workplace policies and practices
	• safe operating procedures, including the conduct of operational risk assessment and treatments associated with:
	  • earth leakage boxes
	  • lighting
	  • power cables, including overhead service trays, cables and conduits

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RANGE STATEMENT

	• restricted access barriers • surrounding structures • traffic control • trip hazards • work site visitors and the public • working at heights • working in confined spaces • working in proximity to others • use of firefighting equipment • use of tools and equipment • workplace environmental requirements and safety.
Tools and equipment include:	• those appropriate to the project.
Materials include:	• those appropriate to the project.
Environmental requirements include:	• noise and dust • vibration and clean-up management • waste management.
Statutory and regulatory authorities include:	• federal, state and local authorities administering applicable Acts, regulations and codes of practice.
Quality requirements include:	• internal company quality policy and standards • manufacturer specifications, where specified • relevant regulations, including Australian standards • workplace operations and procedures.

Unit Sector(s)

Unit sector Construction

Co-requisite units

Co-requisite units Nil

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Co-requisite units Nil

Functional area

Functional area

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CPCCWHS1001 Prepare to work safely in the construction industry

Modification History

Release	Comment
Version 1	Replaces superseded equivalent CPCCOHS1001A Work safely in the construction industry.

Application

This unit of competency specifies the mandatory work health and safety training required prior to undertaking construction work. The unit requires the person to demonstrate personal awareness and knowledge of health and safety legislative requirements in order to work safely and prevent injury or harm to self and others. It covers identifying and orally reporting common construction hazards, understanding basic risk control measures, and identifying procedures for responding to potential incidents and emergencies. It also covers correctly selecting and fitting common personal protective equipment (PPE) used for construction work.

This unit meets the general construction induction training requirements of:

- Part 1.1 Definitions and Part 6.5 of the Model Work Health and Safety Regulations;
- Division 11 of Part 3 of the Occupational Safety and Health Regulations 1996 for Western Australia; and
- Division 3 of Part 5.1 of the Occupational Health and Safety Regulations 2007 for Victoria.

It is expected that site-specific induction training will be conducted prior to conducting construction work.

Licensing, legislative, regulatory or certification requirements apply to this unit. Relevant work health and safety state and territory regulatory authorities should be consulted to confirm jurisdictional requirements.

Pre-requisite Unit

Nil

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Unit Sector

Construction

Elements and Performance Criteria

Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.	
1.	Identify health and safety legislative requirements of construction work.	1.1.	Basic roles, responsibilities and rights of duty holders are identified and explained according to ***jurisdictional health and safety legislative requirements***.
		1.2.	Duty of care requirements are identified.
		1.3.	Construction safe work practices are identified and explained.
2.	Identify construction hazards and risk control measures.	2.1.	Basic principles of risk management are identified.
		2.2.	Construction hazards are identified and discussed.
		2.3.	Purpose and use of PPE are identified and demonstrated.
		2.4.	Measures for controlling hazards are identified.
3.	Identify health and safety communication and reporting processes.	3.1.	Health and safety documents are identified and discussed.
		3.2.	Roles of designated health and safety personnel are identified and explained.
		3.3.	Safety signs and symbols are identified and explained.
		3.4.	Procedures for reporting hazards, incidents and injuries are identified.
4.	Identify incident and emergency response	4.1.	Procedures for responding to incidents and emergencies are identified and explained.
		4.2.	Procedures for accessing first aid are identified.

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procedures.	4.3.	Types and purpose of fire safety equipment are identified and discussed.

Foundation Skills

This section describes the language, literacy, numeracy and employment skills essential to performance in this unit but not explicit in the performance criteria.

Skill	Performance feature
Numeracy skills to:	• locate and recognise numbers commonly used in safety signs.
Oral communication skills to:	• ask questions to clarify instructions • listen to instructions to identify key safety information • tell another person about a construction problem or hazard.
Reading skills to:	• follow simple pictorial safety instructions • follow simple safety instructions that are written in English.
Problem-solving skills to:	• select risk control measures.

Range of Conditions

This section specifies work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included. Bold italicised wording, if used in the performance criteria, is detailed below.

Jurisdictional health and safety legislative requirements must include at least one of the following state and territory Acts or their equivalent:	• Australian Capital Territory: Work Health and Safety Act 2011 • New South Wales: Work Health and Safety Act 2011 • Northern Territory: Work Health and Safety (National Uniform Legislation) Act 2011 • Queensland: Work Health and Safety Act 2011 • South Australia: Work Health and Safety Act 2012 • Tasmania: Work Health and Safety Act 2012 • Victoria: Occupational Health and Safety Act 2004 • Western Australia: Occupational Safety and Health Act 1984.

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Unit Mapping Information

Supersedes and is equivalent to CPCCOHS1001A Work safely in the construction industry

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=7e15fa6a-68b8-4097-b099-030a5569b1ad

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Assessment Requirements for CPCCWHS1001 Prepare to work safely in the construction industry

Modification History

Release	Comment
Version 1	Replaces superseded equivalent CPCCOHS1001A Work safely in the construction industry.

Performance Evidence

A person demonstrating competency in this unit must satisfy the requirements of the elements, performance criteria, foundation skills, and range of conditions of this unit, in addition to the specific performance and knowledge evidence described below.

The person must:

- identify and orally report two construction hazards
- orally explain how risk could be reduced or removed in relation to those two hazards
- select appropriate personal protective equipment (PPE) to control the risk
- orally explain basic procedures for responding to incidents and emergencies, including types and purpose of the following fire safety equipment:
  - fire blankets
  - fire extinguishers, including water, carbon dioxide, powder and foam
  - hose reels and mains
- identify and orally explain the meaning of required safety signs and symbols
- orally explain the purpose of job safety analyses (JSAs), safe work method statements (SWMS) and safety data sheets (SDS)
- orally explain the roles of the following designated health and safety personnel:
  - first aid officers
  - work health and safety representatives
  - work health and safety committee members
  - supervisors.

The person must also demonstrate correctly fitting to themselves the PPE listed below:

- eye protection
- hearing protection
- hard hat

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- high visibility retro reflective vest.

Knowledge Evidence

A person must demonstrate knowledge of:

- basic duty of care, and the roles, rights and responsibilities of business owners and workers in relation to working safely while undertaking construction work
- basic meaning of the terms ‘hazard’ and ‘risk’
- basic principles of risk management, including the following five steps in order:
  - identify hazard
  - assess risk
  - consult and report
  - control hazard
  - review
- basic procedures for accessing first aid
- construction hazards, including those relating to:
  - asbestos
  - confined spaces
  - electrical: power lines, cords and equipment
  - excavations and trenches, including underground services
  - dust
  - falling objects
  - hazardous substances and dangerous goods
  - hot and cold work environments
  - manual handling
  - noise
  - plant and equipment operation
  - traffic and mobile plant
  - unplanned collapse
  - ultraviolet radiation
  - working at heights, including scaffolding
- construction work that requires a high risk work licence
- types, purpose and use of PPE used in construction, as specified in the performance evidence, and including safety footwear, harnesses and respiratory protection, and ultraviolet (UV) protective clothing and sunscreen
- construction emergencies, including:
  - chemical spill
  - fire
  - injury to personnel
  - structural collapse
  - toxic or flammable vapour emission

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    - vehicle or mobile plant accident
- construction incidents, including:
    - incidents resulting in personal injury or damage to property
    - near misses or dangerous occurrences that do not cause injury but may pose an immediate and significant risk to persons or property, and need to be reported so that action can be taken to prevent recurrence
- safe work practices that should be followed in construction work, including:
    - accessing and using site amenities for drinking water, hand washing and toilets
    - following safety procedures when performing work tasks and using equipment
    - identifying and reporting hazards, incidents and injuries in the workplace
    - keeping the work area clean, tidy and free from debris
    - not using or being affected by drugs and/or alcohol while at work
    - preventing bullying and harassment in the workplace
    - selecting and using required PPE
    - smoking only in designated areas
    - storing and removing waste and debris in designated areas
- meanings and symbols associated with construction safety signs, symbols and tags, including:
    - emergency information signs: exits, emergency equipment and first aid
    - fire signs: location of fire alarms and firefighting equipment
    - hazard signs and symbols: danger and warning
    - regulatory signs and symbols: prohibition, mandatory and limitation or restriction
    - safety and lockout tags: danger and out-of-service tags.

Assessment Conditions

The following must be present and available to learners during assessment activities:

- equipment:
    - all of the PPE listed in the performance evidence
- specifications:
    - state or territory Act relevant to the location of the learner, as specified in the range of conditions.

The assessment of performance evidence must be done by direct observation of the learner by an assessor, either by an assessor observing the learner physically and/or by an assessor observing the learner via audio and visual media in real time.

Assessor requirements

As a minimum, assessors must satisfy the assessor requirements in the Standards for Registered Training Organisations (RTOs) current at the time of assessment.

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Assessors must hold the unit *CPCCOHS2001A Apply OHS requirements, policies and procedures in the construction industry*, or its successor.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=7e15fa6a-68b8-4097-b099-030a5569b1ad

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CPPPMT3029 Plan and schedule pest management operations

Modification History

Release 1.

Replaces superseded equivalent CPPPMT3029A Plan and schedule pest management operations.

This version first released with CPP Property Services Training Package Version 2.

Application

This unit of competency specifies the outcomes required to plan and schedule all types of pest management operations, including rescheduling work when circumstances change. The unit requires the ability to assess the workload implications of current work orders, including amount and type of work required; and then using this knowledge, to schedule work in a logical and organised manner. A comprehensive understanding of the pest management services and treatments being offered is required.

The unit applies to those managing the presence or activities of pests that may affect the health, safety or amenity of persons or the environment and can be applied to domestic, commercial or industrial premises.

Licensing, legislative, regulatory or certification requirements apply to pest management in some States. Relevant state and territory regulatory authorities should be consulted to confirm those requirements.

Pre-requisite Unit

Nil

Unit Sector

Pest management

Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of

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conditions.

1.	Assess requirements of current work orders.	1.1.	Work orders are identified for specified ***schedule period*** according to company requirements.
		1.2.	Geographic locations of work orders are identified according to company requirements.
		1.3.	Work orders are reviewed according to company requirements to assess types of pest management services to be delivered, site entry requirements, and site hazards or health and safety concerns to be addressed.
		1.4.	Time requirements are estimated for each work order by comparison with records of similar work orders and according to company requirements.
2.	Prepare work schedule.	2.1.	***Schedule*** of work orders is prepared to maximise company productivity, minimise travel and staff downtime, achieve business targets, and meet client expectations according to company and ***compliance requirements***.
		2.2.	Treatment time is planned to minimise disruption and discomfort to clients and ***personnel*** at work site according to company and compliance requirements.
		2.3.	Provision is made in schedule for weather and other variables when planning treatments.
		2.4.	Emergency and priority work orders are scheduled according to company requirements.
3.	Monitor and adjust work schedule.	3.1.	Clients and team members are advised promptly, according to company requirements, when adjustments to the schedule affect timing of work order.
		3.2.	Reasons for changes to schedules are recorded according to company requirements to assist future planning.

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Foundation Skills

This section describes the language, literacy, numeracy and employment skills essential to performance in this unit but not explicit in the performance criteria.

Skill	Performance feature
Learning skills to:	• identify and use reliable sources of information regarding compliance requirements relevant to organising and monitoring pest management operations.
Numeracy skills to:	• estimate time to complete work orders and travel between locations • calculate totals of estimated times to identify numbers of work orders to be scheduled and completed in a day.
Oral communication skills to:	• interact effectively with clients to keep them informed of scheduling and to negotiate scheduling changes if required.
Reading skills to:	• interpret work order and compliance requirements related to the pest management tasks to be performed.
Writing skills to:	• record scheduling information accurately and legibly and in formats suitable for staff.
Problem-solving skills to:	• manage a range of contingencies when rescheduling work.

Range of Conditions

This section specifies work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included. Bold italicised wording, if used in the performance criteria, is detailed below.

Schedule period must	• annual

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include two or more of the following:

- daily
- monthly
- weekly.

Schedule:

- must include one or more of the following:
  - charts and wall-mounted planning boards
  - electronic or paper-based
  - to-do lists
  - work diaries
- must reflect:
  - licence endorsements
  - staff skills, knowledge and preferences.

Compliance requirements must include:

- Australian standards, quality assurance and certification requirements relating to planning and scheduling pest management operations
- commonwealth, state and territory legislation and local government regulations relating to planning and scheduling pest management operations, including:
  - consumer protection
  - dangerous goods
  - pesticide registers and manifests
  - pesticide use
  - privacy
  - public health and safety
- national and industry codes of practice and advisory standards relating to planning and scheduling pest management operations:
  - building codes
  - dangerous goods codes
- work health and safety requirements relating to planning and scheduling pest management operations, including:
  - procedures for hazard identification, risk assessment and hazard control, including hierarchy of hazard control
  - requirements of national registration authority and state government authorities
  - site inductions and client safety requirements
  - use of safe work methods, including use of pesticides according to manufacturer labels.

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Personnel must include:	• clients' staff • colleagues • site visitors, including bystanders • venue, facility, building or shopping centre staff or management.

Unit Mapping Information

CPPPMT3029A Plan and schedule pest management operations

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6f3f9672-30e8-4835-b348-205dfcf13d9b

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Assessment Requirements for CPPPMT3029 Plan and schedule pest management operations

Modification History

Release 1.

Replaces superseded equivalent CPPPMT3029A Plan and schedule pest management operations.

This version first released with CPP Property Services Training Package Version 2.

Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit, and must plan and schedule fifteen work orders for pest management operations at work sites in different geographic locations.

In doing the above, the person must also:

- allocate work to appropriately trained staff
- assess and prioritise work order requirements
- comply with company and compliance requirements for pest management operations
- negotiate rescheduling of two work orders due to unforeseen issues, such as traffic or weather conditions
- schedule work orders efficiently.

Knowledge Evidence

- A person demonstrating competency in this unit must demonstrate knowledge of:
- company procedures relevant to planning and scheduling pest management operations, including:
  - health and safety procedures
  - work documentation and reporting procedures
- compliance requirements relating to planning and scheduling pest management operations
- content and industry terms used in work order specifications
- key features of scheduling software programs and methods
- local conditions and travel routes that may impact on timeframes and schedules for pest management tasks
- scheduling methods and contingency factors that may affect pest management operation schedules
- time requirements to perform each of the pest management services

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- types of pest management services offered.

Assessment Conditions

Suitable assessment of performance requires:

- equipment:
  - computer with internet access
  - maps
  - telephone
- specifications:
  - company procedures relating to planning and scheduling pest management operations
  - fifteen current work orders as specified in the performance evidence
  - manufacturer specifications relating to treatment times
  - past work orders for pest management
  - plain English guides to compliance requirements
- relationships with team members and supervisor:
  - work must be completed individually
- relationship with client:
  - consultation with clients is required
- timeframe:
  - according to work order.

Assessor requirements

As a minimum, assessors must satisfy the assessor requirements in the Standards for Registered Training Organisations (RTOs) current at the time of assessment.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6f3f9672-30e8-4835-b348-205dfcf13d9b

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CPPSIS3020 Perform basic surveying computations

Modification History

Release 1.

Replaces superseded equivalent CPPSIS3020A Perform basic surveying computations.

This version first released with CPP Property Services Training Package Version 3.

Application

This unit of competency specifies the outcomes required to perform basic surveying computations in a plane coordinate system. The unit covers computations and conversions based on basic mathematical concepts of algebra, geometry and trigonometry. Computations are done on simple regular geometric figures, traverses, angles, bearings, distances, plane coordinates, heights, perimeter and area.

The unit supports those who work under supervision in a surveying and spatial information services team to perform basic computations associated with field work and data collection.

No licensing, legislative, regulatory, or certification requirements apply to this unit of competency at the time of endorsement.

Pre-requisite Unit

Nil

Unit Sector

Surveying and spatial information services

Elements and Performance Criteria

Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.
1.	Prepare for basic surveying	1.1. Computational requirements are identified in consultation with ***appropriate persons***.

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	computations.	1.2. Computational procedures are identified according to industry and organisational requirements.
		1.3. Computational equipment is selected according to computational and organisational requirements.
2.	Calculate basic surveying data.	2.1. Computations are performed on angles and bearings according to computational requirements and using computational equipment.
		2.2. Conversions between polar and rectangular coordinates are performed according to computational requirements.
		2.3. Computations are performed on the coordinates of a simple closed traverse.
3.	Finalise work processes.	3.1. Computations and conversions are finalised and their accuracy confirmed according to computational requirements.
		3.2. Data is recorded according to organisational requirements.

Foundation Skills

This section describes the language, literacy, numeracy and employment skills essential to performance in this unit but not explicit in the performance criteria.

Skill	Performance feature
Numeracy skills to:	• apply the basic concepts of algebra, geometry and trigonometry to plane geometry and measuring simple regular figures • perform calculations relating to geometric figures, area, angles, bearings, distances, traverses, plane coordinates, heights and perimeter.
Oral communication skills to:	• ask questions to clarify work task requirements and computational formulas • discuss computational methods.

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Reading skills to:	• interpret computational data provided in diagrammatic form • interpret written computational tasks.
Writing skills to:	• record computations and results in line with industry requirements and in an appropriate format.
Problem-solving skills to:	• identify errors in computations.

Range of Conditions

This section specifies work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included. Bold italicised wording, if used in the performance criteria, is detailed below.

Appropriate persons must include at least one of the following:	• experienced computational colleague • qualified surveyor • supervisor or line manager.

Unit Mapping Information

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6f3f9672-30e8-4835-b348-205dfcf13d9b

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Assessment Requirements for CPPSIS3020 Perform basic surveying computations

Modification History

Release 1.

Replaces superseded equivalent CPPSIS3020A Perform basic surveying computations.

This version first released with CPP Property Services Training Package Version 3.

Performance Evidence

A person demonstrating competency in this unit must satisfy the requirements of the elements, performance criteria, foundation skills and range of conditions of this unit. The person must also accurately perform basic computations for two different surveying computational tasks, demonstrating the ability to:

- calculate perimeter and areas of simple regular figures
- calculate adjusted coordinates of points on a closed traverse
- convert between:
  - polar and rectangular coordinates
  - vertical angles and gradients and vice versa
- check accuracy of above computations.

During the above surveying computational tasks, the person must:

- communicate clearly with others to clarify work tasks and computational results
- comply with organisational requirements and industry-accepted methods for systematically and legibly laying out computations
- use organisational documents to complete required records.

Knowledge Evidence

A person demonstrating competency in this unit must demonstrate knowledge of:

- common surveying and mathematical terms used in basic surveying computations
- industry-accepted methods for performing and laying out different types of basic surveying computations
- organisational policies and procedures for completing surveying records and documentation.

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Assessment Conditions

The following must be present and available to learners during assessment activities:

- equipment:
  - scientific or programmable calculator or software application
- specifications:
  - task specifications
- relationships with team members and supervisor:
  - working under supervision.

Timeframe:

- as specified by task and organisational requirements.

Assessor requirements

As a minimum, assessors must satisfy the assessor requirements in the Standards for Registered Training Organisations (RTOs) current at the time of assessment.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6f3f9672-30e8-4835-b348-205dfcf13d9b

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CPPSIS4022 Store and retrieve spatial data

Modification History

Release 1.

Replaces superseded equivalent CPPSIS4022A Store and retrieve spatial data.

This version first released with CPP Property Services Training Package Version 3.

Application

This unit of competency specifies the outcomes required to store and retrieve spatial data, including digital and hard copy storage. The unit covers locating, storing, and backing up data according to organisational procedures.

The unit supports those who work in support positions in a surveying or spatial information services team in surveying, town planning, cartography, mapping and geographic information systems (GIS).

No licensing, legislative, regulatory, or certification requirements apply to this unit of competency at the time of endorsement.

Pre-requisite Unit

Nil

Unit Sector

Surveying and spatial information services

Elements and Performance Criteria

Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.
1.	Prepare spatial data for storage.	1.1. Task requirements are identified and clarified with ***appropriate persons***.

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		1.2. Method of spatial data storage and distribution is selected to ensure access to current data and to comply with organisational requirements.
		1.3. Data index is created to assist in retrieval and storage according to organisational requirements.
		1.4. Data is stored and recorded according to organisational requirements.
2.	Access and retrieve spatial data.	2.1. Required spatial data is located and retrieved according to organisational procedures.
		2.2. Spatial data is analysed and translated into required format according to task requirements.
3.	Manage spatial data security.	3.1. Data security and backup measures are applied to manage risk according to organisational risk management plan and procedures.
		3.2. Problems with data security, storage or retrieval are identified and reported according to organisational procedures.

Foundation Skills

This section describes the language, literacy, numeracy and employment skills essential to performance in this unit but not explicit in the performance criteria.

Skill	Performance feature
Numeracy skills to:	• apply basic measurements and computations to accurately mark and record observations and position.
Reading skills to:	• interpret graphical information obtained from global navigation satellite system (GNSS), GIS or other software.
Writing skills to:	• record digital data • write routine reports detailing problems with data storage or retrieval.

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Technology skills to:	• use a range of software applications to access and store data • use querying commands to obtain information from a database.
Problem-solving skills to:	• identify storage solutions appropriate to different types of spatial data • identify contingency procedures in the event of unforeseen risk to data security.

Range of Conditions

This section specifies work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included. Bold italicised wording, if used in the performance criteria, is detailed below.

Appropriate persons must include at least one of the following:	• client • colleague • qualified surveyor • supervisor or line manager • spatial data provider.

Unit Mapping Information

CPPSIS4022A Store and retrieve spatial data

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6f3f9672-30e8-4835-b348-205dfcf13d9b

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Assessment Requirements for CPPSIS4022 Store and retrieve spatial data

Modification History

Release 1.

Replaces superseded equivalent CPPSIS4022A Store and retrieve spatial data.

This version first released with CPP Property Services Training Package Version 3.

Performance Evidence

A person demonstrating competency in this unit must satisfy the requirements of the elements, performance criteria, foundation skills and range of conditions of this unit. The person must also store and retrieve digital and hard copy spatial data for three different projects.

While storing and retrieving the above spatial data, the person must:

- follow organisational procedures to apply data security and backup measures
- comply with administrative and legal requirements for storing and retrieving spatial data, including data privacy and information copyright
- comply with organisational requirements for recording data and completing documentation, and when using the equipment specified in the assessment conditions
- create a workable indexing system
- develop and implement risk management plan, including strategies to protect spatial data
- translate spatial data downloaded from global navigation satellite system (GNSS), geographic information system (GIS), and other relevant software applications.

Knowledge Evidence

A person demonstrating competency in this unit must demonstrate knowledge of:

- key features of spatial reference systems
- methods for downloading data from GNSS, GIS and other relevant software applications
- organisational procedures for storing and retrieving digital and hard copy spatial data, including data privacy and information copyright
- spatial data classification and indexing systems
- spatial data querying techniques.

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Assessment Conditions

The following must be present and available to learners during assessment activities:

- equipment:
  - data retrieval equipment
  - computer with software appropriate for spatial data storage and retrieval
  - hard copy and digital data storage media
- specifications:
  - organisational policies, procedures and documentation relating to:
    - work health and safety
    - data privacy and information copyright
- physical conditions:
  - access to equipped work station
- relationships with team members and supervisor:
  - working in a team.

Timeframe:

- as specified by task and organisational requirements.

Assessor requirements

As a minimum, assessors must satisfy the assessor requirements in the Standards for Registered Training Organisations (RTOs) current at the time of assessment.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6f3f9672-30e8-4835-b348-205dfcf13d9b

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CPPSIS4024 Source and assess spatial data

Modification History

Release 1.

Replaces superseded equivalent CPPSIS4024A Collect and set out spatial data.

This version first released with CPP Property Services Training Package Version 3.

Application

This unit of competency specifies the outcomes required to source spatial data from a range of media and datasets, and assess its availability and suitability for use in meeting client requirements. The unit covers researching and assessing data suppliers and information, such as metadata and attributes, to determine the most suitable sources of available data to meet job specifications. The unit also covers collecting and setting out data using a computer and software suitable for manipulating and presenting spatial data. The unit requires the ability to measure and reduce data and write technical reports.

The unit supports those who work in support positions for surveying and mapping, town planning, cartography and geographic information systems (GIS).

No licensing, legislative, regulatory, or certification requirements apply to this unit of competency at the time of endorsement.

Pre-requisite Unit

Nil

Unit Sector

Surveying and spatial information services

Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.

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1.	Source spatial data.	1.1. Job specifications for required spatial data are identified in consultation with ***appropriate persons***.
		1.2. Search is undertaken of a range of media to identify sources of potential spatial data.
		1.3. ***Metadata***, datasets and attributes are obtained and assessed to determine most appropriate data source according to job specifications.
		1.4. Potential sources of spatial data are listed according to job specifications and organisational requirements.
2.	Assess potential spatial data.	2.1. Potential spatial data and datasets are assessed for suitability against job specifications.
		2.2. Availability of suitable spatial data is verified with potential suppliers, and constraints are identified according to organisational requirements.
		2.3. Spatial data indexing, backup and archiving requirements are determined to ensure currency.
3.	Prepare data suitability report.	3.1. Spatial data is collected and set out according to job specifications and organisational requirements.
		3.2. Administrative and industry requirements for data collection are complied with and recorded.
		3.3. ***Documentation*** is completed according to organisational requirements.

Foundation Skills

This section describes the language, literacy, numeracy and employment skills essential to performance in this unit but not explicit in the performance criteria.

Skill	Performance feature
Initiative and enterprise skills to:	• identify situations requiring the need to obtain further sample data to ensure data suitability.

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Numeracy skills to:	• interpret and compare data version information • measure spatial data components.
Oral communication skills to:	• ask questions to clarify data requirements.
Reading skills to:	• interpret graphical and technical information from maps and photographs.
Writing skills to:	• prepare clear and accurate technical reports that can be interpreted by a third party.
Technology skills to:	• use a computer and software to set out and format spatial data.
Problem-solving skills to:	• implement contingency measures where there are constraints on the use of spatial data.

Range of Conditions

This section specifies work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included. Bold italicised wording, if used in the performance criteria, is detailed below.

Appropriate persons must include at least one of the following:	• client • colleague • qualified surveyor • supervisor or line manager • spatial data provider.
Metadata must include at least four of the following:	• availability • conditions of use • coordinate system • currency

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- custodian
- data accuracy
- data description
- date of acquisition
- licence
- quality
- source
- spatial data acquisition methodologies
- version control.

Documentation must include:

- written assessment of data availability, including cost, licensing conditions, and constraints on use
- written assessment of suitability of available data in meeting requirements for accuracy, completeness, coverage, density, logical consistency and specifications.

Unit Mapping Information

CPPSIS4024A Collect and set out spatial data

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6f3f9672-30e8-4835-b348-205dfcf13d9b

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Assessment Requirements for CPPSIS4024 Source and assess spatial data

Modification History

Release 1.

Replaces superseded equivalent CPPSIS4024A Collect and set out spatial data.

This version first released with CPP Property Services Training Package Version 3.

Performance Evidence

A person demonstrating competency in this unit must satisfy the requirements of the elements, performance criteria, foundation skills and range of conditions of this unit. The person must also source and assess the availability and suitability of spatial data for two different projects in consultation with colleagues.

While sourcing and assessing the above spatial data, the person must:

- clarify job specifications, including extent, content, intended use, accuracy, precision and format of spatial data
- complete required documentation, including written assessments as specified in the range of conditions
- communicate clearly with others to clarify and discuss work tasks
- comply with legal and organisational requirements relating to:
  - completing records and documentation
  - copyright and ownership of spatial data
  - using and storing equipment
  - working safely
- perform spatial data measurements, reduction and manipulation with accuracy
- set out spatial data and related attributes, including:
  - colour
  - layer
  - level
  - line type
  - line width
  - text
- verify availability of suitable data with suppliers, taking into account copyright and ownership constraints.

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Knowledge Evidence

A person demonstrating competency in this unit must demonstrate knowledge of:

- accuracy and precision requirements relating to measuring and recording spatial data
- key features of spatial reference systems
- methods for assessing the availability and suitability of spatial data
- potential sources of spatial data and datasets
- range of basic spatial data capture and data set-out methodologies
- requirements to comply with data license agreements and copyright
- spatial data formats, handling and structure
- spatial data recording and reduction techniques.

Assessment Conditions

The following must be present and available to learners during assessment activities:

- equipment:
  - computer with software appropriate for spatial data manipulation and set-out
  - printer
- specifications:
  - job specifications
  - organisational policies and procedures relating to:
    - work health and safety
    - data privacy and information copyright
- physical conditions:
  - access to equipped work station
- relationships with team members and supervisor:
  - working in a team.

Timeframe:

- as specified by project requirements.

Assessor requirements

As a minimum, assessors must satisfy the assessor requirements in the Standards for Registered Training Organisations (RTOs) current at the time of assessment.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6f3f9672-30e8-4835-b348-205dfcf13d9b

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CPPUPM4002 Schedule, organise and monitor pest management operations

Modification History

Release 2 This version first released with CPP Property Services Training Package Release 10.1.

Correction to mapping equivalency:

- CPPUPM4002 Schedule, organise and monitor pest management operations.

Release 1 This version first released with CPP Property Services Training Package Release 9.0.

Supersedes and is not equivalent to CPPPMT3029 Plan and schedule pest management operations. Incorporates content from CPPPMT3019 Organise and monitor pest management operations

Application

This unit specifies the skills and knowledge required to schedule, organise and monitor major pest management contracts to ensure performance meets client expectations, business objectives and compliance requirements. It includes scheduling and allocating work and organising equipment and materials within budget and staffing constraints and facilitating training and assessment opportunities for staff to address skill gaps and training needs.

This unit is suitable for those using specialised knowledge to complete routine and non-routine tasks and using their own judgement to deal with predictable and sometimes unpredictable problems.

This unit forms part of the licensing requirements for people engaged in pest management in some states and territories. For further information, check with the relevant regulatory authority.

Pre-requisite Unit

Nil

Unit Sector

Urban Pest Management

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Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe what needs to be done to demonstrate achievement of the element.
1 Confirm work and compliance requirements.	1.1 Review work instructions and associated documentation to clarify pest management service requirements and timeframes, and work site location and characteristics.
	1.2 Clarify client needs and expectations in consultation with relevant persons and apply client instructions to work planning.
	1.3 Confirm budget and staff availability for pest management service delivery according to workplace requirements.
	1.4 Review and confirm regulatory and industry requirements associated with pest management services and apply to work plan to ensure compliance.
	1.5 Assess hazards and risks associated with work site and pest management services and apply risk management strategies to work planning.
2 Organise equipment and materials.	2.1 Estimate required types and amounts of equipment, personal protective equipment (PPE) and material quantities based on work instructions and past work orders.
	2.2 Access required equipment, PPE and materials and check to confirm operational effectiveness according to manufacturers' instructions.
3 Schedule and allocate work instructions.	3.1 Prepare work schedule that maximises productivity and efficiency, minimises travel and staff downtime and achieves client instructions and business targets.
	3.2 Plan treatment time to minimise disruption and discomfort to client and persons at work site.
	3.3 Make provisions in work schedule for weather and emergency and priority work orders.
	3.4 Allocate work accounting for staff availability, capabilities, licenses and preferences to meet service

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		requirements and timeframes.
	3.5	Communicate work schedule to relevant persons and clarify pest management work instructions with staff.
4 Monitor work performance.	4.1	Systematically monitor work performance to ensure compliance with client, workplace and regulatory requirements.
	4.2	Adjust work schedule to meet changing work priorities or respond to contingencies in consultation with relevant persons.
	4.3	Identify problems with work performance and promptly implement solutions to meet client, workplace and regulatory requirements.
	4.4	Complete and maintain pest management documentation and client records to meet workplace and compliance requirements.
5 Provide staff development opportunities.	5.1	Monitor staff performance to identify skill gaps and training needs aligned with business objectives.
	5.2	Encourage staff members to seek feedback on work performance and hold individual discussions to clarify training needs and resolve conflict.
	5.3	Facilitate training opportunities to meet identified skill gaps and training needs according to workplace requirements.
	5.4	Facilitate assessment opportunities to enable staff to gain formal recognition of skills according to workplace requirements.
	5.5	Complete and maintain staff performance records according to workplace requirements.

Foundation Skills

Candidates require:

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- oral communication skills to use clear explanations, active listening and questioning skills to convey, clarify and confirm information provided to clients
- reading skills to interpret key requirements of contracts and agreements for different types of pest management work
- numeracy skills to:
  - apply mathematical methods for budgeting and estimating workloads and equipment and material quantities
  - calculate distances and travel times between work sites specified in work instructions.

Unit Mapping Information

Supersedes and not equivalent to CPPPMT3029 Plan and schedule pest management operations.

Links

Companion volumes to this training package are available at the VETNet website - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6f3f9672-30e8-4835-b348-205dfcf13d9b

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Assessment Requirements for CPPUPM4002 Schedule, organise and monitor pest management operations

Modification History

Release 2 This version first released with CPP Property Services Training Package Release 10.1.

Correction to mapping equivalency:

- CPPUPM4002 Schedule, organise and monitor pest management operations.

Release 1 This version first released with CPP Property Services Training Package Release 9.0.

Supersedes and is not equivalent to CPPPMT3029 Plan and schedule pest management operations. Incorporates content from CPPPMT3019 Organise and monitor pest management operations

Performance Evidence

To demonstrate competency, a candidate must meet the performance criteria of this unit by scheduling, organising and monitoring pest management operations at:

- three residential premises with different types of construction, or
- three different commercial premises with different uses, or
- a mix of three different residential and commercial premises.

The candidate must also allocate work, monitor performance, identify skill gaps and arrange training opportunities for two different staff members.

Knowledge Evidence

To be competent in this unit, a candidate must demonstrate knowledge of:

- basic adult learning styles and principles
- compliance requirements associated with scheduling, organising and monitoring pest management operations:
  - Australian standards, quality assurance and certification requirements
  - industry guides, advisory standards and relevant industry codes of practice
  - key requirements of commonwealth, state and territory legislation and local government regulations:
    - chemical use, registers and manifests
    - consumer protection
    - dangerous goods

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    - employment and industrial relations
    - environmental protection
    - licensing for pest management
    - privacy
    - public health and safety
  - factors to be taken into account when allocating work to staff:
    - capabilities
    - licences
    - preferences
    - skills
- mathematical methods used for budgeting and estimating workloads
- methods for identifying skill gaps when monitoring work performance
- scheduling methods and systems
- types and functions of chemicals and equipment including personal protective equipment used in pest management operations
- types of staff development activities:
  - demonstrations
  - formal training sessions
  - on-the-job instruction and mentoring
  - self-paced learning strategies
  - structured feedback
- typical content of, and industry terms used in pest management work orders
- typical hazards associated with pest management operations, and risk control measures for each:
  - animal bites and stings
  - chemical preparation, use, storage and disposal
  - confined or restricted spaces
  - electrical
  - environmental contamination
  - fire
  - lighting
  - manual handling
  - moving vehicles and machinery
  - noise
  - remote locations
  - respiratory
  - slips and trips
  - temperature
  - ultraviolet radiation
  - work at heights

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- workplace policies and procedures that apply to scheduling, organising and monitoring pest management operations:
  - business plans and objectives
  - client service
  - equipment use and maintenance
  - performance reviews
  - records, documentation and reporting
  - work health and safety:
    - emergency response procedures
    - hazard identification, risk assessment and control using the hierarchy of control
    - injury, dangerous occurrence and incident reporting
    - safe work practices including manual handling
  - work scheduling and allocation.

Assessment Conditions

Assessors must meet the requirements for assessors contained in the Standards for Registered Training Organisations.

This unit must be assessed in the workplace or a close simulation using realistic workplace conditions, materials, activities, responsibilities, procedures, safety requirements and environmental considerations.

Candidates must have access to:

- workplace policies and procedures, compliance information, documentation and client information required to achieve the performance evidence
- computer and other technologies required to achieve the performance evidence
- access to staff and sites where work is conducted

Links

Companion volumes to this training package are available at the VETNet website - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6f3f9672-30e8-4835-b348-205dfcf13d9b

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CPPWMT4001 Develop proposals for waste management services

Modification History

Release 1 This version first released with CPP Property Services Training Package Release 10.0.

Supersedes but is not equivalent to:

- CPPWMT4030A Determine waste management services.
- CPPWMT4055A Develop waste management proposals.

Application

This unit specifies the skills and knowledge required to develop proposals for waste management services to meet client needs. It includes site assessment to identify client's waste generation and management practices, obtaining quotes from equipment suppliers and preparing cost estimates accounting for equipment, materials and labour types and quantities required to provide waste management services. It also includes client negotiation to agree on service terms and conditions, and preparing and presenting documented service proposals.

A person who achieves this unit of competency is able to use specialised knowledge to complete routine and non-routine tasks and deal with predictable and sometimes unpredictable problems.

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

Pre-requisite Unit

Nil

Unit Sector

Waste management

Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe what needs to be done to demonstrate achievement of the element.
1 Scope waste management service requirements.	1.1 Consult with relevant persons to clarify waste management service requirements, client needs and site details.

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	1.2	Review workplace policies and procedures, legislation and regulations against waste management services to confirm compliance requirements.
	1.3	Consult with client to obtain additional information to clarify service needs and organise site inspection.
	1.4	Record information gathered confirming client needs and scope of required waste management services.
2 Inspect and assess service site.	2.1	Plan inspection activities and obtain client agreement to proceed.
	2.2	Access service site, identify hazards associated with inspection and propose risk controls according to workplace and site requirements.
	2.3	Select, check and use personal protective equipment appropriate for work activities.
	2.4	Assess and record site access requirements for waste management service provision.
	2.5	Identify waste management practices and sources as well as types and volume of waste generated from site inspection, reports and discussions with relevant persons.
	2.6	Record inspection results detailing factors affecting waste management service provision.
3 Estimate waste management service requirements and costs.	3.1	Calculate equipment and material types and quantities required to provide waste management services to meet client needs.
	3.2	Obtain and compare quotes from equipment suppliers according to workplace requirements.
	3.3	Assess site inspection results to identify problems and apply contingency measures to ensure proposed waste management services meet client and workplace requirements.
	3.4	Apply workplace rate schedules to cost proposed waste management services according to workplace requirements.

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4	Prepare and present waste management service proposal.	4.1 Compile collected information and evidence to support waste management service proposal.
		4.2 Prepare waste management service proposal incorporating cost estimate, terms and conditions to meet client instructions, and workplace and regulatory requirements.
		4.3 Confirm or continue to negotiate service parameters prior to obtaining proposal agreement and acceptance.
		4.4 Present proposal to client according to workplace requirements.
		4.5 Maintain client records and proposal documentation in a manner that facilitates future retrieval and maintains confidentiality according to workplace requirements.

Foundation Skills

This section describes the language, literacy, numeracy and employment skills essential to performance in this unit but not explicit in the performance criteria:

- oral communication skills to negotiate with clients from diverse social, economic and cultural backgrounds
- numeracy skills to calculate service costs based on rate schedules and waste volumes.

Unit Mapping Information

Supersedes but is not equivalent to:

- CPPWMT4030A Determine waste management services.
- CPPWMT4055A Develop waste management proposals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6f3f9672-30e8-4835-b348-205dfcf13d9b

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Assessment Requirements for CPPWMT4001 Develop proposals for waste management services

Modification History

Release 1 This version first released with CPP Property Services Training Package Release 10.0.

Supersedes but is not equivalent to:

- CPPWMT4030A Determine waste management services.
- CPPWMT4055A Develop waste management proposals.

Performance Evidence

To demonstrate competency, a candidate must meet the performance criteria of this unit by developing proposals for waste management services to meet the needs of two different clients.

Knowledge Evidence

To be competent in this unit, a candidate must demonstrate knowledge of:

- content, format and presentation requirements for waste management service proposals
- issues that can impact on waste management service provision and contingency measures to be factored into proposals
- legislative and procedural requirements applicable to waste management service provision and relevant to the workplace:
  - commonwealth, state and territory legislation and regulations in the state or territory of operation, including work health and safety (WHS)
  - duty of care
  - environmental protection
  - local government by-laws
  - licensing
  - privacy
- mathematical methods used to calculate labour and equipment costs when preparing proposals for waste management services
- physical properties of waste:
  - density
  - quality
  - shape
  - size

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  - volume
  - weight
- types of waste management services and options
- typical hazards encountered when inspecting client sites
- waste types
- workplace policies and procedures for developing waste management service proposals:
  - client service
  - documentation and reporting
  - obtaining external quotes for equipment and labour
  - financial consideration and rate schedules for waste management services
  - waste management services and workplace resources, capacities and capabilities
  - WHS:
    - hazard identification, risk assessment and control using the hierarchy of control
    - injury, dangerous occurrence and incident reporting
    - personal protective equipment.

Assessment Conditions

Assessors must meet the requirements for assessors contained in the Standards for Registered Training Organisations.

Assessment must be conducted in the workplace or in a simulated workplace environment using realistic workplace conditions, materials, activities, responsibilities, procedures, safety requirements and environmental considerations.

Candidates must have access to workplace policies and procedures, workplace documentation, equipment and client sites required to achieve the performance evidence.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6f3f9672-30e8-4835-b348-205dfcf13d9b

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CPPWMT4002 Develop waste management plans

Modification History

Release 1 This version first released with CPP Property Services Training Package Release 10.0.

Supersedes but is not equivalent to:

- CPPWMT5004A Develop waste management strategies.
- CPPWMT5036A Develop waste management plans.

Application

This unit specifies the skills and knowledge required to research, prepare and present a documented waste management plan. It includes reviewing waste practices to identify waste management options, assessing the feasibility of options and formulating waste management activities to achieve waste management objectives.

A person who achieves this unit of competency is able to use specialised knowledge to complete routine and non-routine tasks and deal with predictable and sometimes unpredictable problems.

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

Pre-requisite Unit

Nil

Unit Sector

Waste management

Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe what needs to be done to demonstrate achievement of the element.
1 Identify and clarify waste management objectives and site requirements	1.1 Consult with relevant persons to obtain information to clarify current waste practices, waste management objectives and site requirements.
	1.2 Review workplace policies and procedures, legislation and regulations against waste management objectives to

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		confirm compliance requirements.
	1.3	Clarify requirements for efficient waste storage and transportation to account for road congestion and environmental impact.
	1.4	Record information gathered confirming client needs and expectations and waste management requirements.
2 Investigate options and develop waste management plan.	2.1	Assess waste practices to identify waste management activities that meet objectives and regulatory requirements.
	2.2	Research options to address identified activities, assess feasibility and select preferred options.
	2.3	Prepare action plan incorporating achievable waste management activities that meet workplace and regulatory requirements.
	2.4	Prepare strategy to manage hazards and risks associated with waste management plan.
	2.5	Identify additional procedures to be developed to meet requirements of waste management plan.
	2.6	Calculate timeframes, resources and equipment required to implement waste management plan according to workplace requirements.
3 Present waste management plan.	3.1	Document waste management plan according to workplace and regulatory requirements.
	3.2	Present waste management plan to relevant persons according to workplace requirements.
	3.3	Store waste management plan in a manner that ensures confidentiality and future retrieval according to workplace requirements.

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

Supersedes but is not equivalent to:

- CPPWMT5004A Develop waste management strategies.
- CPPWMT5036A Develop waste management plans.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6f3f9672-30e8-4835-b348-205dfcf13d9b

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Assessment Requirements for CPPWMT4002 Develop waste management plans

Modification History

Release 1 This version first released with CPP Property Services Training Package Release 10.0.

Supersedes but is not equivalent to:

- CPPWMT5004A Develop waste management strategies.
- CPPWMT5036A Develop waste management plans.

Performance Evidence

To demonstrate competency, a candidate must meet the performance criteria of this unit by:

- developing one documented waste management plan that identifies waste management objectives for:
  - carbon emissions reduction
  - congestion reduction
  - waste avoidance
  - waste minimisation
  - waste recovery and recycling
  - waste management of problematic waste.

Knowledge Evidence

To be competent in this unit, a candidate must demonstrate knowledge of:

- circular economy and objectives to maximise value from resources in the economy
- environmental issues in waste management
- factors to be considered when assessing waste practices and developing waste management plans:
  - access to site
  - environmental issues
  - hazards
  - location of waste containers
  - processing methods
  - production inputs and outputs, dates and schedules
  - recycling options
  - risk management

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    - site size and specific site requirements
    - waste storage and disposal methods
    - waste handling
    - waste outputs
    - waste recovery methods
    - waste types
- legislative and procedural requirements applicable to developing waste management plans and relevant to the workplace:
    - commonwealth, state and territory legislation and regulations in the state or territory of operation, including work health and safety (WHS)
    - classifications of dangerous goods and hazardous substances
    - duty of care
    - environmental protection
    - local government bylaws
    - licence requirements
- typical hazards and risks encountered in waste management
- waste hierarchy
- waste storage and transportation requirements for different sites, including multi-use developments and considerations of road congestion and emissions minimisation
- key features of waste management plans
- workplace policies and procedures for developing waste management plans:
    - client service
    - content and format requirements for waste management plans
    - documentation and reporting
    - WHS:
        - hazard identification, risk assessment and control using the hierarchy of control
        - injury, dangerous occurrence and incident response and reporting
        - personal protective equipment.

Assessment Conditions

Assessors must meet the requirements for assessors contained in the Standards for Registered Training Organisations.

Assessment must be conducted in the workplace or in a simulated workplace environment using realistic workplace conditions, materials, activities, responsibilities, procedures, safety requirements and environmental considerations.

Candidates must have access to workplace policies and procedures, waste management documentation and technologies required to achieve the performance evidence.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6f3f9672-30e8-4835-b348-205dfcf13d9b

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CPPWMT4003 Implement waste management plans

Modification History

Release 1 This version first released with CPP Property Services Training Package Release 10.0.

Supersedes and is equivalent to CPPWMT4007A Implement waste management plans.

Application

This unit specifies the skills and knowledge required to implement waste management plans. It includes allocating and organising resources to implement waste management objectives and manage hazards and risks, monitoring implementation to ensure compliance against procedures and required activities, and reviewing and updating plans to incorporate improvements.

A person who achieves this unit of competency is able to use specialised knowledge to complete routine and non-routine tasks and deal with predictable and sometimes unpredictable problems.

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

Pre-requisite Unit

Nil

Unit Sector

Waste management

Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe what needs to be done to demonstrate achievement of the element.
1 Organise and allocate resources to implement waste management plan.	1.1 Review waste management plan to clarify resource requirements and waste management objectives.
	1.2 Review workplace policies and procedures, legislation and regulations and apply requirements to waste management objectives.

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	1.3	Organise equipment and personnel required to implement waste management plan according to workplace requirements.
	1.4	Manage waste management hazards and risks according to risk management strategy detailed in waste management plan.
	1.5	Plan and schedule specified activities to implement waste management plan.
2 Oversee waste management objectives and activities.	2.1	Supervise waste management activities to ensure compliance with waste management plan and apply contingency measures to respond to changing circumstances.
	2.2	Provide guidance and information to relevant persons to support efficiency and ensure waste management plan activities and objectives are achieved.
	2.3	Monitor progress against waste management objectives and take actions required to ensure activities are implemented in line with waste management plan.
3 Monitor implementation of waste management plan.	3.1	Review effectiveness of waste management plan in meeting waste management objectives.
	3.2	Seek feedback from relevant persons on effectiveness of waste management plan and identify improvements.
	3.3	Provide recommendations to update waste management plan to relevant persons.

Foundation Skills

Unit Mapping Information

Supersedes and is equivalent to CPPWMT4007A Implement waste management plans.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6f3f9672-30e8-4835-b348-205dfcf13d9b

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Assessment Requirements for CPPWMT4003 Implement waste management plans

Modification History

Release 1 This version first released with CPP Property Services Training Package Release 10.0.

Supersedes and is equivalent to CPPWMT4007A Implement waste management plans.

Performance Evidence

To demonstrate competency, a candidate must meet the performance criteria of this unit by:

- • implementing a waste management plan that achieves waste management objectives involving two of the following:
  - carbon emissions reduction
  - traffic congestion reduction
  - waste avoidance
  - waste minimisation
  - waste recovery and recycling
- monitoring implementation of waste management plan over a defined period and making two recommendations to improve current plan.

Knowledge Evidence

To be competent in this unit, a candidate must demonstrate knowledge of:

- circular economy and objectives to maximise value from resources in the economy
- environmental issues in waste management
- features of waste management plans
- legislative and procedural requirements applicable to implementing waste management plans and relevant to the workplace:
  - commonwealth, state and territory legislation and regulations in the state or territory of operation, including work health and safety (WHS)
  - classifications of dangerous goods and hazardous substances
  - duty of care
  - environmental protection
  - local government by-laws
  - licence requirements
- scheduling techniques

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- techniques for monitoring or reviewing waste management plans to identify improvements
- typical hazards and risks associated with waste management operations
- waste hierarchy
- waste types
- workplace policies and procedures for implementing waste management plans:
  - allocating equipment and personnel
  - client service
  - documentation and reporting
  - WHS:
    - hazard identification, risk assessment and control using the hierarchy of control
    - injury, dangerous occurrence and incident response and reporting
    - personal protective equipment.

Assessment Conditions

Assessors must meet the requirements for assessors contained in the Standards for Registered Training Organisations.

Assessment must be conducted in the workplace or in a simulated workplace environment using realistic workplace conditions, materials, activities, responsibilities, procedures, safety requirements and environmental considerations.

Candidates must have access to workplace policies and procedures, waste management plan, operational documentation and resources required to achieve the performance evidence.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6f3f9672-30e8-4835-b348-205dfcf13d9b

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CPPWMT4008 Provide waste management information to stakeholders

Modification History

Release 1 This version first released with CPP Property Services Training Package Release 10.0.

Supersedes and is equivalent to CPPWMT4032A Inform and educate clients on waste management issues.

Application

This unit specifies the skills and knowledge required to inform stakeholders about waste management practices, issues and trends. It includes conducting research to prepare and present information that matches the needs of the target group and using presentation techniques and aids to provide clear information and engage stakeholders.

A person who achieves this unit of competency is able to use specialised knowledge to complete routine and non-routine tasks and deal with predictable and sometimes unpredictable problems.

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

Pre-requisite Unit

Nil.

Unit Sector

Waste management

Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe what needs to be done to demonstrate achievement of the element.
1 Prepare to provide waste management information.	1.1 Assess stakeholder group and review documentation to confirm their waste management information needs and communication preferences.
	1.2 Conduct research to source and document waste management information that meets the needs of the

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		stakeholder group.
	1.3	Interpret legislation, regulations, standards and codes associated with required waste management information and apply to presentation.
	1.4	Select and source presentation techniques and aids suitable to the stakeholder group and information to be presented.
	1.5	Use technologies and workplace resources to collate and document waste management information and presentation materials and check to ensure accuracy and relevance to stakeholder needs.
2 Provide waste management information.	2.1	Present waste management information clearly, considering audience needs.
	2.2	Use oral communication skills that engage stakeholders, respond to questions and encourage contributions to discussion.
	2.3	Use presentation aids to enhance information provision and stakeholder engagement.
	2.4	Monitor stakeholder participation and input and adjust presentation as required to maintain engagement and meet stakeholder needs.
3 Finalise information provision.	3.1	Assist stakeholders to access additional waste management information and services.
	3.2	Obtain feedback from relevant persons to identify opportunities for improving future information provision.

Foundation Skills

This section describes the language, literacy, numeracy and employment skills essential to performance in this unit but not explicit in the performance criteria:

- oral communication skills to interact with people from diverse socioeconomic and cultural backgrounds
- writing skills to structure and sequence information for presentations to stakeholders.

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Unit Mapping Information

Supersedes and is equivalent to CPPWMT4032A Inform and educate clients on waste management issues.

Links

Companion volumes to this training package are available at the VETNet website - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6f3f9672-30e8-4835-b348-205dfcf13d9b

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Assessment Requirements for CPPWMT4008 Provide waste management information to stakeholders

Modification History

Release 1 This version first released with CPP Property Services Training Package Release 10.0.

Supersedes and is equivalent to CPPWMT4032A Inform and educate clients on waste management issues.

Performance Evidence

To demonstrate competency, a candidate must meet the performance criteria of this unit by:

- researching requirements and providing waste management information to meet the needs of two different stakeholder groups, with each group comprising at least three people.

Knowledge Evidence

To be competent in this unit, a candidate must demonstrate knowledge of:

- impact of waste on the environment and relationship between waste and greenhouse emissions
- legislative and procedural requirements applicable to waste management and relevant to the workplace:
  - commonwealth, state and territory legislation and regulations, codes and standards
  - classifications of dangerous goods and hazardous substances
  - environmental protection
  - licensing requirements
  - local government by-laws
- presentation techniques and use of appropriate media and technology
- sources of waste management information
- strategies for effective interpersonal communication
- waste hierarchy and the importance of waste minimisation and resource recovery
- waste management practices, issues and trends
- waste minimisation and avoidance options
- waste types, drivers and causes
- workplace policies and procedures for presenting waste management information to stakeholders:
  - available waste management services
  - client service

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- documentation and reporting
- presentation technologies and media
- review and improvement.

Assessment Conditions

Assessors must meet the requirements for assessors contained in the Standards for Registered Training Organisations.

Assessment must be conducted in the workplace or in a simulated workplace environment using realistic workplace conditions, materials, activities, responsibilities, procedures, safety requirements and environmental considerations.

Candidates must have access to workplace policies and procedures, documentation, technologies, presentation media and materials and stakeholder groups required to achieve the performance evidence.

Links

Companion volumes to this training package are available at the VETNet website - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6f3f9672-30e8-4835-b348-205dfcf13d9b

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DEFADI001 Hook up external lift loads

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Application

This unit specifies the skills and knowledge required to hook up externally slung loads to rotary wing aircraft.

It includes preparing for and hooking up external lift hook-up tasks/loads. It also includes responding to external load-lifting emergencies and/or abnormal situations and concluding external lift hook-up task.

This unit applies to persons working as part of an aerial delivery crew, often in conjunction with the crew of supporting aircraft, tasked for external lift operations in support of airmobile operations.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Persons undertaking this unit act in a broad range of contexts under supervision and as part of a team, and perform specific tasks.

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

Pre-requisite Unit

Not applicable

Competency Field

Air Dispatch

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS **PERFORMANCE CRITERIA**

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Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.
1	**Prepare for external lift hook-up tasks**	**1.1** Obtain and comply with task instructions
		1.2 Assess risks associated with task instructions and apply relevant risk control measures
		1.3 Inspect, fit and prepare personal protective equipment
		1.4 Prepare landing pad/landing site/landing zone (LP/LS/LZ) areas
		1.5 Undertake hook-up drills to ensure task readiness
		1.6 Obtain, review and attach documentation to load
2	**Hook up external lift loads**	**2.1** Complete external lift hook-ups in accordance with operational procedures
		2.2 Instigate hook-up team movement to designated safe position and complete observation of rigged load being lifted
		2.3 Use hand signals to communicate with aircrew in accordance with operational protocols
3	**Respond to external load-lifting emergencies and abnormal situations**	**3.1** Identify external load-lifting risks and communicate potential load-lifting emergencies to aircrew, as required
		3.2 Undertake risk and/or emergency remedial actions, as required, in accordance with operational procedures
4	**Conclude external lift hook-up task**	**4.1** Identify and report damage to stores and equipment
		4.2 Restore and return personal protective equipment
		4.3 Complete task details documentation in accordance with task requirements
		4.4 Refurbish LP/LS/LZ areas
		4.5 Recover and return aerial delivery equipment

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to DEFAD001A Rig and hook up loads during rotary wing external lift operations.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFADI001 Hook up external lift loads

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant legislation, standards, and organisational policies and procedures
- completing relevant documentation
- identifying hazards, assessing risks and applying risk control measures to minimise, control, eliminate or report identified hazards
- inspecting equipment prior to hooking up externally slung loads to rotary wing aircraft
- reading, interpreting and complying with instructions, organisational procedures and regulations
- securing, rigging and hooking up externally slung loads to rotary wing aircraft
- selecting and using appropriate protective clothing and equipment
- using equipment effectively in the operating environment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- aircraft and airfield hazards and relevant control measures
- capabilities of relevant rotary wing aircraft
- external lift hook-up procedures and guidelines
- principles of safe load lifts and static discharge
- relevant emergency incident management plan, and organisational policies and procedures
- relevant safe work practices when slinging loads to rotary wing aircraft
- safe weight limits for externally slung loads to rotary wing aircraft
- relevant manual lifting procedures, particularly related to refurbishing stores.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

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As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including organisational procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFADI002 Assist in establishing and clearing a cargo drop zone

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Application

This unit specifies the skills and knowledge required to participate in cargo drop zone operations, to assist with setting up a cargo drop zone capable of receiving containers and/or platform airdrop loads, and to assist with clearing a cargo drop zone.

It includes assisting in clearing and setting up a cargo drop zone.

This unit applies to persons working in an air logistics environment, in tactical and non-tactical contexts.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Persons undertaking this unit work in a broad range of contexts under supervision and as part of a team, and perform specific tasks.

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

Pre-requisite Unit

Not applicable

Competency Field

Air Dispatch

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1	**Participate in cargo operations to set up a cargo drop zone**	**1.1** Recover parachutes in accordance with organisational procedures
		1.2 Close the drop zone
		1.3 Observe deployment sequence and impact of load onto drop zone
		1.4 Recover airdropped loads in accordance with organisational procedures
2	**Assist in setting up a cargo drop zone**	**2.1** Establish readiness of drop zone using code identifiers, in accordance with organisational protocols
		2.2 Undertake risk assessment of drop zone and implement relevant risk control measures as required
		2.3 Set up markers or signal devices in accordance with operational procedures
		2.4 Select a suitable area for type of airdrop to meet operational requirements

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to DEFAD002A Assist in establishing and clearing a cargo drop zone.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFADI002 Assist in establishing and clearing a cargo drop zone

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant legislation, standards and workplace procedures including:
  - work health and safety (WHS)
  - hazard prevention
  - use of manually operated equipment to shift loads
  - housekeeping
- identifying hazards, assessing workplace risks and applying relevant risk control measures
- preparing for drop zone operations including:
  - clearing a cargo drop zone
- reporting and/rectifying potential difficulties in shifting a load
- using manual lifting procedures, particularly related to refurbishing parachutes and drop stores.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- emergency incident management plan, and organisational policies and procedures
- relevant legislation, standards, and organisational policies and procedures
- relevant organisational manual lifting procedures, particularly related to refurbishing parachutes and drop stores
- relevant risk control measures
- relevant safe work practices when clearing a cargo drop zone.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include

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requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including organisational procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFADI003 Rig and dispatch air-drop loads

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Application

This unit specifies the skills and knowledge required to prepare, rig and dispatch air-drop loads in support of ground activities, which may occur in a hostile or benign environment.

It includes loading, rigging and dispatching container and platform for air-drop loads from aircraft.

This unit applies to those working as air dispatchers for Defence but is applicable to any individual in this field of work.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Persons undertaking this unit work as part of a team under supervision and perform routine tasks in a range of contexts.

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

Pre-requisite Unit

Not applicable

Competency Field

Air Dispatch

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1	**Rig container and platform for air-drop loads**	**1.1**	Select and use hand and power tools in accordance with organisational procedures
		1.2	Select and use aerial delivery equipment in accordance with organisational procedures
		1.3	Rig and safely restrain container and platform loads, and attach parachute as part of a crew, in accordance with organisational procedures
		1.4	Compile, use and distribute air-drop and air movement documents in accordance with organisational procedures
2	**Load and dispatch air-drop loads**	**2.1**	Operate aircraft loading equipment and restraint devices in accordance with organisational procedures
		2.2	Prepare stores and equipment for container and platform air-drop
		2.3	Dispatch air-drop loads safely and effectively from aircraft in accordance with air-drop procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to DEFCM303B Rig and dispatch air-drop loads.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFADI003 Rig and dispatch air-drop loads

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- adhering to aircraft and airfield discipline requirements
- applying rated strengths and/or safe working stresses
- applying safety, legislative and statutory requirements relevant to the risk assessment
- compiling air movements and air-drop documentation
- completing aircraft loading
- identifying aircraft safety features, tiedown points and capacities
- identifying hazards, assessing risks and implementing control measures
- loading and restraining container and platform loads in the aircraft for air-drop
- loading, restraining and manually dispatching compact and container air-drop loads from aircraft
- managing air-drop load resources
- selecting and handling parachutes
- using weighing devices (scales) and calculators.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- airfield and aircraft discipline
- cargo aircraft roles and capabilities
- classification for dangerous goods
- loading cargo aircraft
- load restraint guidelines
- organisational policies and procedures
- parachute handling requirements
- responsibilities of an air dispatch crew member in flight
- safe weight limits of equipment and load restraint devices
- types and methods of air-drop and their application
- uses, strengths, handling and storage of aerial delivery equipment.

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Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including operational procedures, load restraint guidelines, regulations, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFADI004 Work safely and efficiently in and around rotary wing aircraft

Modification History

This is the first release of this unit of competency in the DEF Defence Training Package

Application

This unit specifies the skills and knowledge required to work safely and efficiently in and around rotary wing aircraft when required to assist in setting up and in the operation of helicopter landing point, landing site and landing zone (LP/LS/LZ).

It includes working safely in and around rotary wing aircraft whilst setting up LP/LS/LZ.

This unit applies to persons working as Defence Aerial Delivery Specialists as part of an aerial delivery crew in and around rotary wing aircraft.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Persons undertaking this unit would work under direct supervision, as part of a team, performing specific tasks in a range of contexts.

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

Pre-requisite Unit

Not applicable

Competency Field

Air Dispatch

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential	Performance criteria describe the performance needed to

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outcomes.	demonstrate achievement of the element.
1 Set up LP/LS/LZ	**1.1** Identify site hazards around rotary wing aircraft, assess risk and implement control measures
	1.2 Prepare and mark helicopter LP/LS/LZ for day and night operations
	1.3 Use mandatory marshalling signals in accordance with organisational procedures
2 Work safely in and around rotary wing aircraft	**2.1** Use suitable, visible clothing and personal protective equipment (PPE)
	2.2 Apply precautions when operating on or near aircraft movement areas in accordance with organisational procedures
	2.3 Obtain clearances to approach and enter aircraft and comply with instructions and signals from aircrew
	2.4 Identify and react to the manoeuvring patterns of aircraft
	2.5 Maintain visual contact with the pilot, other aircrew and ground staff
3 Work effectively in and around rotary wing aircraft	**3.1** Follow aircrew instructions during boarding and loading activities
	3.2 Follow aircraft design features while boarding and loading
	3.3 Identify and comply with aircraft role and capability limitations
	3.4 Identify and comply with aircraft loading weight, balance and loading system

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work

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environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This is a new unit - No equivalent unit.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFADI004 Work safely and efficiently in and around rotary wing aircraft

Modification History

This is the first release of this unit of competency in the DEF Defence Training Package

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- anticipating the typical manoeuvring patterns of aircraft
- applying safety, legislative and statutory requirements relevant to the risk assessment
- approaching operating aircraft from an angle visible to the pilot or aircrew
- demonstrating mandatory marshalling signals
- identifying hazards, assessing risks and implementing control measures
- identifying, interpreting and analysing risk assessment requirements relevant to work being performed
- identifying, selecting, inspecting and using personal protective equipment (PPE)
- interpreting written rules, regulations, procedures and guidelines
- maintaining adequate clearance from rotors and turbine engines, exhaust gases and engine intakes
- setting up and marking landing point/landing site/landing zone (LP/LS/LZ).

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- aircraft danger zones
- day and night marshalling signals
- effects of wind on aircraft
- LP/LS/LZ definitions, dimensions, markings, ground limitations and security requirements
- LP/LS/LZ operation, safety regulations and hazards and danger areas of helicopters
- manoeuvring patterns of aircraft
- relevant organisational policies and procedures
- roles, characteristics and capabilities of Defence helicopters and rotary wing aircraft.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of

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assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and PPE currently used in industry
- applicable documentation, including operational procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFADI005 Work safely and effectively in and around aircraft on the airside

Modification History

This is the first release of this unit of competency in the DEF Defence Training Package

Application

This unit specifies the skills and knowledge required to work safely and efficiently in and around aircraft when on the airside.

It includes working effectively in and around aircraft.

This unit applies to persons working as Defence Aerial Delivery Specialists working as part of an aerial delivery crew in and around aircraft airside.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Persons undertaking this unit would work in a range of contexts, under supervision, as part of a team, while performing specific tasks.

No licensing, legislative or certification requirements apply to this unit at the time of publication

Pre-requisite Unit

Not applicable

Competency Field

Air Dispatch

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1	**Work effectively around aircraft**	**1.1**	Obtain clearances to approach and enter aircraft
		1.2	Select and use personal protective equipment (PPE) considering environmental conditions
		1.3	Identify aircraft hazards, assess risks and communicate to team members and/or aircrew
		1.4	Maintain visual contact with the pilot, other aircrew and ground staff
2	**Work effectively in aircraft**	**2.1**	Follow aircrew directions
		2.2	Identify and follow aircraft role and capability limitations
		2.3	Identify and comply with aircraft weight and balance requirements in accordance with organisational procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

No equivalent unit.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFADI005 Work safely and effectively in and around aircraft on the airside

Modification History

This is the first release of this unit of competency in the DEF Defence Training Package

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant organisational procedures
- applying safety, legislative and statutory requirements relevant to the risk assessment
- demonstrating the correct entry and exit points to operating aircraft
- ensuring that all equipment is secured to prevent damage through rotor wash and jet blast
- identifying hazards, assessing risks and implementing control measures
- identifying, interpreting and analysing risk assessment requirements relevant to work being performed
- reporting identified problems and aircraft/airside hazards.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- relevant aircraft weight and balance specifications
- organisational procedures for operating communications equipment
- requirements for completing relevant documentation
- organisational procedures for managing and controlling hazardous situations when carrying out work activities.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

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Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment (PPE) currently used in industry
- applicable documentation, including operational procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFADI006 Prepare and rig platform air-drop loads

Modification History

This is the first release of this unit of competency in the DEF Defence Training Package

Application

This unit specifies the skills and knowledge required to prepare and rig platform air-drop loads in support of ground activities.

It includes preparing, rigging and completing platform air-drop task.

This unit applies to persons working as Defence Aerial Delivery Specialists as part of an aerial delivery crew, often in conjunction with the crew of supporting aircraft, tasked for air-drop operations.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Persons undertaking this unit would work in a range of contexts, under supervision, as part of a team, while performing specific tasks.

No licensing, legislative or certification requirements apply to this unit at the time of publication

Pre-requisite Unit

Not applicable

Competency Field

Air Dispatch

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1	**Prepare for platform air-drop rigging task**	**1.1**	Receive and comply with allocated air-drop task
		1.2	Establish rigging and chalk assembly areas
		1.3	Identify, inspect and receive air-drop load
		1.4	Select, inspect and prepare aerial delivery equipment
		1.5	Select and prepare cordage and consumable items
		1.6	Prepare air-drop load items
		1.7	Select and prepare hand and power tools
2	**Rig platform air-drop loads**	**2.1**	Construct timber components
		2.2	Construct energy dissipating material stacks
		2.3	Position aerial delivery equipment
		2.4	Weigh, position and rig load items
		2.5	Identify and report defective stores and equipment
		2.6	Weigh and mark rigged loads
		2.7	Position rigged loads in the chalk assembly area
		2.8	Select, compile and attach documentation
3	**Conclude platform air-drop rigging tasks**	**3.1**	Identify, restore and return unused items of aerial delivery equipment and excess or unused load items
		3.2	Identify and report damage to stores or equipment
		3.3	Restore hand and power tools
		3.4	Refurbish rigging and chalk assembly areas

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

No equivalent unit.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFADI006 Prepare and rig platform air-drop loads

Modification History

This is the first release of this unit of competency in the DEF Defence Training Package

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- adapting to varied equipment and operating environments
- applying safety, legislative and statutory requirements relevant to the risk assessment
- identifying hazards, assessing risks and implementing control measures
- identifying, interpreting and analysing risk assessment requirements relevant to work being performed
- reading, interpreting and complying with instructions, organisational procedures and regulations
- reporting and rectifying any identified problems
- using hand tools and equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- assignment of load areas
- hand tools and equipment manufacture specifications
- platform air-drop rigging procedures and guidelines
- relevant load safe weight specifications
- relevant rigging and air-drop load organisational procedures
- rigging techniques
- woodwork to construct load bases.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

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Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment (PPE) currently used in industry
- applicable documentation, including operational procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFADI007 Load and secure cargo during fixed wing air-land tasks

Modification History

This is the first release of this unit of competency in the DEF Defence Training Package

Application

This unit specifies the skills and knowledge required to load and secure aviation cargo in aircraft. Tasks need to be performed with attention to detail without injury to self/others or damage to goods or equipment.

It includes loading and securing aviation cargo in fixed wing aircraft during air-land tasks. It also includes responding to aircraft loading issues.

This unit applies to persons who are expected to load and secure aviation cargo in a Defence aerial delivery context, such as specialists working as part of an aerial delivery crew in and around aircraft, often in conjunction with the crew of supporting aircraft, tasked for air-land operations.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Persons undertaking this unit would perform in a range of contexts, under supervision, as part of a team, while performing specific tasks.

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

Pre-requisite Unit

Not applicable

Competency Field

Air Dispatch

Unit Sector

Not applicable.

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Elements and Performance Criteria

ELEMENTS		PERFORMANCE CRITERIA	
Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Load and secure aviation cargo in aircraft**	**1.1**	Marshal vehicles up and to aircraft after obtaining clearance
		1.2	Prepare aircraft for loading
		1.3	Stow cargo in aircraft using manual handling techniques and in accordance with organisational procedures
		1.4	Operate loading aids to load cargo
		1.5	Select, operate and apply restraint devices
		1.6	Secure and restrain cargo
2	**Respond to aircraft loading issues**	**2.1**	Identify problems in loading, stowing and securing cargo
		2.2	Determine solution/s in consultation with load team members and load supervisor
		2.3	Identified solution/s is implemented
		2.4	Report to appropriate personnel identified problem/s that cannot be resolved by the load team

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

No equivalent unit.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFADI007 Load and secure cargo during fixed wing air-land tasks

Modification History

This is the first release of this unit of competency in the DEF Defence Training Package

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying problem-solving techniques
- applying safety, legislative and statutory requirements relevant to the risk assessment
- communicating effectively with others
- complying with aircraft role and capability limitations
- complying with cargo regulations for air movements
- identifying hazards, assessing risks and implementing control measures
- identifying, interpreting and analysing risk assessment requirements relevant to aircraft work being performed
- monitoring and anticipating operational problems and hazards.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- aircraft weight and balance principles
- features and differences of loading systems used in various aircraft types
- fixed wing aircraft freight loading and lashing principles
- potential problems that may occur when loading and securing aviation freight, and appropriate action that should be taken in each case
- principles for the safe and effective handling, loading and securing of freight into a fixed wing aircraft
- problem-solving techniques
- risks that exist when loading and securing aviation freight.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include

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requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment (PPE) currently used in industry
- applicable documentation, including operational procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFCHP001 Provide pastoral care

Modification History

Release 2. Modifications made to Assessment Conditions.

Release1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFCH001B Provide pastoral care.

- Unit code updated
- Content and formatting updated to comply with the new standards
- All PC transitioned from passive to active voice

Application

This unit describes the skills required to provide pastoral care and counsel to members of an organisation as Defence Chaplains. Chaplains are required to be religious leaders immersed in the practices of their accredited faith group and to operate within a spiritual framework. This includes providing pastoral and counselling ministry to personnel, their families and other authorised personnel.

This unit was developed for Defence Chaplains but may be relevant to others who work in this field.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work independently and perform complex tasks in a mainly predictable context.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

Chaplaincy

Unit Sector

Not applicable.

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Provide pastoral support	**1.1** Monitor mental, emotional and spiritual well-being of the organisation's members
	1.2 Provide frameworks for responding to crisis
	1.3 Provide opportunities that enhance spiritual health and wellbeing of the organisation's members
	1.4 Develop guidance on availability of chaplaincy and other pastoral services to the organisation's members
	1.5 Develop pastoral care and welfare programs
	1.6 Identify contact details and leaders within other faith groups within local area
	1.7 Identify avenues to provide support to family members
	1.8 Identify support agencies and provide support to members and families
2 Administer pastoral care	**2.1** Determine the specific pastoral needs of organisation's members through consultation in order to develop pastoral care plan or program
	2.2 Provide pastoral care to organisation's members in their work, home and leisure environments
	2.3 Provide pastoral care to family members including those in crisis
	2.4 Identify pastoral issues and trends

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work

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environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit supersedes and is equivalent to DEFCH001B Provide pastoral care.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFCHP001 Provide pastoral care

Modification History

Release 2. Modifications made to Assessment Conditions.

Release1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFCH001B Provide pastoral care.

- Unit code updated
- Content and formatting updated to comply with the new standards
- All PC transitioned from passive to active voice

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and includes:

- adhering to faith standards, organisational policies and procedures
- selecting language style suitable to audience and context for the purpose of establishing, maintaining and developing relationships
- actively listening
- summarising and clarifying ideas
- using a variety of verbal and non-verbal communication techniques including body language, language style and gesture
- planning
- counselling
- analysing and evaluating information
- supporting members of other faiths
- analysing complex personal issues
- creating a pastoral care plan

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- chaplaincy role
- world religions together with associated religious beliefs and practices
- principles of pastoral care
- relevant organisational processes and protocols
- relevant support agencies and roles
- code of behaviour

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- ethical standards
- confidentiality and privacy requirements
- relevant organisational policy

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in simulated workplace operational situations that reflect workplace conditions.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or simulations
- relevant materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- acceptable means of simulation assessment.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFCHP002 Provide ethical and pastoral advice

Modification History

Release 2. Modifications made to Assessment Conditions.

Release 1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFCH002C Provide ethical and pastoral advice.

- Unit code updated
- Content and formatting updated to comply with the new standards
- All PC transitioned from passive to active voice
- Element 4 all PC revised
- New PC added in Element 2
- PC 2.3 and PC 3.3 revised
- PC 3.1 removed

Application

This unit describes the skills required to provide ethical and pastoral advice to members of an organisation. It includes the requirement to identify the issues surrounding the provision of ethical and pastoral advice and the review and improvement of that advice.

This unit was developed for Defence Chaplains but may be relevant to others who work in this field.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work independently, while performing complex tasks in a mainly predictable context.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

Chaplaincy

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Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS		PERFORMANCE CRITERIA	
Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Identify the issue(s)**	**1.1**	Observe or receive knowledge of circumstances that require the provision of ethical and pastoral advice
		1.2	Identify issues and confirm if necessary through research, including internal and external consultation
2	**Analyse and research the issue(s)**	**2.1**	Analyse circumstances and interpret and define the issue(s)
		2.2	Conduct research related to the issue(s) and analyse and record findings
		2.3	Determine the pastoral and or ethical advice to be provided
		2.4	Determine the manner in which the advice will be delivered
3	**Provide ethical and pastoral advice**	**3.1**	Provide ethical and or pastoral advice within specified time, confidentiality constraints and guidelines
		3.2	Provide advice after research and consultation
4	**Review ethical and pastoral advice**	**4.1**	Review ethical and or pastoral advice in accordance with standard review procedures on content and delivery
		4.2	Determine learnings that may influence future advice

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work

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environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit supersedes and is equivalent to DEFCH002C Provide ethical and pastoral advice.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFCHP002 Provide ethical and pastoral advice

Modification History

Release 2. Modifications made to Assessment Conditions.

Release 1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFCH002C Provide ethical and pastoral advice.

- Unit code updated
- Content and formatting updated to comply with the new standards
- All PC transitioned from passive to active voice
- Element 4 all PC revised
- New PC added in Element 2
- PC 2.3 and PC 3.3 revised
- PC 3.1 removed

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and includes:

- using ethical decision making techniques
- gathering information from a variety of sources and using a range of media
- analysing complex personal and organisational issues
- taking part in and facilitating interpersonal exchanges with groups and individuals
- selecting language style suitable to audience and context
- exploring issues
- listening actively
- summarising and clarifying ideas
- liaising with a range of people
- retaining professionalism under duress

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- chaplaincy role and function
- values of the organisation
- ethical decision making process

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- research techniques
- analysis and interpretation processes
- relevant organisational requirements and guidelines
- relevant code of behaviour and professional codes of practice
- ethical standards
- verbal and non-verbal communication techniques including body language, language style, active listening, questioning
- understanding of Commanders' responsibility of dealing with moral and ethical dilemmas in the military
- nature of ethics and ethical values
- fundamental ethical principles including justice, respect for persons and reasonable care

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in simulated workplace operational situations that reflect workplace conditions.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or simulations
- relevant materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- acceptable means of simulation assessment

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFCHP003 Plan the delivery of chaplaincy support

Modification History

Release 2. Modifications made to Assessment Conditions.

Release 1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFCH003B Deliver chaplaincy services.

- Unit code updated
- Content and formatting updated to comply with the new standards
- All PC transitioned from passive to active voice
- Elements 1 and 2 wording revised
- All PC revised in element 2
- PC 3.3 removed

Application

This unit describes the skills required to plan and deliver chaplaincy support within Defence. This includes the requirement to review the delivery of chaplaincy support.

This unit was developed for Defence chaplains but may be relevant to others who work in this field.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work independently, while performing complex tasks in a mainly predictable context.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

Chaplaincy

Unit Sector

Not applicable.

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Plan the delivery of chaplaincy support	**1.1** Identify planning requirements for chaplaincy support from organisational processes
	1.2 Identify and apply planning tools and or methodologies
	1.3 Identify, select and obtain all relevant planning factors and other data required
	1.4 Develop, confirm and document plans
	1.5 Test plans for accuracy and relevance and agree on them with appropriate personnel
2 Conduct chaplaincy services	**2.1** Implement and monitor chaplaincy plans and amend them to address changing circumstances
	2.2 Forward information on the delivery of chaplaincy services to appropriate personnel
	2.3 Complete, compile and process chaplaincy reports
	2.4 Provide chaplaincy specific advice during higher level organisational planning
3 Review the delivery of chaplaincy services	**3.1** Develop and implement review procedures incorporating organisational requirements for the chaplaincy service
	3.2 Undertake review against specified criteria
	3.3 Incorporate review outcomes in current and future plans

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

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Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit supersedes and is equivalent to DEFCH003B Deliver chaplaincy services.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFCHP003 Plan the delivery of chaplaincy support

Modification History

Release 2. Modifications made to Assessment Conditions.

Release 1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFCH003B Deliver chaplaincy services.

- Unit code updated
- Content and formatting updated to comply with the new standards
- All PC transitioned from passive to active voice
- Elements 1 and 2 wording revised
- All PC revised in element 2
- PC 3.3 removed

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and includes:

- meeting own faith requirements
- providing support for all faiths
- analysing complex personal and organisational issues
- selecting language style suitable to audience and context
- establishing, maintaining and developing relationships
- solving problems
- summarising and clarifying ideas
- measuring performance against established criteria
- developing written plans, advice and reports

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- world religions and associated religious beliefs and practices
- denominational doctrines, worship and practices
- planning processes
- review processes
- relevant organisational processes, requirements and procedures

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- chaplaincy roles
- organisational communication media and conventions

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in simulated workplace operational situations that reflect workplace conditions.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or simulations
- relevant materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- acceptable means of simulation assessment.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFCHP004 Conduct and facilitate religious observances and activities

Modification History

Release 2. Modifications made to Assessment Conditions.

Release 1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFCH004B Conduct and facilitate religious observances and activities.

- Unit code updated
- Content and formatting updated to comply with new standards
- All PC transitioned from passive to active voice
- All PC in element 1 revised
- Element 2 revised
- PC 2.2 and 2.4 removed
- PC 2.5 revised

Application

This unit describes the skills required to conduct services of worship, sacramental and discipleship activities and facilitate faith observances and activities within an organisational structure.

This unit was developed for Defence Chaplains but may be relevant to others who work in this field.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work independently, while performing complex tasks in a mainly predictable context.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

Chaplaincy

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Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Provide for chaplain's own faith group	**1.1** Provide opportunities to introduce community members to the sacraments, liturgy and discipleship
	1.2 Identify religious leaders of own faith
	1.3 Refer relocated faith community members to other communities
	1.4 Promote and support local faith community activities
2 Facilitate other faiths religious observances and activities	**2.1** Identify religious observances and activities of other faith groups
	2.2 Identify religious leaders of other faith groups
	2.3 Facilitate religious observances and activities
	2.4 Provide support to resource other faith communities
3 Conduct religious services, activities and celebrations	**3.1** Establish religious service, activity or celebration to be conducted
	3.2 Research background information to determine the most appropriate manner of presentation
	3.3 Develop and confirm plans with relevant personnel
	3.4 Conduct services, activities and celebrations

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit supersedes and is equivalent to DEFCH004B Conduct and facilitate religious observances and activities.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFCHP004 Conduct and facilitate religious observances and activities

Modification History

Release 2. Modifications made to Assessment Conditions.

Release 1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFCH004B Conduct and facilitate religious observances and activities.

- Unit code updated
- Content and formatting updated to comply with new standards
- All PC transitioned from passive to active voice
- All PC in element 1 revised
- Element 2 revised
- PC 2.2 and 2.4 removed
- PC 2.5 revised

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and includes:

- conducting or participating in a Defence religious service that may include a military funeral, ANZAC Day Service, Memorial Service
- meeting own or other faith requirements
- establishing and maintaining cooperative working relationships with appropriate personnel
- receiving and following direction
- following organisational formats for the conduct of observances and for activities
- taking part in and facilitating interpersonal exchanges with groups and individuals
- selecting language style suitable to audience and context
- solving problems
- listening actively
- summarising and clarifying ideas
- preparing written plans, advice, reports and services using appropriate electronic media
- liaising with appropriate personnel throughout the planning process

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

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- world religions together with associated religious beliefs and practices
- denominational doctrines, worship and practices
- relevant organisational requirements including procedures and formats
- verbal and non-verbal communication techniques including body language, language style, active listening, questioning
- roles and responsibilities of the community/organisation members involved in the planning and conduct of religious observances and activities
- fellowship groups associated with the organisation within local area

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in simulated workplace operational situations that reflect workplace conditions.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or simulations
- relevant materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- acceptable means of simulation assessment.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFCHP005 Perform as an effective member of the Chaplains' branch

Modification History

Release 2. Modifications made to Assessment Conditions.

Release 1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFCH005B Perform as an effective member of the Chaplain's branch.

- Unit code updated
- Content and formatting updated to comply with new standards
- All PC transitioned from passive to active voice
- PC added in element 1,2 and 3
- PC 2.1 & 2.2 merged
- PC 2.3 removed, 3.2 and 3.4 removed
- All PC in element 4 revised

Application

This unit describes the skills required to participate in a base/establishment chaplaincy team and to perform as an Australian Defence Force Chaplain representing a parent religious body. It also covers the requirement of military chaplains to maintain their own personal spirituality and well-being.

This unit was developed for Defence chaplains but may be relevant to others who work in this field.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work independently, while performing complex tasks in a mainly predictable context.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Pre-requisite Unit

Not applicable.

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Competency Field

Chaplaincy

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS		PERFORMANCE CRITERIA	
Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Participate as an effective chaplaincy team member**	**1.1**	Establish and maintain cooperative, working relationships within the chaplaincy team
		1.2	Provide input into the preparation of team administration instruction and resource proposals
		1.3	Establish and maintain communication with other members of the chaplaincy team and coordinating chaplain
		1.4	Implement and adhere to chaplaincy team procedures and practices
		1.5	Negotiate and confirm arrangements for chaplaincy coverage during periods of absence with the coordinating chaplain
2	**Support the Chaplains' Branch**	**2.1**	Establish and maintain cooperative, working relationships with Director General Chaplaincy, Principal Chaplains, Command Chaplains and Service Chaplains
		2.2	Acknowledge and observe policies, procedures and practices adopted by the Chaplains' Branch
		2.3	Represent the interests of Chaplaincy, religious practice and character development
3	**Maintain links with parent religious bodies**	**3.1**	Maintain regular communication with members of parent religious bodies

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		3.2	Represent chaplaincy related issues within own religious bodies
		3.3	Manage and maintain ecclesiastical records in accordance with parent religious body requirements
4	**Maintain own personal spirituality and well being**	**4.1**	Develop practices to maintain own personal and spiritual well-being
		4.2	Reflect on personal challenges and own theological beliefs
		4.3	Identify opportunities for obtaining spiritual direction/mentorship/coaching/supervision

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit supersedes and is equivalent to DEFCH005B Perform as an effective member of the Chaplains' branch.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFCHP005 Perform as an effective member of the Chaplains' branch

Modification History

Release 2. Modifications made to Assessment Conditions.

Release 1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFCH005B Perform as an effective member of the Chaplain's branch.

- Unit code updated
- Content and formatting updated to comply with new standards
- All PC transitioned from passive to active voice
- PC added in element 1,2 and 3
- PC 2.1 & 2.2 merged
- PC 2.3 removed, 3.2 and 3.4 removed
- All PC in element 4 revised

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and includes:

- taking part in and facilitating interpersonal exchanges with the team
- respecting the beliefs and traditions of others
- encouraging team members
- establishing, maintaining and developing relationships
- using appropriate communication techniques
- listening actively
- clarifying ideas
- reading and understanding organisations policies, procedures.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- branch structure including lines of communication
- faith group lines of communication
- faith group doctrines, worship and practices
- the endorsed model of military chaplaincy
- the operation of the Chaplains’ branch, within a service and command structure

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- relevant Defence staff and command processes
- teamwork principles and strategies
- composition of teams and roles and responsibilities of team members
- verbal and non-verbal communication techniques including body language, language style, active listening, questioning
- techniques for giving and receiving feedback in a constructive manner.

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in simulated workplace operational situations that reflect workplace conditions.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or simulations
- relevant materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- acceptable means of simulation assessment.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFCHP006 Perform the duties of a chaplain in a deployed environment

Modification History

Release 2. Modifications made to Assessment Conditions.

Release 1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

Application

This unit describes the skills required to perform the duties of a chaplain in a joint combined or coalition deployed environment. The chaplains' role in this environment can be unique due to a change in context and increased complexity. Deployed environment means away from base.

This unit was developed for Defence Chaplains but may be relevant to others who work in this field.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work independently, while performing complex tasks in a broad range of contexts that are often unpredictable.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

Chaplaincy

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS **PERFORMANCE CRITERIA**

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Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Establish chaplaincy capability within a deployed environment	**1.1** Identify and liaise with the military organisational structures including chain of command
	1.2 Implement joint, combined or coalition doctrine
	1.3 Establish cooperative working relationships with coalition partners and chaplains
	1.4 Identify and advise command about religions and cultures
	1.5 Identify consecrated, sacred or significant religious sites
	1.6 Liaise with religious leaders of local faith groups
2 Minister in deployed environments	**2.1** Identify military and civilian resources to support chaplaincy capability
	2.2 Identify and provide for the spiritual, pastoral and religious needs of members of Australian and coalition forces operating in a deployed environment
	2.3 Conduct religious services
	2.4 Analyse completed activities and recommend improvements
	2.5 Complete, compile and process reports and returns

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

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Unit Mapping Information

No equivalent unit.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFCHP006 Perform the duties of a chaplain in a deployed environment

Modification History

Release 2. Modifications made to Assessment Conditions.

Release 1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and includes:

- meeting denominational or multi-faith requirements
- presenting abstract and symbolic ideas to groups and individuals
- taking part in and facilitating interpersonal exchanges with groups and individuals
- selecting language style suitable to audience and context for the purpose of establishing, maintaining and developing relationships
- exploring issues and or problem solving
- summarising and clarifying ideas
- following instructions
- reporting information
- planning events and activities
- liaising with organisations and agencies
- analysing and evaluating information
- retaining professionalism under duress
- assessing Rules of Engagement with regard to their application to a chaplain
- identifying and understanding culture, structures, ranks and terminology of other services, coalition forces, other government and NGOs within the deployed environment

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- chaplaincy role and function
- world religions together with associated religious beliefs and practices
- denominational doctrines, worship and practices
- principles of chaplaincy care
- relevant organisational processes and protocols
- relevant records maintenance requirements

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- relevant support agencies
- code of behaviour
- professional codes of practice
- ethical standards
- command and control structures including NATO staff system
- joint, combined and coalition doctrine
- structure of chaplain's organisations in Coalition partners
- chaplain's role in civil military affairs
- role in intelligence gathering within the AO
- Laws of Armed Conflict with regard to their application to a chaplain
- notification policies and procedures

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in simulated workplace operational situations that reflect workplace conditions.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or simulations
- relevant materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- acceptable means of simulation assessment.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFCMD001 Marshal aircraft

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Application

This unit specifies the skills and knowledge required to marshal aircraft during start/shutdown phases, and to direct aircraft movements as ground personnel using standard aircraft marshalling signals.

It includes preparing for marshalling and determining aircraft parking position, and marshalling aircraft during start up, shut down and taxiing.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to, particularly those related to the standard Australian Defence Force (ADF) marshalling signals.

Persons undertaking this unit work independently or in small teams, make independent decisions and perform routine tasks in occasionally less familiar contexts while working at an airfield or on a ship where they will marshal aircraft as part of their duties.

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

Pre-requisite Unit

Not applicable

Competency Field

Defence Common

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential	Performance criteria describe the performance needed to

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outcomes.	demonstrate achievement of the element.
1 Prepare for marshalling	**1.1** Process aircraft arrival or departure in accordance with organisational procedures
	1.2 Determine and clarify marshalling requirements for different aircraft types, as required
	1.3 Check and verify aircraft documentation serviceability status
	1.4 Select and fit personal protective equipment (PPE)
	1.5 Apply work health and safety (WHS)/occupational health and safety (OHS) operations requirements
	1.6 Confirm allocated aircraft parking position
	1.7 Select and check for serviceability, ancillary support equipment used for marshalling and aircraft parking
	1.8 Complete relevant documentation
2 Determine aircraft parking position	**2.1** Ensure aircraft position during marshalling, aircraft parking, and use of ancillary support equipment is in accordance with manufacturer procedures
	2.2 Conduct movement on tarmac in a safe manner in accordance with organisational procedures
	2.3 Monitor environmental factors to maintain safety when marshalling or parking aircraft
3 Marshal aircraft during start/shut down	**3.1** Identify and apply special circumstances and procedures during aircraft systems start-and shut-down
	3.2 Employ standard marshalling signals and/or communication
	3.3 Maintain visual contact with pilot, other aircrew and/or ground staff
	3.4 Ensure safety of self and other personnel within the vicinity of propellers and engine intakes/exhausts
	3.5 Direct personnel to and from aircraft within prescribed entry and exit arcs
	3.6 Follow emergency procedures, as required in an incident, in accordance with operational procedures

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	3.7	Secure aircraft in accordance with operational procedures
4 Marshal aircraft during taxiing	**4.1**	Identify and apply special circumstances/procedures during aircraft taxiing, as required
	4.2	Employ standard marshalling signals and/or communication
	4.3	Maintain visual contact with the pilot, other aircrew or ground staff
	4.4	Maintain safety distances between aircraft and ground personnel/obstructions

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to DEFCM007B Marshal aircraft (Defence).

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFCMD001 Marshal aircraft

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- allocating and prioritising aircraft parking
- identifying hazards, assessing risks and implementing control measures
- implementing aircraft security, access and ordnance procedures
- implementing the correct procedures in an aircraft emergency or accident
- marshalling aircraft by day and by night
- participating in aircraft safety briefings or debriefings
- using marshalling signals
- working in a team.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- aircraft danger zones
- day and night marshalling signals
- effects of wind on aircraft
- emergency drills including:
  - basic firefighting drill
  - basic first aid drill
  - crowd control
- environmental and safety factors
- how and when to notify emergency service/s
- marshalling, support and aircraft equipment selection and serviceability
- operational procedures for an aircraft fire/accident and emergency
- relevant manufacturer procedures
- relevant organisational policies and procedures
- relevant standard Australian Defence Force (ADF) marshalling signals
- restrictions imposed on aircraft in confined areas
- security, access and ordnance requirements
- special circumstances/procedures including:

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  - aircraft with droop stops
  - aircraft with no prop/rotor brake
  - installation of locking, protection or security devices
- tasking information and procedures.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including operational procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFCMM001 Maintain security in a Defence communications and information systems environment

Modification History

Release 2. Modifications have been made to the Assessment Conditions.

Release 1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFCO401C Maintain security in a Defence communications and information system environment.

- Unit code updated
- Content and formatting updated to comply with new standards
- All PC transitioned from passive to active voice

Application

This unit involves the skills and knowledge required to Maintain security in a Defence communications and information systems environment.

It includes the skills required to maintain personnel, physical, communications and information systems security within the Defence communications and information systems workplace.

This unit applies to communications and information systems operators working within Defence but may be relevant to others who work in this field.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work independently and as part of a team, under direct and/or indirect supervision within specific communications environments. They would use discretion and judgement, and take responsibility for the quality of their outputs while performing specific tasks in a range of sometimes unpredictable contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

Communications

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Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS		PERFORMANCE CRITERIA	
Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Maintain physical security**	**1.1**	Maintain physical security to ensure the safeguarding of official matters
		1.2	Report breaches of physical security to appropriate personnel
2	**Maintain communications security**	**2.1**	Protect classified and sensitive material as it is passed over communications paths
		2.2	Handle classified and cryptographic material
		2.3	Document and report security violations
3	**Maintain information system security**	**3.1**	Protect information systems media, assets and data
		3.2	Record and report breaches of security
4	**Maintain personnel security**	**4.1**	Apply personnel security principles to protect against the threat of subversion, sabotage and espionage
		4.2	Record and report breaches of security

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

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Unit Mapping Information

This unit supersedes and is equivalent to DEFCO401C Maintain security in a Defence communications and information system environment.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFCMM001 Maintain security in a Defence communications and information systems environment

Modification History

Release 2. Modifications have been made to the Assessment Conditions.

Release 1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFCO401C Maintain security in a Defence communications and information system environment.

- Unit code updated
- Content and formatting updated to comply with new standards
- All PC transitioned from passive to active voice

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and includes:

- applying circuit procedures
- handling classified/COMSEC material
- opening/closing combination/cipher locks
- performing routine/field/emergency destruction procedures
- performing publication amendments
- maintaining physical security:
  - handle classified and sensitive material
  - control access to secure areas
  - follow checks and muster procedures
  - maintain logs and registers
  - follow destruction procedures
  - report breaches in accordance with approved guidelines and procedures
- maintaining communications security:
  - handle classified and sensitive material
  - maintain circuit discipline
  - employ electronic protection methods
- maintaining information systems security:
  - follow information systems security practices
  - account for media and assets
  - maintain data integrity
- maintaining personnel security:

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- apply 'need to know' principle
- be aware of own responsibilities

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- circuit procedures
- combination and cipher lock operation
- cryptographic handling requirements
- information systems security practices
- publication amendment procedures
- reporting and recording procedures
- roles and responsibilities of team members
- routine/field/emergency destruction procedures
- rules pertaining to page by page mustering of publications
- security requirements for classified material
- special handling procedures
- techniques for supporting others

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in simulated workplace operational situations that reflect workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or simulations
- acceptable means of simulation assessment
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and PPE currently used in industry.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFCMM002 Transmit and receive messages utilising Defence messaging systems

Modification History

Release	Comments
1	This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to DEFCO402C Transmit and receive messages utilising Defence messaging systems. • Unit code updated • Content and formatting updated to comply with new standards • All PC transitioned from passive to active voice • Element 3 revised

Application

This unit describes the skills required to process, transmit and receive messages utilising Defence messaging systems.

This unit was developed for communications and information systems operators working within Defence but may be relevant to others who work in this field.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work independently and as part of a team, under direct and/or indirect supervision within specific communications environments. They would use discretion and judgement, and take responsibility for the quality of their outputs while performing specific tasks in a range of sometimes unpredictable contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

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Competency Field

Communications

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Prepare and transmit messages	1.1 Process messages. 1.2 Transmit messages.
2. Receive and distribute messages	2.1 Receive messages. 2.2 Distribute messages.
3. Maintain communication circuits	3.1 Maintain communications circuits and services to facilitate the flow of messages. 3.2 Ensure circuit engineering conforms with organisational procedures and workplace practices.

Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

ACSF levels indicative of performance:

1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Learning N/A					Reading					Writing					Oral communication					Numeracy N/A				

Performance variables

1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Support					Context					Text complexity					Task complexity				

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Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

Unit Mapping Information

This unit supersedes and is equivalent to DEFCO402C Transmit and receive messages utilising Defence messaging systems.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFCMM002 Transmit and receive messages utilising Defence messaging systems

Modification History

Release	Comments
1	These Assessment Requirements were released in DEF Defence Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- configuring basic circuits
- handling classified material correctly
- identifying basic equipment faults
- operating communications equipment
- processing messages
- preparing communication equipment
- complying with WHS/radiation hazard policy
- complying with emission control policy
- maintaining security

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- basic communications procedures
- basic radio propagation
- classified material handling procedures
- communications ancillary equipment
- composition of teams and roles and responsibilities of team members
- emission theory and control

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- information exchange systems terminology and basic operations
- message format
- work health and safety (WHS) practices
- OTAT/OTAR procedures
- radiation hazard(RADHAZ) procedures and awareness
- satellite communications systems terminology and basic operations
- security procedures
- task specific equipment configuration/operation
- work environment layout

Assessment Conditions

Competency should be assessed in an actual workplace or in a simulated environment, with access to equipment and infrastructure appropriate to the outcome. Competency should be demonstrated over time to ensure the candidate is assessed across a variety of situations.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFCMM003 Transmit and receive data via information exchange systems

Modification History

Release	Comments
1	This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to DEFCO403C Transmit and receive data via information exchange systems. • Unit code updated • Content and formatting updated to comply with new standards • All PC transitioned from passive to active voice • Element 2 revised • PC 2.1 revised

Application

This unit describes the skills required to transmit and receive data via an information exchange system within Defence communications workplaces.

This unit was developed for communications and information systems operators working within Defence but may be relevant to others who work in this field.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work independently and as part of a team, under direct and/or indirect supervision. They would perform routine tasks within specific communications environments while using discretion and judgement, and taking responsibility for the quality of their outputs.

No licensing, legislative or certification requirements apply to unit at the time of publication.

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Competency Field

Communications

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Transmit and receive data via information exchange systems	1.1 Process information exchange system messages. 1.2 Transmit and receive messages.
2. Maintain communications circuits	2.1 Maintain communications circuits and services to facilitate the flow of data between information exchange systems. 2.2 Ensure circuit engineering conforms with organisational procedures and workplace practices.

Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

ACSF levels indicative of performance:

1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Learning N/A					Reading					Writing					Oral communication					Numeracy N/A				

Performance variables

1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Support					Context					Text complexity					Task complexity				

Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

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Unit Mapping Information

This unit supersedes and is equivalent to DEFCO403C Transmit and receive data via information exchange systems.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFCMM003 Transmit and receive data via information exchange systems

Modification History

Release	Comments
1	These Assessment Requirements were released in DEF Defence Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- configuring basic circuits
- handling classified material
- identifying basic equipment faults
- processing messages
- ensuring circuit procedures comply with specific workplace requirements
- complying with WHS/radiation hazard policy
- complying with emission control policy
- maintaining security

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- basic communication procedures
- basic radio propagation
- classified material handling procedures
- communications ancillary equipment
- composition of teams and roles and responsibilities of team members
- emission theory and control
- information exchange systems terminology and basic operations

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- message formats
- work health and safety (WHS) practices
- OTAT/OTAR procedures
- radiation hazard (RADHAZ) procedures and awareness
- satellite communications systems terminology and basic operations
- security procedures
- task specific equipment configuration/operation
- techniques for supporting others
- work environment layout

Assessment Conditions

Competency should be assessed in an actual workplace or in a simulated environment, with access to equipment and infrastructure appropriate to the outcome. Competency should be demonstrated over time to ensure the candidate is assessed across a variety of situations.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFCMM004 Conduct operator level maintenance in a Defence environment

Modification History

Release 2. Modifications have been made to Assessment conditions.

Release1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFCO405C Conduct operator level maintenance in a Defence environment.

- Unit code updated
- Content and formatting updated to comply with new standards
- All PC transitioned from passive to active voice
- PC 1.1 removed

Application

This unit describes the skills required to conduct operator level maintenance on communications equipment within Defence communications workplaces. This includes the identification and selection of tools and equipment, the application of organisational safety requirements within guidelines of responsibility and full adherence to work health and safety (WHS)/radiation hazard policy.

This unit was developed for communications and information systems operators working within Defence but may be relevant to others who work in this field.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work independently and as part of a team, under direct and/or indirect supervision. They would perform routine tasks in specific communications environments while using discretion and judgement and taking responsibility for the quality of their outputs.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

Communications

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Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS		PERFORMANCE CRITERIA	
Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Carry out equipment checks**	**1.1**	Select tools appropriate to the task
		1.2	Check equipment
		1.3	Record status of equipment
		1.4	Report deficiencies or abnormalities to appropriate personnel
2	**Perform operator level maintenance**	**2.1**	Inspect equipment
		2.2	Undertake preventative maintenance
		2.3	Repair or replace equipment
		2.4	Record details of maintenance and report to appropriate personnel

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit supersedes and is equivalent to DEFCO405C Conduct operator level maintenance in a

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Defence environment.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFCMM004 Conduct operator level maintenance in a Defence environment

Modification History

Release 2. Modifications have been made to Assessment conditions.

Release1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFCO405C Conduct operator level maintenance in a Defence environment.

- Unit code updated
- Content and formatting updated to comply with new standards
- All PC transitioned from passive to active voice
- PC 1.1 removed

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and includes:

- identifying faults
- reporting deficiencies or abnormalities
- using cleaning agents and chemicals
- using specific maintenance tools
- visually inspecting equipment
- performing pre-operational checks
- cleaning and maintaining equipment within guidelines of responsibility
- complying with WHS/radiation hazard policy
- performing pre/post deployment checks in accordance with specific operating procedures

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- cleaning procedures of selected equipment
- composition of teams and roles and responsibilities of team members
- maintenance procedures of selected equipment
- WHS/radiation hazard policies
- parts and components of selected equipment

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Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in simulated workplace operational situations that reflect workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or simulations
- acceptable means of simulation assessment
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and PPE currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFCMM005 Transmit and receive messages via voice systems

Modification History

Release 2. Modifications made to Assessment Conditions.

Release 1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFCO406A Transmit and receive messages via voice.

- Unit code updated
- Content and formatting updated to comply with new standards
- All PC transitioned from passive to active voice
- Element 2 revised
- PC 1.1 removed

Application

This unit describes the skills required to process, transmit and receive messages via voice systems within Defence communications workplaces.

This unit was developed for communications and information systems operators working within Defence but may be relevant to others who work in this field.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work independently and as part of a team, under direct and/or indirect supervision. They would perform routine tasks within specific communications environments while using discretion and judgement and taking responsibility for the quality of their outputs.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

Communications

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Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS		PERFORMANCE CRITERIA	
Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Prepare for transmission**	**1.1**	Select and configure equipment appropriate to the task
		1.2	Confirm serviceability of equipment and recognise and report any faults to supervisor
		1.3	Process voice messages
2	**Transmit and receive messages**	**2.1**	Transmit messages via voice communication systems
		2.2	Receive messages via voice communication systems

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit supersedes and is equivalent to DEFCO406A Transmit and receive messages via voice.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFCMM005 Transmit and receive messages via voice systems

Modification History

Release 2. Modifications made to Assessment Conditions.

Release 1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFCO406A Transmit and receive messages via voice.

- Unit code updated
- Content and formatting updated to comply with new standards
- All PC transitioned from passive to active voice
- Element 2 revised
- PC 1.1 removed

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and includes:

- identifying basic equipment faults
- operating communications equipment
- preparing communications equipment
- processing messages
- observing correct voice procedures
- maintaining security

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- basic communication procedures
- basic radio propagation
- classified material handling procedures
- communications ancillary equipment
- emission theory and control
- message formats
- OTAT/OTAR procedures
- radiation hazard (RADHAZ) procedures and awareness
- satellite communications systems terminology and basic operations

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- security procedures
- task specific equipment configuration/operation
- techniques for supporting others
- work environment layout

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in simulated workplace operational situations that reflect workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or simulations
- acceptable means of simulation assessment
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and PPE currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFCMM006 Support the operation of a communications and information system facility

Modification History

Release	Comments
1	This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to DEFCO108A Support the operation of a communications and information system facility. • Unit code updated • Content and formatting updated to comply with new standards • All PC transitioned from passive to active voice

Application

This unit describes the skills required to deploy, operate and maintain communications facilities in an Area of Operations (AO).

This unit was developed for those working in a Defence deployed environment but may be relevant to others who work in this field.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work independently and as part of a team, under direct and/or indirect supervision. They would use discretion and judgement, and take responsibility for the quality of their outputs while performing specific tasks.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Competency Field

Communications

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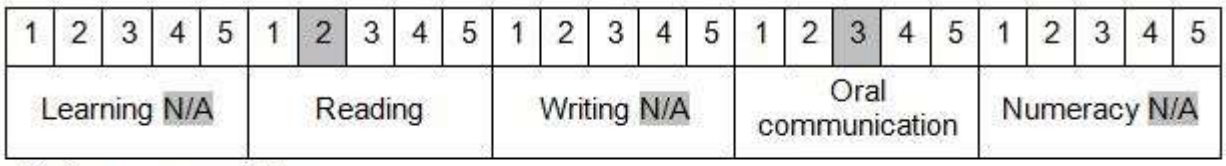
Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Prepare for deployment	1.1 Set up allocated equipment prior to deployment. 1.2 Pack allocated equipment and stores. 1.3 Check unit and personal equipment.
2. Deploy	2.1 Establish facilities in the area of operations. 2.2 Redeploy equipment and/or personnel.
3. Conduct operations	3.1 Conduct daily routine. 3.2 Maintain communications facilities.
4. Maintain operability	4.1 Conduct non-technical inspections and cleaning of equipment. 4.2 Replenish consumable stores. 4.3 Safeguard equipment and stores against damage or loss.

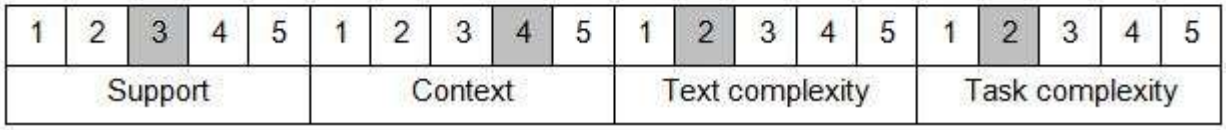
Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

ACSF levels indicative of performance:



Performance variables



Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

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Unit Mapping Information

This unit supersedes and is equivalent to DEFCO108A Support the operation of a communications and information system facility.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFCMM006 Support the operation of a communications and information system facility

Modification History

Release	Comments
1	These Assessment Requirements were released in DEF Defence Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- operating equipment required for specific trade
- using trade specific skills including: cable and line laying, siting and constructing antenna systems
- maintaining communications facilities for the duration of an operation

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- basic communication procedures
- deployment drills
- relevant communications equipment
- personal and area defence applicable to the AO
- resupply (i.e. operations and maintenance demands)
- trade specific areas/issues

Assessment Conditions

Competency should be assessed in an actual workplace or in a simulated environment, with access to equipment and infrastructure appropriate to the outcome. Competency should be demonstrated over time to ensure the candidate is assessed across a variety of situations.

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Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFCPL001 Evaluate and review safety cases

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Application

This unit specifies the skills and knowledge required to ensure compliance requirements through the evaluation and review of safety cases.

It includes developing evaluation plans, analysing a safety case, communicating with stakeholders and making recommendations about certification.

This unit applies to Defence workers involved in the evaluation and review of safety cases but is applicable to all individuals who work in this field.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Persons undertaking this unit work independently and as part of a team under direct and indirect supervision, and perform routine tasks in familiar contexts.

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

Pre-requisite Unit

Not applicable

Competency Field

Compliance

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1	**Develop an evaluation plan**	**1.1**	Determine evaluation criteria in accordance with safety case procedure
		1.2	Develop an evaluation methodology to ensure sufficiently valid and reliable outcomes for safety case review
		1.3	Research safety case evaluation and review and seek clarifying advice from stakeholders, as required
		1.4	Liaise with stakeholders to develop evaluation plan
2	**Analyse a safety case**	**2.1**	Analyse safety case data in accordance with planned methodology
		2.2	Review initial outcomes and findings and discuss with stakeholders in accordance with planned methodology
		2.3	Conduct additional data collection and analysis to clarify aspects of initial findings, as required
3	**Evaluate and review findings**	**3.1**	Prepare a draft report on safety case outcomes, findings and recommendations in accordance with planned methodology
		3.2	Discuss draft report with relevant stakeholders and seek feedback, as required
		3.3	Update and edit report based on stakeholder feedback
4	**Disseminate evaluation outcomes**	**4.1**	Produce report and disseminate to relevant stakeholders in accordance with planned methodology
		4.2	Forward recommendations about certification to delegate for action in accordance with organisational procedures
		4.3	Store documentation to meet audit requirements

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work

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environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to DEFCP001A Evaluate and review safety cases.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFCPL001 Evaluate and review safety cases

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- accessing/preparing information electronically or in hard copy
- analysing and organising data using appropriate techniques
- applying organisational policies and procedures
- applying risk management techniques
- applying safety case risk management system by:
  - explaining how safety (and other forms of risk) has been considered with regard to any system or equipment throughout the life of the capability from definition through to disposal
  - explaining how due diligence has been given to the hazards associated with the introduction into service of new capability and documenting the system that facilitates the management of hazards
- applying safety, legislative and statutory requirements relevant to the risk assessment
- communicating with stakeholders using a range of communication styles to suit different audiences and purposes
- conducting quantitative data analysis using appropriate techniques
- conducting various types of evaluation surveys
- contributing to a positive culture of safety compliance
- determining and applying evaluation and review methodology
- maintaining security and confidentiality of data in accordance with organisational procedures and regulatory requirements
- managing projects, resources and timelines
- preparing detailed and complex reports and recommendations
- undertaking research
- using management techniques related to evaluation and review of safety cases
- using management tools suited to evaluation and review of safety cases.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of

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the requirements of the elements and performance criteria and include knowledge of:

- management tools suited to evaluation and review processes
- procedures for verifying data and identifying mistakes
- regulatory systems relevant to safety cases and safety systems
- regulatory systems relevant to the work performed
- relevant organisational policies, procedures and guidelines
- risk assessment and management process relevant to materiel, materiel systems and work being performed
- safety case certification procedures
- safety case risk management system
- relevant work health and safety (WHS)/occupational health and safety (OHS) legislation.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Assessment must occur in workplace operational situations, where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, computer, software, legislation, guidelines, procedures and protocols relating to safety case processes, relevant plans and workplace documentation currently used in industry
- applicable documentation including operational procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFCPL002 Apply knowledge of regulatory systems

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Application

This unit specifies the skills and knowledge required to analyse and apply knowledge of regulatory systems.

It includes accessing, interpreting and applying relevant regulatory system information.

This unit applies to Defence workers who are not specialists in regulatory systems who are involved in evaluation and review of safety cases but is applicable to all individuals who work in this field.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to

Persons undertaking this unit work independently and as part of a team under direct and indirect supervision, and perform routine tasks in familiar contexts.

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

Pre-requisite Unit

Not applicable

Competency Field

Compliance

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1	**Access and interpret relevant regulatory system information**	**1.1**	Identify and obtain relevant regulatory system requirements
		1.2	Analyse regulatory system information to determine relevance and application to the organisation and safety case requirements
		1.3	Formulate outcomes of analysis and determine recommendations relevant to technical regulatory requirements
2	**Apply regulatory system requirements**	**2.1**	Apply regulatory system requirements and recommendations relevant to safety cases to meet task requirements
		2.2	Assess, review and document effectiveness of recommendations
		2.3	Adjust recommendations and document for future application, as required

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to DEFCP002A Apply knowledge of regulatory systems.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFCPL002 Apply knowledge of regulatory systems

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- adhering to relevant compliance requirements
- applying knowledge of regulatory system to assist in work and to guide problemsolving
- applying organisational requirements relevant to regulatory systems
- applying statutory requirements relevant to regulatory systems
- applying safety case risk management system by:
  - explaining how safety (and other forms of risk) has been considered with regard to any system or equipment throughout the life of the capability from definition through to disposal
  - explaining how due diligence has been given to the hazards associated with the introduction into service of new capability and documenting the system that facilitates the management of hazards
- identifying, interpreting and analysing regulatory system requirements relevant to work performed
- using appropriate information technology and software.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- configuration management
- organisational policies and procedures
- organisational requirements relevant to regulatory systems
- regulatory systems relevant to safety cases and safety systems
- regulatory systems relevant to work performed
- safety case risk management system
- safety case process
- statutory requirements relevant to safety case, safety and regulatory systems.

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Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Assessment must occur in workplace operational situations, where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, computer, software, legislation, guidelines, procedures and protocols relating to safety case processes, relevant plans and workplace documentation currently used in industry
- applicable documentation including operational procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFCPL003 Apply knowledge of risk assessment

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Application

This unit specifies the skills and knowledge required to analyse and apply knowledge of risk assessment processes.

It includes accessing, interpreting and applying relevant risk assessment information and processes.

This unit applies to Defence workers involved in the evaluation and review of safety cases but is applicable to all individuals who work in this field.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Persons undertaking this unit work independently and as part of a team under direct and indirect supervision, and perform routine tasks in familiar contexts.

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

Pre-requisite Unit

Not applicable

Competency Field

Compliance

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1	**Access and interpret relevant risk assessment information**	**1.1**	Identify and consider relevant safety case risk factors
		1.2	Analyse obtained risk assessment information to determine relevance and application to the organisation
		1.3	Formulate outcomes of analysis and determine recommendations relevant to risk assessment requirements
2	**Apply risk assessment processes**	**2.1**	Apply risk assessment requirements and recommendations relevant to safety cases
		2.2	Assess, review and document effectiveness of recommendations
		2.3	Adjust and document recommendations for future application, as required

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to DEFCP004A Apply knowledge of risk assessment.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFCPL003 Apply knowledge of risk assessment

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying organisational policies and procedures
- applying risk assessment process to assist in work and to guide problemsolving
- applying safety case risk management system by:
  - explaining how safety (and other forms of risk) has been considered with regard to any system or equipment throughout the life of the capability from definition through to disposal
  - explaining how due diligence has been given to the hazards associated with the introduction into service of new capability and documenting the system that facilitates the management of hazards
- applying safety, legislative and statutory requirements relevant to the risk assessment
- identifying, interpreting and analysing risk assessment requirements relevant to work performed
- using appropriate information technology and software.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- configuration management
- organisational requirements relevant to risk assessment systems
- relevant compliance requirements
- relevant organisational policies and procedures
- relevant risk factors including:
  - actual events
  - economic
  - environmental
  - financial
  - human behaviour
  - operational

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  - political circumstances
  - reputation
  - safety
  - technical
- risk assessment process relevant to safety case systems
- risk assessment process relevant to work performed
- safety case risk management system
- statutory requirements relevant to risk assessment systems.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Assessment must occur in workplace operational situations, where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate computer, software, legislation, guidelines, procedures and protocols relating to safety case processes, plans and workplace documentation currently used in industry
- applicable documentation including operational procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFCPL004 Apply knowledge of risk management

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Application

This unit specifies the skills and knowledge required to analyse and apply knowledge of risk management processes.

It includes accessing, interpreting and applying relevant risk management information.

This unit applies to Defence workers involved in the evaluation and review of safety cases but is applicable to all individuals who work in this field.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Persons undertaking this unit work independently and as part of a team under direct and indirect supervision, and perform routine tasks in familiar context.

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

Pre-requisite Unit

Not applicable

Competency Field

Compliance

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1	**Access and interpret relevant risk management information**	**1.1**	Identify and consider safety case risk management requirements in accordance with operational policies
		1.2	Analyse obtained risk management information to determine relevance and application to the organisation
		1.3	Formulate outcomes of the analysis and determine recommendations relevant to risk management requirements
2	**Apply risk management processes**	**2.1**	Apply risk management requirements and recommendations relevant to safety cases
		2.2	Assess, review and record the effectiveness of the recommendations in accordance with organisational procedures
		2.3	Adjust recommendations as required and document for future application

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to DEFCP005A Apply knowledge of risk management.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFCPL004 Apply knowledge of risk management

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant compliance requirements
- applying relevant legislation, and organisational policies and procedures
- applying safety case risk management system by:
  - explaining how safety (and other forms of risk) has been considered with regard to any system or equipment throughout the life of the capability from definition through to disposal
  - explaining how due diligence has been given to the hazards associated with the introduction into service of new capability and documenting the system that facilitates the management of hazards
- applying safety, legislative and statutory requirements relevant to risk management
- identifying, interpreting and analysing risk management requirements relevant to work performed.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- applicable regulatory systems
- organisational requirements relevant to risk management systems
- relevant legislation, and organisational policies and procedures
- risk management process relevant to safety case systems
- risk management process relevant to work performed
- safety case risk management system
- statutory requirements relevant to risk management systems.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of

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assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Assessment must occur in workplace operational situations, where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, computer and software, legislation, guidelines, procedures and protocols relating to safety case processes, plans and workplace documentation currently used in industry
- applicable documentation including operational procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFCPL005 Apply knowledge of safety case development process

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Application

This unit specifies the skills and knowledge required to analyse and apply knowledge of the safety case development process.

It includes accessing, interpreting and applying relevant safety case development information.

This unit applies to Defence workers involved in the evaluation and review of safety cases but is applicable to all individuals who work in this field.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Persons undertaking this unit work independently and as part of a team under direct and indirect supervision, and perform routine tasks in familiar contexts.

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

Pre-requisite Unit

Not applicable

Competency Field

Compliance

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1	**Access and interpret relevant safety case development information**	**1.1**	Identify and obtain relevant safety case development requirements
		1.2	Analyse safety case development information to determine relevance and application to organisation
		1.3	Formulate outcomes of analysis and determine recommendations relevant to safety case development requirements
2	**Apply safety case development process**	**2.1**	Apply safety case development requirements and recommendations relevant to safety cases
		2.2	Assess, review and document effectiveness of recommendations
		2.3	Adjust recommendations and document for future application, as required

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to DEFCP006A Apply knowledge of safety case development process.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFCPL005 Apply knowledge of safety case development process

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying knowledge of safety case development process to assist in work and to guide problemsolving
- applying organisational policies and procedures
- applying organisational requirements relevant to safety case development
- applying relevant compliance requirements
- applying safety case risk management system by:
  - explaining how safety (and other forms of risk) has been considered with regard to any system or equipment throughout the life of the capability from definition through to disposal
  - explaining how due diligence has been given to the hazards associated with the introduction into service of new capability and documenting the system that facilitates the management of hazards
- applying statutory requirements relevant to safety case development
- identifying, interpreting and analysing safety case development requirements relevant to work performed.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- configuration management
- organisational policies and procedures
- organisational requirements relevant to safety case development
- safety case development process relevant to work performed
- statutory requirements relevant to safety case and safety systems.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include

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requirements in the Standards for Registered Training Organisations current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Assessment must occur in workplace operational situations, where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, computer, software, legislation, guidelines, procedures and protocols relating to safety case processes, plans, workplace documentation currently used in industry
- applicable documentation including operational procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFCPL006 Provide specialist safety case advice

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Application

This unit specifies the skills and knowledge required to provide specialist safety case advice.

It includes identifying and analysing safety case issues, formulating options, and providing specialist safety case advice.

This unit applies to Defence workers involved in the evaluation and review of safety cases but is applicable to all individuals who work in this field.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Persons undertaking this unit work independently and as part of a team under direct and indirect supervision, and perform routine tasks in familiar contexts.

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

Pre-requisite Unit

Not applicable

Competency Field

Compliance

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1	**Identify and analyse safety case issues**	**1.1**	Observe, receive and clarify circumstances that require the provision of advice relating to a safety case
		1.2	Consult with stakeholders to clarify identified issues, as required
		1.3	Research issue/s and seek advice from relevant personnel to clarify unclear findings
2	**Formulate options for safety case advice**	**2.1**	Identify and evaluate options related to the provision of advice in accordance with operational procedures
		2.2	Prioritise options to determine preferred option
3	**Present specialist safety case advice**	**3.1**	Formulate advice and discuss with stakeholders in accordance with operational procedures
		3.2	Negotiate stakeholder requirements and incorporate within proposed advice
		3.3	Provide concluding advice in accordance with ethical and practical guidelines and within specified resource constraints

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to DEFCP007A Provide specialist safety case advice.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFCPL006 Provide specialist safety case advice

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying organisational policies and procedures
- applying safety case risk management system by:
  - explaining how safety (and other forms of risk) has been considered with regard to any system or equipment throughout the life of the capability from definition through to disposal
  - explaining how due diligence has been given to the hazards associated with the introduction into service of new capability, and documenting the system that facilitates the management of hazards
- conducting relevant research into identified safety case issues
- identifying the issues surrounding the provision of safety case advice
- identifying, analysing and evaluating relevant information
- liaising effectively with colleagues and stakeholders
- preparing reports
- presenting the safety case advice
- providing and receiving feedback in a constructive manner
- selecting the most appropriate option
- using a variety of verbal and non-verbal communication techniques.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- analysis process
- applicable regulatory systems
- information sources and research techniques
- organisational guidelines and standards
- organisational policies and procedures
- product knowledge related to systems and/or equipment in service in the organisation
- professional codes of practice and duty of care

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- safety case documentation, procedures and processes
- statutory requirements relevant to safety cases
- written communication required to prepare quality reports.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Assessment must occur in workplace operational situations, where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, computer, software, legislation, guidelines, procedures and protocols relating to safety case processes, plans, workplace documentation currently used in industry
- applicable documentation including operational procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFCPL007 Implement and manage technical regulatory framework compliance

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Application

This unit specifies the skills and knowledge required to implement, manage and monitor the range of external and internal technical regulatory framework compliance requirements and obligations that must be fulfilled by an organisation.

It includes clarifying the scope and level of technical regulatory framework activities by identifying, documenting and communicating compliance requirements. It also includes implementing and monitoring implementation of the technical compliance management system.

This unit applies to technical regulatory framework specialists working within the materiel logistics area of Defence but is applicable to all individuals who work in this field.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Persons undertaking this unit work independently or as part of a team under direct and/or indirect supervision, use discretion and judgement, and take responsibility for the quality of their outputs.

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

Pre-requisite Unit

Not applicable

Competency Field

Compliance

Unit Sector

Not applicable.

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Clarify scope and level of technical regulatory framework activities	**1.1** Identify and review a range of technical regulatory framework operational components and relevant business arrangements of the organisation
	1.2 Analyse technical regulatory framework operations and relevant business arrangements of the organisation and identify functions, products and services that may be subject to compliance requirements
	1.3 Develop and document a plan for determining relevant compliance requirements
	1.4 Obtain plan approval from relevant internal authority
2 Identify compliance requirements	**2.1** Carry out source search of information on internal and external compliance requirements using appropriate search resources
	2.2 Search compliant requirements across relevant jurisdictional laws and regulations, and industry and organisational codes and standards and identify related compliance requirements
	2.3 Gather and progressively review information about relevant compliance requirements in terms of relevance to identified organisational operations, services and products
	2.4 Discuss and clarify ambiguities, uncertainties and problems experienced with relevant internal or external stakeholders
	2.5 Identify, analyse and prioritise relevant compliance requirements in terms of critical implications for the organisation, and risks and consequences of possible breaches
3 Document and communicate compliance requirements	**3.1** Organise and document outcomes of identification and interpretation activities in specified information management systems
	3.2 Obtain approval for specified information management systems documentation from appropriate internal

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		authority
	3.3	Prepare reports of relevant compliance requirements and assessed implications and communicate to relevant personnel performing specific compliance management functions
4 **Implement technical compliance management system**	**4.1**	Confirm components of planned technical compliance management system, and clarify proposed implementation structures and procedures
	4.2	Clarify budgetary arrangements for implementing planned technical compliance management system
	4.3	Develop implementation plan and schedule for compliance management systems in collaboration with managers and operational requirements
	4.4	Acquire and assign resources for approved technical regulatory framework compliance management system
	4.5	Ensure all relevant stakeholders are informed of their roles and responsibilities within planned technical regulatory framework compliance management system
	4.6	Implement compliance management system in accordance with organisational plan
5 **Monitor implementation of technical compliance management system**	**5.1**	Determine agreed criteria for operation of technical compliance management system
	5.2	Review feedback and performance indicators on operation of technical compliance management system in terms of agreed criteria
	5.3	Identify problems in operation of technical compliance management system, in particular any breach of compliance requirements, and take appropriate action to address
	5.4	Report identified breaches in compliance through established reporting systems

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of

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competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to DEFCM309A Implement and manage technical regulatory framework compliance.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFCPL007 Implement and manage technical regulatory framework compliance

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- analysing data and information
- applying, monitoring and reporting relevant implementation processes
- applying relevant operational policies and procedures
- clarifying scope and level of technical regulatory framework activities
- consulting with and negotiating with relevant groups and individuals
- documenting and communicating compliance requirements
- identifying compliance requirements
- identifying, interpreting and analysing risk assessment requirements relevant to technical regulatory framework
- implementing technical compliance management system
- interpreting organisational role relevant to technical regulatory framework compliance management plans
- monitoring implementation of technical compliance management system.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- breach management policies and processes including:
  - identification
  - classification
  - investigation
  - rectification
  - reporting breaches in compliance requirements
- compliance related management information systems
- continuous improvement processes for compliance including monitoring, evaluation and review
- documentation of compliance requirements
- elements of the technical regulatory framework compliance management systems

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- liaison procedures with relevant internal and external personnel on compliance related matters
- processes for internal and external promulgation of information on compliance requirements and compliance program management system
- quantitative and qualitative data analysis techniques relevant to compliance related research
- relevant operational policies and procedures, and compliance standards
- relevant technical regulatory framework compliance management
- reporting processes and procedures on compliance management including:
  - breaches
  - rectification action
- research methods and techniques suitable for compliance related research projects
- sources of data relevant to compliance research
- specification of compliance management functions, accountabilities and responsibilities under a technical regulatory framework
- techniques and performance indicators for monitoring operation of a compliance program/management system.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in simulated workplace operational situations that reflect workplace conditions.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, computer, software, legislation, guidelines, procedures and protocols relating to technical regulatory framework currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFCPL008 Plan and establish technical regulatory framework compliant management systems

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Application

This unit specifies the skills and knowledge required to plan and establish an appropriate technical regulatory framework compliant management system to enable an organisation to fulfil its obligations and responsibilities under applicable technical compliance requirements.

It includes determining, identifying and selecting applicable compliance requirements. It also includes planning, documenting and implementing required a compliant management system.

This unit is intended to ensure that compliance is an integral part of normal business operations.

This unit applies to technical regulatory framework specialists working in the materiel logistics area of Defence but is applicable to all individuals who work in this field.

Typically, these persons work independently or as part of a team under direct and/or indirect supervision, use discretion and judgement, and take responsibility for the quality of their outputs.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

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

Pre-requisite Unit

Not applicable

Competency Field

Compliance

Unit Sector

Not applicable.

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Determine applicable compliance requirements	**1.1** Obtain and interpret information about current compliance requirements applicable to the organisation or project
	1.2 Review each area of compliance required in terms of relevant internal and external authorities, risks involved, ways of ensuring compliance, penalties for a breach of compliance, and areas and operations of the organisation most affected
	1.3 Identify and clarify differences in responsibilities between executive and engineering/technical authority and their respective roles in the compliance process
	1.4 Evaluate and select the most appropriate compliant management system that meets the technical regulatory framework and business needs
2 Identify and select appropriate compliant management system/s	**2.1** Initiate an investigation to tailor a compliant management system for each area of applicable compliance that is consistent with the relevant technical regulatory framework, suitable for the organisation concerned and for controlling the risks involved
	2.2 Review and compare tailoring options for a suitable compliant management system and its various components on the basis of established analytical criteria
	2.3 Select the most appropriate compliant management system for implementation that satisfies the technical regulatory framework and business needs
3 Plan required compliant management system/s	**3.1** Identify and document components of proposed compliant management system
	3.2 Identify personnel requirements for operation of the compliant management system and assign or recruit appropriate staff
	3.3 Identify and document management information system requirements for effective and efficient operation of the

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		compliant management system
	3.4	Select for establishment, the most suitable complaints management system for the organisation and its compliance responsibilities
	3.5	Determine the strategy for the development of a compliance management culture in consultation with key stakeholders
	3.6	Identify and document suitable processes and procedures to identify and manage breaches in compliance requirements
	3.7	Determine review and reporting requirements across different areas of compliance, and develop suitable processes and procedures
	3.8	Budget and assign resources required for the development, implementation, review and maintenance of the proposed compliant management system
4 Document required compliant management system	**4.1**	Document specifications for the various components of the proposed compliant management system in accordance with the relevant technical regulatory framework requirements
	4.2	Document, approve and disseminate to relevant key stakeholders, a schedule for implementation, review and maintenance of the planned compliant management system
	4.3	Seek approval from appropriate authorities prior to establishing the proposed compliant management system
5 Implement compliant management system	**5.1**	Appoint and train managers and operations personnel to undertake their compliance management responsibilities
	5.2	Monitor components and operation of the compliant management system in collaboration with assigned staff in accordance with approved plan
	5.3	Evaluate compliant management system in collaboration with assigned staff in accordance with approved plan
	5.4	Prepare reports about the operation and evaluation of the compliant management system in accordance with compliance requirements and recommend remedial

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actions, as required

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to DEFCM312A Plan and establish technical regulatory framework compliant management systems.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFCPL008 Plan and establish technical regulatory framework compliant management systems

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- analysing data and information
- applying, monitoring and reporting on relevant implementation processes
- applying organisational policies and procedures
- consulting with and negotiating with relevant stakeholders
- determining applicable compliance requirements
- identifying and assessing potential alliances and effective strategies
- identifying and selecting appropriate compliant management system/s
- identifying, interpreting and analysing risk assessment requirements relevant to work performed
- implementing a compliant management system
- interpreting organisational role relevant to configuration management plans
- planning and implementing technical regulatory framework compliant management plans to assist in work and to guide problem solving.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- breach management policies and processes including the identification, classification, investigation, rectification and reporting of breaches in compliance requirements
- compliance complaints handling systems
- compliance related management information systems
- continuous improvement processes for compliance including monitoring, evaluation and review
- corporate induction and training processes related to compliance management
- documentation of compliance requirements relevant to the specified work role/area
- elements of the technical regulatory framework compliance management systems
- liaison procedures with key stakeholders on compliance and compliance management systems

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- performance measurement relevant to technical regulatory framework compliance management plans
- quantitative and qualitative data analysis techniques relevant to compliance related research
- record-keeping systems required for compliance management
- relevant organisational policies and procedures, and industry standards
- reporting processes and procedures for compliance management including reports on breaches and rectification action
- sources of data relevant to compliance research
- specification of compliance management functions, accountabilities and responsibilities under the technical regulatory framework
- strategies for maintenance of a positive compliance culture within the organisation
- technical integrity i.e. an item's fitness for service, safety and compliance with regulations for the protection of the environment.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- relevant plans
- workplace documentation
- relevant information about compliance requirements and options for compliant management systems
- relevant stakeholders
- applicable documentation including legislation, workplace protocols, procedures, regulations, guidelines codes of practice and operation manuals.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFCPL009 Apply knowledge of work health and safety legislation for safety cases

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Application

This unit specifies the skills required to analyse and apply knowledge of work health and safety (WHS) legislation for safety cases.

It includes accessing and interpreting relevant WHS legislation; and reporting on WHS legislation as it relates to safety cases.

This unit applies to Defence workers involved in WHS for safety cases but is applicable to all individuals who work in this field

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Persons undertaking this unit work independently and as part of a team under direct and indirect supervision, and perform routine tasks in familiar context.

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

Pre-requisite Unit

Not applicable

Competency Field

Compliance

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential	Performance criteria describe the performance needed to

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outcomes.	demonstrate achievement of the element.
1 Access and interpret relevant WHS legislation information	**1.1** Obtain WHS legislation requirements
	1.2 Analyse WHS legislation information to determine application to the organisation
	1.3 Formulate recommendations from analysis of WHS legislation
2 Report on WHS legislation as it relates to safety cases	**2.1** Gather information from relevant sources and financial management information systems
	2.2 Draft report based on information gathered and recommendations formulated
	2.3 Identify and investigate anomalies in the report and seek clarification from subject matter expert/s as required
	2.4 Finalise report and submit to relevant personnel

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

No equivalent unit.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFCPL009 Apply knowledge of work health and safety legislation for safety cases

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying organisational requirements relevant to regulatory systems
- applying statutory requirements relevant to regulatory systems
- identifying, interpreting and analysing regulatory system requirements relevant to work being performed
- using appropriate information technology and software.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- configuration management
- organisational requirements relevant to regulatory systems
- regulatory systems relevant to safety cases and safety systems
- regulatory systems relevant to work being performed
- safety case process
- statutory requirements relevant to safety case, safety and regulatory systems.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy

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requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, computer, software, legislation, guidelines, procedures and protocols relating to safety case processes, relevant plans and workplace documentation currently used in industry
- applicable documentation, including operational procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFDPA001 Promote the organisation's mission and values

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Application

This unit specifies the skills and knowledge required to promote the mission and values of the Defence organisation.

It includes building networks and developing working relationships to promote and represent the Defence organisation.

This unit applies to Defence public affairs personnel but it could apply to any personnel who work in this field.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Persons undertaking this unit work under indirect supervision or as part of a team, and perform specific tasks in familiar contexts.

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

Pre-requisite Unit

Not applicable

Competency Field

Defence Public Affairs

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1	**Build networks and develop working relationships**	**1.1**	Establish formal and informal networks at the local, regional and national levels to support liaison and collaboration in accordance with organisational policy
		1.2	Recognise roles and responsibilities of stakeholders and ensure they are taken into account in interactions
		1.3	Develop working relationships with stakeholders to provide beneficial outcomes
		1.4	Conduct productive dealings with stakeholders in accordance with organisational protocols
		1.5	Obtain feedback from other organisations and governments to inform and improve service delivery
2	**Promote the organisation**	**2.1**	Use a range of strategies to promote a positive image of the organisation at every available opportunity
		2.2	Communicate issues, policies and practices to a range of audiences in writing and orally in accordance with organisational procedures
		2.3	Identify and involve appropriate key people to achieve outcomes
		2.4	Develop and distribute authoritative and specialist advice in accordance with organisational procedures
3	**Represent the organisation**	**3.1**	Communicate the organisation’s message clearly and confidently to stakeholders in accordance with organisational policy
		3.2	Promote the organisation to external stakeholders
		3.3	Provide advice to stakeholders consistent with organisational policy
		3.4	Provide advice in the context of strategic planning for the organisation in accordance with organisational policy
		3.5	Provide advice on sensitive matters in line with privacy and confidentiality legislation and guidelines

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of

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competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to DEFPA001 Promote the organisation's mission and values.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFDPA001 Promote the organisation's mission and values

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying legislation, regulations and organisational policies, procedures and practices relating to representing and promoting the organisation, including protocols for maintaining networks
- applying procedures relating to work health and safety (WHS) in the context of internal and external networking
- gaining cooperation of others
- preparing general information and papers according to target audiences
- proofreading and editing to ensure clarity of meaning, conformity to organisational requirements, and accuracy and consistency of information
- responding appropriately to diversity, including gender and disability
- using effective communication techniques especially when making public presentations, giving and receiving feedback, designing promotional material, maintaining effective relationships and managing conflict
- using problemsolving and negotiation to manage contingencies and achieve mutually acceptable outcomes.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- applicable environmental or sustainability legislation, regulations and codes of practice
- confidentiality requirements
- external stakeholders including:
  - community
  - community groups
  - community organisations
  - consultants
  - customers

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  - industry
  - local, state/territory and federal governments
  - media
  - national and international associations
  - other emergency management and non-government organisations such as the Red Cross, Salvation Army
  - technical advisers
  - utilities
  - volunteers
  - work groups and individuals internal to the organisation
- goals and objectives of the organisation
- key internal and external stakeholders who have an impact on the organisation's culture, services, resources and policies
- legislation, regulations, policies and procedures relating to the protocols and guidelines for representing and promoting the organisation
- principles and techniques for building relationships of trust, including with people from different cultures
- principles of effective communication in relation to listening, questioning and non-verbal communication
- privacy principles
- public and political context of the organisation and its services
- relevant written communication techniques and their principles
- responsibilities of three levels of government relevant to the organisation
- roles and responsibilities of other agencies and relevant organisations
- statutes impacting on the organisation
- techniques and strategies for preparing and presenting information to promote the organisation.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Assessment must occur in workplace operational situations, where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Resources for assessment must include access to:

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- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- relevant standards, policy and instructions related to public affairs
- applicable documentation including operational policies, procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFDPA002 Identify material suitable for media publication

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Application

This unit specifies the skills and knowledge required to identify material that is suitable for publication in all forms of media.

It includes identifying sources for potential stories and relevant public affairs objectives, and establishing story points or themes.

This unit applies to Defence public affairs personnel but it could apply to any personnel who work in this field.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Persons undertaking this unit work under indirect supervision or as part of a team, and perform specific tasks in familiar contexts.

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

Pre-requisite Unit

Not applicable

Competency Field

Defence Public Affairs

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1	**Identify and/or locate sources for potential stories**	**1.1**	Obtain and analyse material about organisational issues and current affairs in accordance with operational procedures
		1.2	Maintain and engage with a network of relevant stakeholders
		1.3	Maintain a professional resource collection
		1.4	Assess information for newsworthiness and audience appeal
2	**Identify relevant public affairs objectives**	**2.1**	Identify public affairs objectives and constraints
		2.2	Identify client needs and factor into planning
		2.3	Identify and involve key relevant stakeholders to achieve outcomes
3	**Establish likely story 'angle'**	**3.1**	Identify potential story approach that will be of interest to target audience
		3.2	Identify relevant factors affecting research for stories
		3.3	Consult with or obtain clearance from appropriate stakeholders to ensure story angle is consistent with organisational mission, in accordance with operational procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to DEFPA002 Identify material suitable for media publication.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFDPA002 Identify material suitable for media publication

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying communication ethics relevant to the audience and organisation
- applying organisational policies and procedures
- establishing useful networks
- identifying material suitable for media publication
- making notes from spoken and written sources
- researching using a range of sources
- revising own writing and speaking to enhance meaning and effectiveness
- sourcing, reading and critically evaluating background information
- transcribing material accurately from oral to written text
- using a range of language structures, registers, vocabulary and idiom required in conversational exchanges.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- audience and organisational interests
- constraints on using information including security requirements, conditions on reporting sensitive issues, privacy principles
- current affairs and organisational issues
- media's definition of news
- public affairs objectives and the characteristics of public affairs organisations including:
  - organisation's internal communications objectives
  - internal client objectives including commanders, headquarters or policy areas
  - publication objectives for communicating information
- relevant legislation, organisational policies and procedures
- types of stories used in organisation's publications
- variety of writing genres.

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Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Assessment must occur in workplace operational situations, where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- relevant standards, policy and instructions related to public affairs
- applicable documentation including operational procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFDPA003 Conduct market profiling

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Application

This unit specifies the skills and knowledge required to conduct market profiling to support public affairs activities.

It includes segmenting the market to identify the target market and profiling the target audience to develop a positioning strategy.

This unit applies to Defence public affairs personnel but it could apply to any personnel who work in this field.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Persons undertaking this unit work independently or as part of a team, and perform specific tasks in familiar contexts.

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

Pre-requisite Unit

Not applicable

Competency Field

Defence Public Affairs

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1	**Segment the market**	**1.1**	Identify criteria to use in segmenting the market in accordance with the marketing/media plan
		1.2	Access sources of information for segmenting and profiling markets in accordance with the marketing/media plan
		1.3	Segment the market in accordance with identified criteria
		1.4	Review market segments for their usefulness in terms of size, potential, distinctive needs, easy identification of members, and/or distinctive media use patterns
2	**Identify the target market**	**2.1**	Define the target market in terms of the stakeholders to be included as prospective users of a product or service, and in terms of the selected market segment/s
		2.2	Explain the target market segments
		2.3	Identify available strategic options and select the targeting strategy in accordance with operational policy and procedures
3	**Profile target audience**	**3.1**	Outline the total market and the selected market segment/s in the form of a stakeholder profile
		3.2	Use demographic and/or psychographic profiles in accordance with the requirements of the marketing/media plan
		3.3	Apply language, format, content and level of detail so that the profile is consistent with organisational requirements
4	**Develop a positioning strategy**	**4.1**	Identify a viable positioning strategy
		4.2	Draft a marketing/positioning plan that aligns strategy with stakeholder profile
		4.3	Consult with organisational stakeholders to ensure strategy aligns with organisational goals/mission

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to DEFPA003 Conduct market profiling.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFDPA003 Conduct market profiling

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying communication ethics relevant to the audience and organisation
- applying relevant organisational policies and procedures
- conducting market profiling
- researching and analysing
- identifying relevant information, writing reports, and interpreting internal and external information
- identifying the target market, and selecting targeting and positioning strategies that meet organisational requirements
- providing a profile that contains rationale and supporting information.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- criteria to use in segmenting the market including:
  - stakeholder needs
  - benefits desired
  - service usage
  - attitude
  - demographics
  - lifestyle
  - social and cultural factors
  - business characteristics
- data collection and analysing techniques
- elements of marketing profiling/media planning including:
  - targeting strategy
  - demographic descriptions
  - psychographic descriptions

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    - positioning strategies
- market mix
- relevant legislation, organisational policies and procedures
- organisational business and marketing/media plan
- organisational business structure, and relevant products and services
- product and service standards, and relevant best practice models.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Assessment must occur in workplace operational situations, where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- relevant standards, policy and instructions related to public affairs
- applicable documentation including operational procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFDPA004 Manage media requirements at major events

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Application

This unit specifies the skills and knowledge required to manage media requirements at major events.

It includes assessing organisational requirements, developing a media strategy, managing the media and providing information for major events.

This unit applies to Defence public affairs personnel but it could apply to any personnel who work in this field.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Persons undertaking this unit work independently or as part of a team, and perform specific tasks in familiar contexts.

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

Pre-requisite Unit

Not applicable

Competency Field

Defence Public Affairs

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1	**Assess event and organisation requirement**	**1.1**	Define restricted and/or special access areas to the media
		1.2	Assess operational responsibilities and provision of information to the media in accordance with operational procedures
2	**Develop media strategy**	**2.1**	Use the media plan to form the media strategy
		2.2	Arrange media requirements in accordance with event characteristics
		2.3	Brief media representatives in accordance with availability, knowledge of event and media presence
		2.4	Allocate a media briefing area within required resources where possible
		2.5	Gain media cooperation in order to coordinate information flow and to provide information to the public
		2.6	Change media strategy to suit operational demands and level, as required
		2.7	Gain approval for information releases in accordance with operational procedures
		2.8	Schedule information briefing sessions and tours in accordance with operational responsibilities and media requirements
		2.9	Provide media personnel with personal protective clothing and equipment in accordance with operational procedures
3	**Provide information to media**	**3.1**	Follow organisational protocols when liaising with the media
		3.2	Provide media representatives with current developments of the event, as required
		3.3	Schedule and conduct interview and photo opportunities to provide updated information, as required
		3.4	Consult other organisations at the incident to ensure a consistent presentation of information to the media, in accordance with operational procedures

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	3.5	Maintain accurate records of media enquiries and interviews
	3.6	Maintain open communication channels between organisations and the media
4 Promote the organisation via the media	**4.1**	Promote work and achievements of the organisation throughout the event in accordance with operational protocols
	4.2	Ensure own demeanour and presentation meets organisational professional standards

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to DEFPA004 Manage media requirements at major events.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFDPA004 Manage media requirements at major events

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying communication ethics relevant to the audience and organisation
- applying operational policies and procedures
- communicating facts in a fluent, clear and interesting manner
- conducting press conferences and group interviews
- demonstrating an awareness of organisational issues
- liaising with the media and other organisational personnel
- managing the media to ensure integrity of information being disseminated
- presenting information via media channels
- retaining professionalism
- showing attention to detail
- speaking publicly
- using appropriate personal protective equipment and clothing.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- current media liaison practices
- legal and organisational requirements relating to confidentiality, libel, accuracy, discrimination
- media requirements including:
  - access for crew and equipment
  - photographic/film opportunities
  - onsite interviews
  - interviews with particular personnel
  - newsworthiness, news angles
  - human interest interviews and stories
  - technical aspects such as lighting and sound

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  - technical and other requirements of local, regional, national media and print, radio, television and social media
  - individual requests from media personnel
  - food, shelter, personal protective equipment
  - telephones, information technology, power outlets
  - bilingual briefing
- newsworthiness of information
- relevant operational policies and procedures
- role of media in disseminating information including information covering:
  - road closure notifications
  - facility closures
  - warnings
  - danger zone identification
  - public information/assurance
  - evacuation details.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Assessment must occur in workplace operational situations, where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- relevant standards, policy and instructions related to public affairs
- applicable documentation including operational procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFDPA005 Develop and implement media plans

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Application

This unit specifies the skills and knowledge required to develop and implement media plans.

It includes defining the media requirements, selecting and scheduling the appropriate media, and evaluating the planned outcomes.

This unit applies to Defence public affairs personnel but it could apply to any personnel who work in this field.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Persons undertaking this unit work independently or as part of a team, and perform specific tasks in familiar contexts.

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

Pre-requisite Unit

Not applicable

Competency Field

Defence Public Affairs

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1	**Define media requirements**	**1.1**	Identify target audience from the task brief
		1.2	Analyse environment to determine the reach and frequency requirements of media selected
		1.3	Analyse creative requirements of the message and determine media implications
		1.4	Confirm media budget, and identify legal and voluntary constraints in accordance with operational procedures
2	**Select media vehicles**	**2.1**	Evaluate media vehicle options, considering past performance and appropriateness of using new or alternative media vehicles to meet brief requirements
		2.2	Select media vehicles that target the specified audience and meet media budget requirements
		2.3	Select media vehicles that meet the creative, reach and frequency requirements of the message to be achieved within the assigned budget
		2.4	Assess selected media vehicles to meet legal and ethical requirements
3	**Determine a media schedule**	**3.1**	Ensure the duration and timing of the media schedule meets the brief requirements
		3.2	Create a media schedule to the satisfaction of the event coordinator
		3.3	Develop alternative media schedules within budget for the event coordinator
		3.4	Develop testing schedule for the media plan and modify it in accordance with results obtained
4	**Produce a media plan**	**4.1**	Create a media plan that defines the media requirements of the brief and provide evidence to support each requirement
		4.2	Specify the recommended media and vehicle/s and the rationale for their selection in the media plan
		4.3	Ensure media plan contains a budget allocation per medium per advertising period
		4.4	Develop performance measures to ensure effectiveness

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			of media plan
5	**Implement a media plan**	**5.1**	Allocate resources and approve plans in accordance with operational procedures
		5.2	Brief and coordinate personnel to be involved as required
		5.3	Coordinate events and activities in accordance with media plan
		5.4	Handle contingencies in accordance with organisational risk management arrangements identified in the planning for events/activities
6	**Evaluate a media plan**	**6.1**	Evaluate and analyse the coordination of media events and activities within the plan, to improve future planning
		6.2	Evaluate events and activities in terms of their effectiveness in achieving desired outcomes

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to DEFPA005 Develop and implement media plans.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFDPA005 Develop and implement media plans

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying communication ethics relevant to the audience and organisation
- applying organisational policies and procedures
- developing and implementing media plans
- evaluating, comparing and weighing advantages of one medium over another, and matching characteristics with media requirements
- interpreting the characteristics of different media and matching them to the requirements of the advertising brief
- producing a media plan that:
  - defines the media requirements of the brief
  - details contingency provisions
  - specifies the rationale for the media vehicle/s chosen
  - includes budgetary allocation for each chosen medium
  - evaluates the media plan
- using communication skills to consult on the media schedule.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- data analysis and matching techniques
- contingency activities
- ethical principles
- legal or voluntary constraints and ethical requirements relating to the media industry
- media plan and requirements
- media vehicles including:
  - cable and satellite television
  - direct mail
  - direct response

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  - exhibitions and trade fairs
  - Internet and intranet
  - radio
  - social media
  - sponsorship
  - television
  - the press
  - Videos
  - DVDs
- organisational budget and resource constraints
- organisational products and services offered
- principles and characteristics of media strategies
- relevant legislation and regulations
- relevant media terminology
- relevant organisational policies and procedures.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Assessment must occur in workplace operational situations, where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- an advertising brief, relevant standards, policy and instructions related to public affairs
- applicable documentation including operational procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFDPA006 Develop and implement a public affairs strategic plan

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Application

This unit specifies the skills and knowledge required to develop and implement a public affairs strategic plan.

It includes confirming organisational vision and mission to support the strategic direction of the organisation by analysing the internal and external environment to write and implement a strategic plan.

This unit applies to Defence public affairs personnel but it could apply to any personnel who work in this field.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Persons undertaking this unit work independently or as part of a team, and perform specific tasks in familiar contexts.

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

Pre-requisite Unit

Not applicable

Competency Field

Defence Public Affairs

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS **PERFORMANCE CRITERIA**

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Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.
1	**Confirm organisational vision and mission**	**1.1** Check the currency of and support for organisational vision and mission with key stakeholders
		1.2 Propose changes or refinements to vision or mission statement, as required
		1.3 Gain support for strategic planning process and mission refinements from relevant stakeholders
		1.4 Undertake approval process for required refinements in accordance with organisational procedures
2	**Analyse the internal and external environment**	**2.1** Identify required information and undertake research to deliver relevant information
		2.2 Analyse political, economic, social and technological developments
		2.3 Seek advice from identified subject matter experts as required
		2.4 Consider identified strengths and weaknesses of existing stakeholders
		2.5 Analyse organisation’s strengths, weaknesses, opportunities and threats
		2.6 Identify organisational risk factors that will impact on the implementation of a strategic plan in accordance with operational procedures
3	**Write strategic plan**	**3.1** Document relevant research and background for inclusion in the strategic plan
		3.2 Formulate strategic objectives and strategies
		3.3 Assign strategies a priority, timeframe, responsible parties and measurable performance indicators
		3.4 Circulate strategic plan for comment, support and endorsement in accordance with operational guidelines
4	**Implement strategic plan**	**4.1** Communicate strategic plan to relevant parties
		4.2 Brief personnel who have a specific role in relation to strategies

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4.3 Use performance indicators to monitor progress of the implementation of the plan

4.4 Make necessary refinements to the plan from feedback received

4.5 Evaluate achievement of objectives at agreed milestones

4.6 Review effectiveness of plan and consider methods for improving strategic planning processes

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to DEFPA006 Develop and implement public affairs strategic plans.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFDPA006 Develop and implement a public affairs strategic plan

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying communication ethics relevant to the audience and the organisation
- applying organisational policies and procedures
- applying risk management strategies to plan and undertaking appropriate due diligence
- developing and implementing a public affairs strategic plan that includes:
  - objectives
  - strategies
  - timeframes
  - performance indicators
  - methods for monitoring the implementation of the plan
- using research methods that ensure accurate, up-to-date information is available
- undertaking analysis to review strengths and weaknesses, and to collate and interpret statistical data including trend analysis.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- relevant legislation and organisational policies and procedures
- research including:
  - demographics
  - economics
  - internal research
  - market segmentation
  - political
  - product
  - social
  - technical
- strategic planning methodologies including political, economic, social and technological

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(PEST) analysis, and strengths, weaknesses, opportunities and threats (SWOT) analysis.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Assessment must occur in workplace operational situations, where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including operational procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFDPA007 Develop and implement effective communication strategies

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Application

This unit specifies the skills and knowledge required to develop and implement effective communication strategies.

It includes developing effective communication skills, facilitating discussions and producing quality written material.

This unit applies to Defence public affairs personnel but it could apply to any personnel who work in this field.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Persons undertaking this unit work independently or as part of a team, and perform specific tasks in familiar contexts.

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

Pre-requisite Unit

Not applicable

Competency Field

Defence Public Affairs

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential	Performance criteria describe the performance needed to

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outcomes.	demonstrate achievement of the element.
1 Develop effective communication skills	**1.1** Develop, promote, implement and review strategies for internal and external distribution of information
	1.2 Address specific communication needs when developing and implementing strategies to avoid discrimination in the workplace
	1.3 Establish and review channels of communication
	1.4 Provide coaching in effective communication to staff as required
	1.5 Use negotiation and conflict resolution strategies to promote effective operation of the organisation
	1.6 Negotiate issues with key stakeholders, clients and staff in a way that leads to a mutually acceptable outcome
	1.7 Maintain work related networks and relationships to ensure client needs and organisational objectives are met
	1.8 Ensure communication with stakeholders and colleagues is appropriate to individual needs and the situation, and that it promotes achievement of organisational objectives
2 Facilitate group discussion	**2.1** Define and implement mechanisms that enhance effective group interactions
	2.2 Use inclusive strategies that encourage all group members to participate and that include seeking and acknowledging contributions from all members
	2.3 Undertake an evaluation of group communication strategies to promote ongoing participation of all parties
	2.4 Identify and address specific communication needs of individuals in accordance with operational policies and procedures
3 Produce quality written materials	**3.1** Write and present information in a logical manner
	3.2 Provide accurate and timely advice to management and stakeholders
4 Conduct formal discussions	**4.1** Reach mutual agreement about and adhere to appropriate structures, timeframes and protocols during

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formal discussions

4.2 Acknowledge individual differences, needs and rights during the conduct of interviews and formal discussions, in accordance with organisational policies

4.3 Provide feedback and give advice in a way that reflects current identified good practice in accordance with organisational policies and procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to DEFPA007 Develop and implement effective communication strategies.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFDPA007 Develop and implement effective communication strategies

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying communication ethics relevant to the audience and organisation
- applying organisational policies and procedures
- communicating information effectively verbally and in writing
- delivering effective presentations
- developing and implementing effective communication strategies
- implementing effective group management processes
- managing conflict resolution and negotiation
- organising and conducting interviews and other panels
- writing effective workplace documents.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- different communication styles and techniques including:
  - cultural communication protocols
  - specific communication needs
- group processes
- interviewing techniques
- oral communication
- relevant organisational policies and procedures
- research techniques
- written communication/documentation required including:
  - complex reports, briefing notes
  - correspondence, formal correspondence
  - instructions, procedures and policies
  - meeting minutes
  - proposals, project plans and spreadsheets

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- speeches, journal articles and marketing materials.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Assessment must occur in workplace operational situations, where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools and equipment currently used in industry
- applicable documentation including operational procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFDPA008 Manage public affairs projects

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Application

This unit specifies the skills and knowledge required to manage public affairs projects.

It includes defining project scope, developing an overall project plan, monitoring project and evaluating planned outcomes.

The project may include:

- video/film productions
- radio productions, drama documentaries
- multimedia projects
- major events
- exercises
- air show.

This unit applies to Defence public affairs personnel but it could apply to any personnel who work in this field.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Persons undertaking this unit work independently or as part of a team, and perform specific tasks in familiar contexts.

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

Pre-requisite Unit

Not applicable

Competency Field

Defence Public Affairs

Unit Sector

Not applicable.

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Define project scope	**1.1** Clarify project aim, purpose, product and outcome
	1.2 Develop project budget and confirm with relevant project stakeholders
	1.3 Determine and confirm project resources strategy including finance, personnel, technology and equipment requirements
	1.4 Determine project personnel responsibilities
	1.5 Communicate responsibilities clearly to project stakeholders and personnel
2 Develop project plan	**2.1** Develop project plan including timeline, schedules, deliverables and contribution from project stakeholders
	2.2 Develop project risk management strategy and resource management strategy in accordance with operational procedures
	2.3 Clarify and confirm resource requirements and availability
	2.4 Specify and confirm timeline and milestones
	2.5 Brief relevant personnel on project plan, deadlines and responsibilities
3 Monitor project	**3.1** Implement project plan
	3.2 Support project personnel to ensure that project outcomes can be achieved
	3.3 Use interpersonal skills to build trust and cooperation with project team
	3.4 Assess progress against milestones and take contingency action as required to ensure project deadlines are met
	3.5 Adjust project plan in accordance with contingency plans

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	3.6	Establish and maintain relevant documentation and correspondence register
	3.7	Provide feedback to relevant personnel coordinating sections of the project
	3.8	Finalise project within agreed timelines
	3.9	Provide reports to management/stakeholders, as required
4 Evaluate project outcomes	**4.1**	Evaluate project outcomes against agreed aim and purpose
	4.2	Evaluate project outcome quality
	4.3	Review project plan using agreed measures
	4.4	Communicate project evaluation outcomes with relevant personnel and incorporate recommendations into future project planning and management

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to DEFPA008 Manage public affairs projects.

Links

Companion Volume - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFDPA008 Manage public affairs projects

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying organisational policies and procedures
- applying relevant legislation, regulations and operational policies to public affairs projects
- managing public affairs projects
- planning and coordinating a range of events/activities for different stakeholders
- publicising events and activities to encourage public participation.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- evaluation in the context of public affairs projects and activities
- privacy principles
- project planning and coordination
- relevant legislation, regulations, organisational policies, organisational procedures and guidelines relating to public affairs, such as privacy, confidentiality, copyright, libel and slander
- using mass media.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Assessment must occur in workplace operational situations, where it is appropriate to do so;

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where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including operational procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFDPA009 Apply knowledge of public affairs in a service environment

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Application

This unit describes the skills required to apply knowledge of the service environment to develop and implement current public affairs product, procedures and policy. An understanding of the service environment in which public affairs capability is deployed and used is an essential consideration when developing and implementing policy, reports, instruction or advice related to them.

This unit applies to those required to develop and implement public affairs policy, report, instruction or advice.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work independently and as part of a team, under direct and/or indirect supervision, use discretion and judgement, and take responsibility for the quality of their output. They would perform complex tasks in a broad range of contexts.

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

Pre-requisite Unit

Not applicable.

Competency Field

Defence Public Affairs

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS **PERFORMANCE CRITERIA**

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Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.
1	**Determine service environments**	**1.1** Identify public affairs requirements in service environments
		1.2 Research and identify public affairs issues within service environments
2	**Use knowledge of service environments to assist in work and to guide problem solving**	**2.1** Identify service-related issues when implementing public affairs options or recommendations and providing advice
		2.2 Use service environment knowledge when providing recommendations or advice
		2.3 Use service environment knowledge when creating public affairs product, and writing policy, instructions and reports

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

No equivalent unit.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFDPA009 Apply knowledge of public affairs in a service environment

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- interpreting public affairs effects relevant to operational service
- providing public affairs recommendations or advice appropriate to service environments
- researching contextual issues that influence service operating environment from public affairs perspective
- writing public affairs documentation including at least one of the following:
  - plans
  - media release
  - instruction
  - orders

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- awareness of clearance requirements associated with public comment in operational contexts
- environmental factors influencing public affairs in service operating environments
- public affairs effects relevant to service operations.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational

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situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment (PPE) currently used in industry
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- acceptable means of simulated assessment.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFDPL001 Provide high-level support on service discipline matters

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Application

This unit specifies the skills and knowledge required to provide high-level support on service discipline matters within a Defence legal environment.

It includes planning and preparing to provide highlevel support, clarifying complex legal issues and performing legal research. It also includes preparing complex documents and finalising legal matters.

This unit applies to Defence personnel who are required to provide more complex paralegal support services.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Persons undertaking this unit work mostly independently while part of a team, and perform routine and complex tasks. They work with limited supervision, with identified approval authorities. They apply solutions to a variety of predictable and complex problems in familiar and unfamiliar contexts.

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

Pre-requisite Unit

Not applicable

Competency Field

Defence Paralegal Operations

Unit Sector

Not applicable.

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Elements and Performance Criteria

ELEMENTS		PERFORMANCE CRITERIA	
Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Plan and prepare to provide support**	**1.1**	Receive high-level service discipline task
		1.2	Analyse and identify high-level legal issues for the task
2	**Clarify legal issues**	**2.1**	Review and clarify high-level legal issues of task with instructing legal officer
		2.2	Obtain additional information relevant to task as required
		2.3	Clearly outline paralegal legal limits of responsibility to stakeholders and establish mutual expectations in accordance with organisational and legal procedures
3	**Perform legal research**	**3.1**	Conduct legal research for task as necessary
		3.2	Analyse and document outcomes of legal research in accordance with organisational procedures
4	**Prepare legal documents**	**4.1**	Prepare documents for task under instruction from instructing legal officer
		4.2	Review documents for task with instructing legal officer and amend as required
5	**Finalise matter**	**5.1**	Finalise documents in accordance with legal and task requirements
		5.2	Communicate task outcomes to stakeholders, as required
		5.3	Update file notes and place outcomes on file in accordance with organisational procedures
		5.4	Appropriately store and secure file to meet legal requirements

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces but is not equivalent to DEFPL014 Provide high level support on service discipline matters.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFDPL001 Provide high-level support on service discipline matters

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- communicating effectively on complex legal matters
- coordinating with instructing legal officer to prepare for complex trial or service discipline proceedings
- ensuring trial/tribunal and post-trial/tribunal administration is completed in accordance with legal and operational procedures
- implementing written and oral instructions to prepare effective complex briefs
- preparing and processing documents involved in complex service discipline matters
- preparing legal documents to support complex legal matters
- preparing summaries of cases in complex legal matters
- providing appropriate support in complex service discipline matters
- undertaking analysis of information to determine status and value
- undertaking complex research to support instructing legal officer.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- complex legal practices and procedures
- criminal law matters and service discipline proceedings
- Defence Force Discipline Act (DFDA) and related legislation
- legal terminology relevant to simple and complex legal matters
- relationship between trials and tribunals, and potential impact on legal proceedings
- relevant legal practices and procedures
- relevant legal process, documents and exhibits, legislation and sections, and stages involved in the legal process
- summary hearing/court/tribunal processes and their relevance to paralegal operational procedures
- trials and service discipline proceedings, and their relevance to paralegal operational procedures.

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Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools and equipment currently used in industry
- applicable documentation including operational procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFDPL002 Provide high-level support on criminal law matters

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Application

This unit specifies the skills and knowledge required to provide paralegal support services within a Defence legal environment.

It includes planning and preparing to provide high-level support, clarifying complex legal issues and performing legal research. It also includes preparing complex documents and finalising criminal law matters.

This unit applies to Defence personnel who are required to provide paralegal support services.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Persons undertaking this unit work mostly independently while of a team, and perform routine and complex tasks. They would work with limited supervision, with identified approval authorities. They apply solutions to a variety of predictable and complex problems in familiar and unfamiliar contexts.

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

Pre-requisite Unit

Not applicable

Competency Field

Defence Paralegal Operations

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS **PERFORMANCE CRITERIA**

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Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.
1	**Plan and prepare to provide support**	**1.1** Receive criminal law matter task
		1.2 Analyse and identify legal issues for the task
2	**Clarify legal issues**	**2.1** Identify and clarify complex legal issues of task with instructing legal officer
		2.2 Obtain additional information as required to meet task requirements
		2.3 Outline legal limits of own responsibility clearly to stakeholders and establish mutual expectations in accordance with legal and organisational requirements
3	**Perform legal research**	**3.1** Identify requirements for researching the task
		3.2 Conduct legal research via multiple resources to complete task
		3.3 Analyse and document research outcomes
4	**Prepare documents**	**4.1** Prepare required documents for task under instruction from instructing legal officer
		4.2 Review documents for task with instructing legal officer and amend as required
5	**Finalise criminal law matter**	**5.1** Finalise legal documents in accordance with legal and organisational procedures
		5.2 Communicate outcomes to stakeholders as appropriate
		5.3 Update file notes and place outcomes on file in accordance with operating guidelines
		5.4 Store and secure file appropriately

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces but is not equivalent to DEFPL015 Provide high-level support on criminal law matters.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFDPL002 Provide high-level support on criminal law matters

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- analysing information to determine status and reliability
- assisting instructing legal officer to prepare for trial or service discipline proceedings
- communicating effectively and logically on legal matters
- following written and oral instructions to prepare effective briefs
- planning and preparing to provide support in criminal law matters
- preparing and processing documents involved in criminal law matters
- preparing legal documents in accordance with identified processes
- preparing summaries of cases in accordance with identified processes
- undertaking research to support instructing legal officer
- undertaking trial/tribunal and posttrial/tribunal administration.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- criminal law matters, administrative law matters and service discipline proceedings
- Defence Force Discipline Act (DFDA) and related legislation
- relationship between trials and tribunals and their impact
- relevant legal practices and procedures
- relevant legal process, documents and exhibits, legislation and sections, and stages involved in the legal process
- relevant legal terminology and its use in accordance with organisational procedures
- summary hearing/court/tribunal processes
- trials and service discipline proceedings.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of

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assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including operational procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFDPL003 Provide high-level support on administrative law matters

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Application

This unit specifies the skills and knowledge required to provide high-level support on administrative law matters within a Defence legal environment.

It includes planning, preparing and clarifying complex legal issues, performing legal research and preparing complex legal documents.

This unit applies to Defence personnel who are required to provide highlevel paralegal support services.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Persons undertaking this unit work mostly independently while part of a team, and perform routine and complex tasks. They work with limited supervision, with identified approval authorities. They apply solutions to a variety of predictable and complex problems, in familiar and unfamiliar contexts.

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

Pre-requisite Unit

Not applicable

Competency Field

Defence Paralegal Operations

Unit Sector

Not applicable.

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Elements and Performance Criteria

ELEMENTS		PERFORMANCE CRITERIA	
Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Plan and prepare to provide high-level administrative support**	**1.1**	Receive administrative law task
		1.2	Analyse and identify complex legal issues for administrative law task
2	**Clarify legal issues**	**2.1**	Review and clarify complex legal issues of administrative law task with instructing legal officer
		2.2	Obtain additional information as required to meet task requirements
		2.3	Clearly outline paralegal legal limits of responsibility to stakeholders in accordance with legal and organisational procedures
3	**Perform legal research**	**3.1**	Conduct legal research for task as necessary
		3.2	Analyse and document research outcomes to meet task requirements
4	**Prepare legal documents**	**4.1**	Prepare required legal documents for task under instruction from instructing legal officer
		4.2	Review legal documents for task with instructing legal officer and amend, as required
5	**Finalise matter**	**5.1**	Finalise legal documents to meet legal and task requirements
		5.2	Communicate task outcomes to stakeholders, as required
		5.3	Update file notes and place outcomes on file in accordance with operating guidelines
		5.4	Appropriately store and secure file

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces but is not equivalent to DEFPL016 Provide high-level support on administrative law matters.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFDPL003 Provide high-level support on administrative law matters

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- communicating effectively on complex legal matters
- coordinating with instructing legal officer to prepare for complex trial or service discipline proceedings
- ensuring trial/tribunal and post-trial/tribunal administration is completed in accordance with legal and operational procedures
- implementing written and oral instructions to prepare effective complex briefs
- preparing and processing documents involved in complex administrative law matters
- preparing legal documents to support complex legal matters
- preparing summaries of cases in complex legal matters
- providing appropriate support in complex administrative law matters
- undertaking analysis of information to determine status and value
- undertaking complex research to support instructing legal officer.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- complex legal practices and procedures
- criminal, administrative law matters and service discipline proceedings
- Defence Force Discipline Act (DFDA) and related legislation
- legal terminology relevant to simple and complex legal matters
- relationship between trials and tribunals, and potential impact on legal proceedings
- relevant legal practices and procedures
- relevant legal process, documents and exhibits, legislation and sections, and stages involved in the legal process
- summary hearing/court/tribunal processes and their relevance to paralegal operational procedures
- trials and service discipline proceedings, and their relevance to paralegal operational procedures.

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Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools and equipment currently used in industry
- applicable documentation including operational procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFDPL004 Provide support in Defence administrative law matters

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Application

This unit specifies the skills and knowledge required to research and prepare documents in administrative law matters within a Defence legal environment.

It includes planning and preparing support and documents involved in administrative law matters. It also includes researching case history and assisting the instructing legal officer to prepare for administrative inquiry processes.

This unit applies to Defence personnel who provide services to support legal practitioners in administrative enquiries and processes under supervision. These services include processing documents and assisting in preparation for administrative inquiries.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Persons undertaking this unit work mostly independently while part of a team, and perform routine and complex tasks. They work with limited supervision, with identified approval authorities. They apply solutions to a variety of predictable and complex problems, in familiar and unfamiliar contexts.

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

Pre-requisite Unit

Not applicable

Competency Field

Defence Paralegal Operations

Unit Sector

Not applicable.

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Plan and prepare for the provision of support in administrative law	**1.1** Receive and act on instructions that require the provision of support in administrative law
	1.2 Analyse circumstances covered by the instruction and interpret issues
2 Prepare and process documents involved in administrative law matters	**2.1** Identify, prepare and process documents in accordance with legal practices and organisational procedures
	2.2 Prepare letters and other required documents and forward to instructing legal officer for review
	2.3 Identify, prepare and process documents for administrative inquiries and/or other relevant processes
	2.4 Review information with instructing legal officer and retrieve, copy and despatch identified documents in accordance with legal practices and organisational procedures
	2.5 Collect and archive post administrative inquiry documents in accordance with organisational procedures, as required
3 Assist instructing legal officer to prepare for administrative inquiries	**3.1** Identify different administrative inquiries and prepare appropriate files
	3.2 Discuss file with instructing legal officer and plan work in accordance with critical dates
	3.3 Canvass availability of legal officers and forward details to instructing legal officer to facilitate engagement that meets task requirements

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of

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competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to DEFPL017 Provide support in administrative law matters.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFDPL004 Provide support in Defence administrative law matters

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- analysing information to determine status and reliability
- assisting instructing legal officer to prepare for trial or service discipline proceedings
- communicating effectively and logically on legal matters
- implementing written and oral instructions to prepare effective briefs
- planning and preparing for the provision of support in administrative law matters
- preparing and processing documents involved in administrative law matters
- preparing legal documents in accordance with identified processes
- preparing summaries of cases in accordance with identified processes
- undertaking research to support instructing legal officer
- undertaking trial/tribunal and posttrial/tribunal administration.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- criminal law matters, administrative law matters and service discipline proceedings
- Defence Force Discipline Act (DFDA) and related legislation
- relationship between trials and tribunals and their impact
- relevant legal practices and procedures
- relevant legal process, documents and exhibits, legislation and sections, and stages involved in the legal process
- relevant legal terminology and its use in accordance with organisational procedures
- summary hearing/court/tribunal process
- trials and service discipline proceedings.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of

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assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFDPL005 Provide high-level support on operations law matters

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Application

This unit specifies the skills and knowledge required to provide high-level support on operations law matters within a Defence legal environment.

It includes planning and preparing for the provision of high-level support on operations law matters, analysing the circumstance surrounding a complex issue, conducting research, consulting legal officers and providing information.

This unit applies to Defence personnel who provide high-level support services to legal practitioners on operations law matters.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

The high-level support provided in this unit must be within the legal limit of the individual's responsibility.

Persons undertaking this unit work mostly independently while part of a team, and perform routine and complex tasks. They work with limited supervision, with identified approval authorities. They apply solutions to a variety of predictable and complex problems, in familiar and unfamiliar contexts.

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

Pre-requisite Unit

Not applicable

Competency Field

Defence Paralegal Operations

Unit Sector

Not applicable.

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Plan and prepare to provide high-level support on operations law matters	**1.1** Identify circumstances that require the provision of high-level support on operations law
	1.2 Analyse identified circumstances and interpret and clearly define issues
2 Receive enquiry	**2.1** Identify, analyse and clarify enquirer needs
	2.2 Clearly outline to enquirer, the paralegal legal limits of responsibility prior to imparting information, in accordance with organisational policy
	2.3 Identify enquiries outside area of own responsibility and seek assistance or refer enquiry to legal officer, as required
3 Provide information on operations law	**3.1** Record enquirer or event details and problem/s in accordance with organisational procedures
	3.2 Relay information as required, in accordance with organisational procedures
	3.3 Conduct research within scope of own paralegal legal responsibility
	3.4 Communicate information that can be disclosed and do not communicate non-disclosable information, particularly when there is doubt about the information's status
4 Consult legal officer to resolve issues	**4.1** Discuss issues with legal officer in accordance with legal practices and operational procedures
	4.2 Communicate issues to legal officer and discuss appropriate resolution/action in accordance with legal practices and operational procedures
	4.3 Complete agreed action/resolution in accordance with legal practices and operational procedures

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to DEFPL018 Provide high-level support on operations law matters.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFDPL005 Provide high-level support on operations law matters

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- communicating effectively on complex legal matters
- coordinating with instructing legal officer to prepare for complex trial or service discipline proceedings
- ensuring trial/tribunal and post-trial/tribunal administration is completed in accordance with legal and operational procedures
- implementing written and oral instructions to prepare effective complex briefs
- preparing and processing documents involved in complex operations law matters
- preparing legal documents to support complex legal matters
- preparing summaries of cases in complex legal matters
- providing appropriate support for complex operations law matters
- undertaking analysis of information to determine status and value
- undertaking complex research to support instructing legal officer.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- complex legal practices and procedures
- criminal, operations law matters and service discipline proceedings
- Defence Force Discipline Act (DFDA) and related legislation
- legal terminology relevant to simple and complex legal matters
- relationship between trials and tribunals, and potential impacts on legal proceedings
- relevant legal practices and procedures
- relevant legal process, documents and exhibits, legislation and sections, and stages involved in the legal process
- rules of engagement
- summary hearing/court/tribunal processes and their relevance to paralegal operational procedures
- trials and service discipline proceedings and their relevance to paralegal operational

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procedures.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools and equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFDPL006 Provide support in legal assistance matters

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Application

This unit specifies the skills and knowledge required to provide support in legal assistance matters within a Defence legal environment. This includes understanding public sector workplace requirements, tasks and processes.

It includes scoping support, preparing and processing documents, and performing legal research.

This unit applies to Defence personnel who are required to provide paralegal support services.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Persons undertaking this unit work mostly independently while part of a team, and perform routine and complex tasks. They work with limited supervision, with identified approval authorities. They apply solutions to a variety of predictable and complex problems, in familiar and unfamiliar contexts.

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

Pre-requisite Unit

Not applicable

Competency Field

Defence Paralegal Operations

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential	Performance criteria describe the performance needed to

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outcomes.	demonstrate achievement of the element.
1 Scope the provision of paralegal support	**1.1** Receive legal assistance task from client or instructing legal officer
	1.2 Confirm purpose of client requirement
	1.3 Outline legal limits of own responsibility clearly to client and establish mutual expectations, in accordance with operating guidelines
2 Prepare and process documents	**2.1** Identify and prepare documents to meet task requirements
	2.2 Check incoming documents and contact sender where additional information is required
	2.3 Review documents with instructing legal officer
3 Perform legal research	**3.1** Use and retrieve precedents and case law in conjunction with instructing legal officer to complete task
	3.2 Maintain records of research outcomes in accordance with operating procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces but is not equivalent to DEFPL019 Provide support in legal assistance matters.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFDPL006 Provide support in legal assistance matters

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- analysing information to determine status and reliability
- assisting instructing legal officer to prepare for trial or service discipline proceedings
- communicating effectively and logically on legal matters
- implementing written and oral instructions to prepare effective briefs
- planning and preparing for the provision of support in legal assistance matters
- preparing and processing documents involved in legal assistance matters
- preparing legal documents in accordance with identified processes
- preparing summaries of cases in accordance with identified processes
- undertaking research to support instructing legal officer
- undertaking trial/tribunal and posttrial/tribunal administration.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- criminal law matters and service discipline proceedings
- Defence Force Discipline Act (DFDA) and related legislation
- relationship between trials and tribunals, and their impact
- relevant legal practices and procedures
- relevant legal process, documents and exhibits, legislation and sections, and stages involved in the legal process
- relevant legal terminology and its use in accordance with organisational procedures
- summary hearing/court/tribunal process
- trials and service discipline proceedings.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of

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assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools and equipment currently used in industry
- applicable documentation including operational procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFDPL008 Obtain information from a client

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Application

This unit specifies the skills and knowledge required to obtain information from a client within a Defence legal environment. This includes understanding Defence military law and the impact on disciplinary issues.

It includes preparing background material, obtaining information from a client and finalising the matter.

This unit applies to Defence personnel who are required to provide paralegal support services.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Persons undertaking this unit work independently and as part of a team, and perform routine tasks. They work with direct supervision and apply known solutions to a variety of predictable problems.

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

Pre-requisite Unit

Not applicable

Competency Field

Defence Paralegal Operations

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential	Performance criteria describe the performance needed to

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outcomes.	demonstrate achievement of the element.
1 Prepare background material	**1.1** Clarify with instructing legal officer, nature of client needs and legal matter
	1.2 Review and analyse background material in accordance with task requirements
	1.3 Open new client/matter file in accordance with organisational legal procedures
2 Obtain client information	**2.1** Contact client to gather required information in accordance with organisational and legal procedures
	2.2 Outline legal limits of own responsibility clearly to client and establish mutual expectations in accordance with operational guidelines
	2.3 Use appropriate communication techniques to obtain required information from client
	2.4 Record client information in accordance with legal requirements and review with instructing legal officer
3 Finalise matter	**3.1** Advise client of outcome, in accordance with operational legal requirements
	3.2 Finalise documents in accordance with organisational procedures
	3.3 Appropriately store and secure relevant files in accordance with organisational procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

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Unit Mapping Information

This unit replaces but is not equivalent to DEFPL021 Obtain information from a client.

Links

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Assessment Requirements for DEFDPL008 Obtain information from a client

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- analysing information to determine status and reliability
- assisting instructing legal officer to prepare for trial or service discipline proceedings
- communicating effectively and logically on legal matters
- implementing written and oral instructions to prepare effective briefs
- obtaining information from client
- planning and preparing for the provision of support
- preparing and processing background documents
- preparing legal documents in accordance with identified processes
- preparing summaries of cases in accordance with identified processes
- undertaking research to support instructing legal officer
- undertaking trial/tribunal and posttrial/tribunal administration.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- criminal law matters and service discipline proceedings/issues
- Defence Force Discipline Act (DFDA) and related legislation
- relationship between trials and tribunals, and their impact
- relevant legal practices and procedures
- relevant legal process, documents and exhibits, legislation and sections, and stages involved in the legal process
- relevant legal terminology and its use in accordance with organisational procedures
- summary hearing/court/tribunal process
- trials and service discipline proceedings.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include

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requirements in the Standards for Registered Training Organisations current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including operational procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFDPL009 Manage and analyse a legal file

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Application

This unit specifies the skills and knowledge required to manage the conduct of a legal file under the instruction of a qualified legal practitioner.

It includes initiating preliminary file activities and carrying out a conflict of interest test to open a file. It also includes determining appropriate processes and steps to facilitate running a file, contacting relevant persons about the file, then facilitating file administration and closure.

This unit applies to Defence personnel who are required to provide paralegal support services.

All aspects of legal practice may be subject to a range of legislation, rules, regulations and/or codes of practice relevant to different job roles and jurisdictions.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Persons undertaking this unit apply a well-established, sound, theoretical knowledge base in the provision of administrative support to legal professionals.

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

Pre-requisite Unit

Not applicable

Competency Field

Defence Paralegal Operations

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS **PERFORMANCE CRITERIA**

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Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.
1	**Initiate preliminary file activities**	**1.1** Arrange a meeting with legal officer to discuss new file, and to plan and prioritise preliminary work
		1.2 Obtain details of legal matter from client in accordance with organisational procedures
		1.3 Clarify matter with legal officer and client, and document agreed mutual expectations
		1.4 Prepare initial file documentation in accordance with organisational procedures
2	**Carry out conflict of interest test**	**2.1** Carry out conflict of interest check in accordance with organisational and legal procedures
		2.2 Record on preliminary file notes, results of conflict of interest check and discuss and/or resolve any areas of potential conflict with legal officer
3	**Open file**	**3.1** Locate, access and extract relevant information for initiating files in accordance with organisational procedures
		3.2 Select and brief support staff to assist, in consultation with legal officer, as required
		3.3 Forward to client, on behalf of legal officer, confirmation of instructions, details of those working on the file, a summary of work to be performed and associated timelines, in accordance with organisational procedures
4	**Determine process and steps to facilitate running a file**	**4.1** Plan work, assign staff and allocate resources to tasks in conjunction with legal officer
		4.2 Obtain, prepare and submit relevant background information and submit documents to legal officer for checking
		4.3 Conduct research to identify and review relevant legislation and cases
		4.4 Outline relevant legal requirements clearly to client and answer or refer questions to legal officer for follow-up

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		4.5	Submit summary of future activities and preliminary work already performed to legal officer for sign-off and forward to client within agreed timelines
5	**Contact other persons about the file**	**5.1**	Contact and obtain statements from relevant people, as required
		5.2	Update file notes detailing all activities, actions and outcomes in accordance with organisational procedures
6	**Facilitate file administration and closure**	**6.1**	Package and disseminate file notes in accordance with organisational and legal procedures
		6.2	Close and archive file in accordance with organisational policies and procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to DEFPL022 Run a file.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFDPL009 Manage and analyse a legal file

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- classifying and sorting information
- determining processes and steps to facilitate running a file
- opening a file for the legal matter at hand including:
  - assembling and evaluating background information and critical documents
  - carrying out conflict of interest test
  - communicating effectively on complex legal matters
  - coordinating with instructing legal officer to prepare for complex trial or service discipline proceedings
  - ensuring trial/tribunal and post-trial/tribunal administration is completed in accordance with legal and operational procedures
  - establishing timelines and criteria
  - implementing written and oral instructions to prepare effective complex briefs
  - initiating preliminary file activities
  - obtaining relevant documents
  - preparing and processing documents involved in complex criminal law matters
  - preparing legal documents to support complex legal matters
  - preparing summaries of cases in complex legal matters
  - providing appropriate support in complex criminal law matters
  - undertaking analysis of information to determine status and value
  - undertaking complex research to support instructing legal officer.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- client negotiation techniques
- complex legal practices and procedures
- conflict of interest test check procedure

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- criminal law matters and service discipline proceedings
- Defence Force Discipline Act (DFDA) and related legislation
- legal terminology relevant to simple and complex legal matters
- privacy principles
- relationship between trials and tribunals, and potential impact on legal proceedings
- relevant legal practices and procedures
- relevant legal process, documents and exhibits, legislation and sections, and stages involved in the legal process
- running a file procedures and required tasks
- summary hearing/court/tribunal processes and their relevance to paralegal operational procedures
- trials and service discipline proceedings and their relevance to paralegal operational procedures.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFDPL010 Provide support in service discipline law matters

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Application

This unit specifies the skills and knowledge required to provide support in service discipline law matters.

It includes planning and processing documents for the provision of support in service discipline law. It also includes researching case histories and assisting the instructing legal officer to prepare for trials and service discipline proceedings.

This unit applies to Defence personnel who, under supervision, provide services to support legal practitioners in service discipline law matters.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Persons undertaking this unit work mostly independently while part of a team, and perform routine and complex tasks. They work with limited supervision, with identified approval authorities. They apply solutions to a variety of predictable and complex problems in familiar and unfamiliar contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Pre-requisite Unit

Not applicable

Competency Field

Defence Paralegal Operations

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS **PERFORMANCE CRITERIA**

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Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.
1	**Plan and prepare for the provision of support in service discipline law**	**1.1** Receive and act on instructions that require the provision of support in service discipline law matters
		1.2 Analyse circumstances, and interpret and clearly define discipline issues
2	**Prepare and process documents involved in service discipline law matters**	**2.1** Identify, prepare and process documents in accordance with legal practices and organisational procedures
		2.2 Despatch documents in accordance with legal practices and organisational procedures
		2.3 Check incoming documents for completeness and timely delivery, and contact sender where insufficient information is supplied or deadlines are not honoured
		2.4 Review requests for information with instructing legal officer
3	**Perform research to support instructing legal officer**	**3.1** Review files and determine search requirements in conjunction with instructing legal officer
		3.2 Retrieve and process relevant documents and exhibits in accordance with legal practices and organisational procedures
		3.3 Retrieve, research and review precedent and case law, and make summaries as required
		3.4 Forward summaries from research and review to instructing legal officer and present explanations, as required
4	**Conduct administration after matter**	**4.1** Conduct post-matter administration, as required, in accordance with organisational procedure
		4.2 Update and maintain legal records in relation to operational and legal requirements

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to DEFPL023 Provide support in service discipline law matters.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFDPL010 Provide support in service discipline law matters

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- analysing information to determine status and reliability
- assisting instructing legal officer to prepare for trial or service discipline proceedings
- communicating effectively and logically on legal matters
- implementing written and oral instructions to prepare effective briefs
- planning and preparing for the provision of support in discipline law matters
- preparing and processing documents involved in discipline law matters
- preparing legal documents in accordance with identified processes
- preparing summaries of cases in accordance with identified processes
- undertaking research to support instructing legal officer
- undertaking trial/tribunal and posttrial/tribunal administration.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- criminal law matters and service discipline proceedings
- Defence Force Discipline Act (DFDA) and related legislation
- relationship between trials and tribunals and their impact
- relevant legal practices and procedures
- relevant legal process, documents and exhibits, legislation and sections, and stages involved in the legal process
- relevant legal terminology and its use in accordance with organisational procedures
- summary hearing/court/tribunal process
- trials and service discipline proceedings.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of

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assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools and equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFDPL011 Provide support in criminal law matters

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Application

This unit specifies the skills and knowledge required to provide support in criminal law matters.

It includes planning and preparing for the provision of support in criminal law, documenting and researching case histories, and assisting instructing legal officer to prepare for criminal law matters and service discipline proceedings. It also includes assisting instructing legal officer to prepare for trial or service discipline proceedings, and conducting pre and post-trial/tribunal administration.

This unit applies to Defence personnel who are required to provide paralegal support services.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Persons undertaking this unit work mostly independently while part of a team, and perform routine and complex tasks. They work with limited supervision, with identified approval authorities. They apply solutions to a variety of predictable and complex problems, in familiar and unfamiliar contexts.

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

Pre-requisite Unit

Not applicable

Competency Field

Defence Paralegal Operations

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS **PERFORMANCE CRITERIA**

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Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.
1	**Plan and prepare for the provision of support in criminal law**	**1.1** Receive and act on instructions that require the provision of support in criminal law
		1.2 Analyse circumstances, and interpret and clearly define discipline issues
2	**Prepare and process documents involved in criminal law matters**	**2.1** Identify, prepare and process documents in accordance with legal practices and procedures
		2.2 Despatch documents in accordance with legal practices and procedures
		2.3 Check incoming documents for completeness and timely delivery, and contact sender where insufficient information is supplied or deadlines are not honoured
		2.4 Review requests for information with instructing legal officer and retrieve, copy and despatch identified documents in accordance with legal practices and procedures
3	**Perform research to support instructing legal officer**	**3.1** Review files and determine research requirements in conjunction with instructing legal officer
		3.2 Retrieve and process relevant documents and exhibits
		3.3 Retrieve, research and review precedent and case law, and make summaries as required
		3.4 Forward summaries from research and review to instructing legal officer and present explanations as required
4	**Assist instructing legal officer to prepare for trial or service discipline proceedings**	**4.1** Identify relevant trial/tribunal and prepare appropriate files
		4.2 Communicate to instructing legal officer, communications from client, police and other authorities, and details of client charge and bail status
		4.3 Discuss file with instructing legal officer, and plan and

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			diarise work
		4.4	Canvass availability of legal officers and forward details to instructing legal officer to facilitate engagement
		4.5	Contact opposing party's legal representative on behalf of instructing legal officer and exchange relevant information
		4.6	Prepare briefs for legal officers in conjunction with instructing legal officer and deliver brief as required
		4.7	Facilitate liaison and communication between instructing legal officer and relevant other parties
		4.8	Forward reminders of pending critical dates to relevant persons
5	**Conduct trial/tribunal and post-trial/tribunal administration**	**5.1**	Prepare/process relevant trial/tribunal administrative instruction
		5.2	Notify trial/tribunal participants of relevant details
		5.3	Notify court/tribunal relevant personnel
		5.4	Collect and archive, as required, post-trial/tribunal relevant documents, process outcomes, prepare accounts and notify relevant reviewing authority

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to DEFPL024 Provide support in criminal law matters.

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Links

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Assessment Requirements for DEFDPL011 Provide support in criminal law matters

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- analysing information to determine status and reliability
- assisting instructing legal officer to prepare for trial or service discipline proceedings
- communicating effectively and logically on legal matters
- implementing written and oral instructions to prepare effective briefs
- planning and preparing for the provision of support in criminal law matters
- preparing and processing documents involved in criminal law matters
- preparing legal documents in accordance with identified processes
- preparing summaries of cases in accordance with identified processes
- undertaking research to support instructing legal officer
- undertaking trial/tribunal and posttrial/tribunal administration.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- criminal law matters and service discipline proceedings
- Defence Force Discipline Act (DFDA) and related legislation
- relationship between trials and tribunals, and their impact
- relevant legal practices and procedures
- relevant legal process, documents and exhibits, legislation and sections, and stages involved in the legal process
- relevant legal terminology and its use in accordance with organisational procedures
- summary hearing/court/tribunal process
- trials and service discipline proceedings.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of

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assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in simulated workplace operational situations that reflect workplace conditions.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFDPL012 Work in a public service legal environment

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Application

This unit describes the skills required to provide paralegal support services within a Defence legal environment. This includes understanding workplace requirements of the public sector and the tasks and processes required within this.

This unit applies to Defence personnel who are required to provide paralegal support services.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work both independently and as part of a team while performing routine tasks. They would work with direct supervision and apply known solutions to a variety of predictable problems.

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

Pre-requisite Unit

Not applicable.

Competency Field

Defence Paralegal Operations

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1	**Provide legal support**	**1.1**	Keep paperwork up to date and report on the progress of matter to stakeholders under guidance of the instructing legal officer
		1.2	Conflicts of interest or potential conflict of interest for the matter are checked and referred to the instructing legal officer
		1.3	Treat clients and colleagues with respect and behave with honesty and integrity at all times
		1.4	Ensure all files are appropriately stored and secured
2	**Maintain confidentiality**	**2.1**	Ensure information is protected
		2.2	Use discretion and judgement in all communication
		2.3	Ensure that legal matters are only discussed within the confines of the practice and with appropriate personnel
3	**Use appropriate legal terminology in all communication**	**3.1**	Use appropriate legal terminology in all communication
		3.2	Spell and pronounce legal terminology correctly and in the appropriate context when completing work tasks

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

No equivalent unit.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFDPL012 Work in a public service legal environment

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- analysing information to determine status and reliability
- assisting instructing legal officer to prepare for trial and service discipline proceedings
- communicating effectively and logically on legal matters
- effectively following written and oral instructions in the preparation of briefs
- planning and preparing for the provision of support in criminal law matters
- preparing and processing documents involved in criminal law matters
- preparing legal documents in accordance with identified processes
- preparing summaries of cases in accordance with identified processes undertaking trial/tribunal and post trial/tribunal administration
- undertaking research to support instructing legal officer.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- criminal law matters and service discipline proceedings
- Defence Force Discipline Act (DFDA) and related legislation
- relationship between trials and tribunals and their impacts
- relevant legal practices and procedures
- relevant legal process, documents and exhibits, legislation and sections, and stages involved in the legal process
- relevant legal terminology and its use in accordance with organisation procedures
- relevant legislation and policies, which must include one or more of the following:
  - Defence Security Manual (DSM)
  - Privacy Act
  - Archives Act
  - Defence Records Management Policy Manual (POLMAN)
  - work health safety (WHS) legislation

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  - Public Governance and Accountability (PGPA) legislation
- the Australian Public Service values and code of conduct
- the summary hearing/court/tribunal process
- trials and service discipline proceedings.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment (PPE) currently used in industry
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- acceptable means of simulated assessment.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFDPL013 Conduct legal research

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Application

This unit applies to Defence personnel who are required to provide paralegal support services.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work both independently and as part of a team while performing routine tasks. They would work with direct supervision and apply known solutions to a variety of predictable problems.

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

Pre-requisite Unit

Not applicable.

Competency Field

Defence Paralegal Operations

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Define legal issues	**1.1** Analyse information to determine factual situation
	1.2 Evaluate information to identify legal issues requiring research

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2	**Undertake research**	**2.1**	Define search parameters to narrow the scope of enquiry
		2.2	Identify sources of law to address the identified legal issue
		2.3	Develop research strategies based on subject, case, legislation, instrument and other relevant search terms
		2.4	Implement research strategies to locate sources of law
3	**Identify legal principles**	**3.1**	Interpret sources of law to facilitate critical analysis
		3.2	Analyse sources of law to critically determine the legal precent and determine application to the legal issue
		3.3	Formulate response to the legal issue based on research
		3.4	Communicate responses to inform stakeholders

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

No equivalent unit.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFDPL013 Conduct legal research

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- analysing information to determine status and reliability
- assisting instructing legal officer to prepare for trial and service discipline proceedings
- communicating effectively and logically on legal matters
- effectively following written and oral instructions in the preparation of briefs
- planning and preparing for the provision of support in criminal law matters
- preparing and processing documents involved in criminal law matters
- preparing legal documents in accordance with identified processes
- preparing summaries of cases in accordance with identified processes undertaking trial/tribunal and post-trial/tribunal administration
- undertaking research to support instructing legal officer.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- criminal law matters and service discipline proceedings
- relationship between trials and tribunals and their impacts
- relevant legal practices and procedures
- relevant legal process, documents and exhibits, legislation and sections, and stages involved in the legal process
- relevant legal terminology and its use in accordance with organisation procedures
- relevant legislation and policies, which must include one or more of the following:
  - Defence Force Discipline Act (DFDA) and related legislation
  - Defence Security Manual (DSM)
  - Privacy Act
  - Archives Act
  - Defence Records Management Policy Manual (POLMAN)
  - work health safety (WHS) legislation

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  - Public Governance and Accountability (PGPA) legislation
- the Australian Public Service values and code of conduct
- the summary hearing/court/tribunal process
- trials and service discipline proceedings.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment (PPE) currently used in industry
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- acceptable means of simulated assessment.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFDPL014 Address complex legal and ethical issues in a Defence environment

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Application

This unit describes the skills required to effectively manage complex legal and ethical issues in a Defence environment. This unit applies to those working within a Defence legal environment, where they are required to manage complex legal and ethical issues.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work mostly independently whilst part of a team, performing routine and complex tasks. They would work with limited supervision, with identified approval authorities. They apply solutions to a variety of predictable and complex problems, in both familiar and unfamiliar contexts.

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

Pre-requisite Unit

Not applicable.

Competency Field

Defence Paralegal Operations

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1	**Perform within legal and ethical parameters of a Defence environment**	**1.1**	Apply a clear understanding of required guidelines and legislation as they impact on a Defence legal environment
		1.2	Address the implications of guidelines and legislation
		1.3	Handle client complaints sensitively and in accordance with identified guidelines
		1.4	Handle all requests for client information in accordance with identified guidelines
2	**Apply an understanding of the legal framework**	**2.1**	Work with an understanding of how the law operates in a Defence environment with regard to legal processes, principles and penalties
		2.2	Accurately apply concepts of negligence, duty of care and vicarious liability to a Defence environment
		2.3	Apply a clear understanding of the requirement to obtain consent for treatment
		2.4	Accurately use common legal terms associated with a Defence legal environment
		2.5	Apply the legal requirements and expectations in relation to documented records and reports in a Defence environment
		2.6	Apply mandatory reporting processes in line with jurisdictional requirements
		2.7	Accurately apply client privacy and confidentiality practices
3	**Identify legal principles**	**3.1**	Interpret sources of law to facilitate critical analysis
		3.2	Analyse sources of law critically to determine the legal precedent and determine application to the legal issue
		3.3	Formulate response to the legal issue based on research
		3.4	Communicate responses to inform stakeholders
		3.5	Develop and implement strategies to resolve ethical issues within a Defence environment
		3.6	Take responsibility for addressing ethical issues and legal requirements in line with own work

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	3.7	Complete all documentation in accordance with identified guidelines
	3.8	Monitor compliance with legal obligations and requirements
4 Support the rights, interests and needs of clients	**4.1**	Comply with legal responsibilities and duty of care in all interactions with clients
	4.2	Support client rights, interests and decisions
	4.3	Encourage the client to exercise their rights to make informed decisions regarding their care
	4.4	Demonstrate respect and support for the dignity of clients
	4.5	Act as an advocate for client in line with identified guidelines and practices within a Defence environment

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

No equivalent unit.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFDPL014 Address complex legal and ethical issues in a Defence environment

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying ethical principles to a Defence environment, including the accurate use of
  - theoretical concepts informing ethical conduct
  - distinction between ethical and legal problems
- applying problem-solving skills including negotiation and mediation skills, to resolve problems of a difficult nature in a Defence legal environment
- contributing to resolving and dealing with legal and ethical issues arising in the workplace
- demonstrating the identification of common legal issues relevant to the Defence environment
- providing information as required to enhance the application of legal and ethical work practices in Defence
- using appropriate systems for documentation and management of legal records.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- applying a knowledge of legal and ethical standards, responsibilities and issues relevant to a Defence legal environment
- relevant legislation and policies, which must include one or more of the following:
  - Defence Force Discipline Act (DFDA) and related legislation
  - Defence Security Manual (DSM)
  - Privacy Act
  - Archives Act
  - Defence Records Management Policy Manual (POLMAN)
  - work health safety (WHS) legislation
  - Public Governance and Accountability (PGPA) legislation
- the principles of confidentiality and privacy responsibilities.

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Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment (PPE) currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- acceptable means of simulated assessment.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFEAP001 Use an enterprise architecture framework

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Application

This unit specifies the skills and knowledge required to create the required views for an enterprise architecture framework to permit its implementation by various elements of the organisation.

It includes creating common operational systems and technical views for a specific business architecture.

This unit applies to persons working in an enterprise architecture practice for Defence but may be applicable to anyone in this field.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Persons undertaking this unit work autonomously and perform sophisticated tasks in familiar contexts.

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

Pre-requisite Unit

Not applicable

Competency Field

Enterprise Architecture Practice

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential	Performance criteria describe the performance needed to

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outcomes.	demonstrate achievement of the element.
1 Create common views for a specific business architecture	**1.1** Identify and summarise relevant information for a specific business architecture
	1.2 Prepare an architecture compliance statement
	1.3 Prepare a capability maturity profile in consultation with stakeholders
2 Create operational views for a specific business architecture	**2.1** Develop descriptions for a high-level operational concept and operational node connectivity
	2.2 Prepare an operational information exchange matrix
	2.3 Prepare a command relationship chart and obtain stakeholder agreement
	2.4 Model business activities, relationships between activities, inputs and outputs
	2.5 Develop the business activity sequence and timing in accordance with organisational requirements and critical timings
	2.6 Develop a logical data model of the business activity and obtain stakeholder agreement
3 Create systems views for a specific business architecture	**3.1** Prepare systems descriptions and matrices, and obtain stakeholder agreement, as required
	3.2 Prepare systems technology forecast and obtain agreement
	3.3 Model systems rules for the business architecture
	3.4 Model the physical implementation of the logical data model of the business activity to capture systems requirements
	3.5 Implement the logical data model of the business activity and demonstrate it to capture systems requirements
4 Create technical views for a specific business architecture	**4.1** Create a technical systems profile, and gauge support levels required for the development of the intended system in consultation with stakeholders

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4.2 Develop an information technology strategy for intended system development

4.3 Derive enterprise information technology performance requirements from enterprise business requirements to allow standards, configurations and product development

4.4 Create a technology standards description/forecast in accordance with business guidelines

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to DEFEA001 Use an enterprise architecture framework.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFEAP001 Use an enterprise architecture framework

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least three occasions with extensive reference to representative stakeholders and include:

- applying organisational policies and procedures
- conducting enterprise systems analysis, design, planning and implementation, using a holistic approach at all times, for the successful development and execution of strategy
- creating and documenting the required enterprise architecture using agreed set of enterprise architecture tools
- interpreting systems and subsystem requirements
- modelling enterprise architecture that complies with regulations and standards
- reading and interpreting information technology drawings and symbols, including command relationship chart
- undertaking technical writing
- using effective communication with diverse stakeholders
- using enterprise architecture software and hardware.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- capability maturity profile
- enterprise architecture that complies with regulations and standards
- information technology drawings and symbols, including command relationship chart and relevant stakeholders
- logical data model
- organisational policies and procedures relevant to enterprise architecture practice
- operational concept and operational node connectivity
- systems descriptions, including systems and subsystem requirements
- systems matrices and must include one or more of the following:
  - operation activity to systems function traceability matrix
  - systems information exchange matrix

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- systems performance parameters matrix
- systems to systems matrix.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Assessment must occur in workplace operational situations, where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations that capture the range of situations likely to be encountered when using an enterprise architecture framework
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- relevant and appropriate legislation, policy, procedures and protocols relating to enterprise architecture
- capacity for monitoring and sampling over an extended period with extensive reference to representatives
- applicable documentation including operational procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFEAP002 Demonstrate compliance with an enterprise architecture framework

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Application

This unit specifies the skills and knowledge required to use a compliance matrix to demonstrate that an organisation is operating within an established enterprise architecture framework.

It includes measuring conformity with the framework, verifying compliance, and acting on compliance results.

This unit applies to those working in an enterprise architecture practice for Defence but may be applicable to anyone in this field.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Persons undertaking this unit work autonomously and perform sophisticated tasks in familiar contexts.

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

Pre-requisite Unit

Not applicable

Competency Field

Enterprise Architecture Practice

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential	Performance criteria describe the performance needed to

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outcomes.	demonstrate achievement of the element.
1 Measure conformity with enterprise architecture framework	**1.1** Apply compliance business process
	1.2 Use compliance matrix to measure conformity with established enterprise architecture framework
	1.3 Assist staff to complete matrix in accordance with operational requirements
	1.4 Resolve emerging difficulties
2 Verify compliance	**2.1** Map compliance matrix results against enterprise architecture framework
	2.2 Analyse and verify degree of compliance with enterprise architecture framework
	2.3 Identify and document areas of non-compliance
3 Act on compliance results	**3.1** Prepare compliance documentation in accordance with organisational procedures
	3.2 Report results of compliance matrix audit
	3.3 Prepare and present recommendations to improve compliance

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to DEFEA002 Demonstrate compliance with an enterprise architecture framework.

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Links

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Assessment Requirements for DEFEAP002 Demonstrate compliance with an enterprise architecture framework

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least two occasions and include:

- applying information management relating to enterprise architecture
- applying legislation, regulations, policies and procedures relating to enterprise architecture
- demonstrating compliance with enterprise architecture framework
- reporting on compliance requiring clear well-supported recommendations
- undertaking analysis in the context of enterprise architecture.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- critical points and criteria for compliance
- equal employment opportunity, equity and diversity principles
- legislation, regulations, policies, procedures and guidelines relating to enterprise architecture, including work health and safety legislation
- principles of process auditing
- relevant business processes including:
  - applications
  - data
  - information
  - information technology
  - infrastructure
  - management
  - security
  - technology
- scope and structure of organisation’s enterprise architecture framework.

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Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Assessment must occur in workplace operational situations, where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and workplace scenarios that capture the range of situations likely to be encountered when demonstrating compliance with an enterprise architecture framework
- relevant and appropriate legislation, policy, procedures and protocols relating to enterprise architecture currently used in industry
- capacity for extended observation of the compliance verification process
- applicable documentation including operational procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFEAP003 Use enterprise architecture tools

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Application

This unit specifies the skills and knowledge required to use agreed organisational enterprise architecture tools to permit the implementation of the enterprise architecture by various elements of the organisation.

It includes operating software to use operational, systems and technical tools.

This unit applies to those working in an enterprise architecture practice for Defence but may be applicable to anyone in this field.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Persons undertaking this unit work autonomously and perform sophisticated tasks in familiar contexts.

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

Pre-requisite Unit

Not applicable

Competency Field

Enterprise Architecture Practice

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1	**Operate enterprise architecture software tools**	**1.1**	Select and use enterprise architecture software tools in accordance with organisational procedures
		1.2	Use enterprise information technology support system, as required
2	**Use enterprise architecture operational tools**	**2.1**	Prepare descriptions for high-level operational concepts and operational node connectivity
		2.2	Prepare operational information exchange matrices
		2.3	Prepare and seek agreement about command relationship chart
		2.4	Model business activities, relationships between activities, inputs and outputs
		2.5	Prepare business activity sequences and timings in accordance with organisational business rules, business activity reforms and critical sequences
		2.6	Prepare a logical data model of business activity for stakeholder submission
3	**Use enterprise architecture systems tools**	**3.1**	Prepare systems descriptions and systems technology forecast, and obtain agreement from stakeholders
		3.2	Develop systems matrices to meet project requirements and obtain agreement from stakeholders, as required
		3.3	Model systems rules for the business architecture
		3.4	Implement the logical data model of the business activity and undertake demonstrations to capture systems requirements, as required
4	**Use enterprise architecture technical tools**	**4.1**	Create a technical systems profile, and gauge support levels required for the development of the intended system in consultation with stakeholders
		4.2	Develop an information technology strategy for intended systems development
		4.3	Derive enterprise information technology performance requirements to allow standards, configurations and products relevant to the intended systems development

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4.4 Create a technology standards report in accordance with operational procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to DEFEA003 Use enterprise architecture tools.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFEAP003 Use enterprise architecture tools

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least three occasions and include:

- applying organisational policies and procedures
- applying systems analysis
- creating and documenting the required enterprise architecture using the agreed set of enterprise architecture tools
- undertaking technical writing
- using effective communication with diverse stakeholders, including negotiation
- using enterprise architecture tools.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- critical points and criteria for compliance
- information technology strategy including the likely impact on the development of the intended system
- legislation, regulations, policies, procedures and guidelines relating to enterprise architecture, and the public sector work environment
- relevant stakeholders
- scope and structure of organisation’s enterprise architecture framework
- relevant systems descriptions and matrices.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

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Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Assessment must occur in workplace operational situations, where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and workplace scenarios that capture the range of situations likely to be encountered when using enterprise architecture tools
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- relevant and appropriate legislation, policy, procedures and protocols relating to enterprise architecture
- capacity for monitoring and sampling over an extended period with extensive reference to representatives
- applicable documentation including operational procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFEVL001 Develop an evaluation program

Modification History

Release 2.0. This is the second release of this unit of competency in the DEF Defence Training Package Release 4.0. Modifications have been made to Foundation Skills and Assessment Conditions.

Release 1.0. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFEV501 Develop an evaluation program.

- Unit code updated
- Content and formatting updated to comply with new standards
- All PC transitioned from passive to active voice
- All PC revised in element 3.

Application

This unit describes the skills required to develop an evaluation program for an organisation. It includes defining terms of reference and context; identifying key stages and outcomes; assessing and defining data management requirements and identifying the resources needed to undertake the program.

This unit applies to those responsible for the design and development of an evaluation and reporting strategy to measure performance and the value of investment decisions.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work autonomously while performing complex tasks in a familiar context.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

Evaluation

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Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Define terms of reference & evaluation context	**1.1** Identify and clarify the outcomes sought, who will use the information and for what purpose
	1.2 Identify the key stakeholders who will be consulted
	1.3 Select evaluation and monitoring methods which are suitable to the size and significance of the program, and the terms of reference
	1.4 Complete a review of existing evidence and literature relevant to the proposed evaluation
	1.5 Develop an evaluation methodology that supports broader management targets, standards, and outputs
2 Identify the key stages and outcomes of the program	**2.1** Define key stages, milestones and timeframe
	2.2 Communicate with clients and stakeholders the details of the program and delivery timeline for endorsement
	2.3 Identify potential risks which may impact on the proposed program
	2.4 Refine targets and objectives as required
3 Define reporting and record keeping requirements for data management	**3.1** Identify data collection, management and reporting requirements to meet the objectives of the program
	3.2 Identify existing data sets that may be accessed for the program
	3.3 Design data collection protocols to meet relevant standards and required formats

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	3.4	Store data to ensure security and appropriate access taking into account required formats
	3.5	Identify the information products required taking into account clients and stakeholders' needs and use
	3.6	Produce reports to suit program audience types
4 Identify the resources needed to implement the program	**4.1**	Identify the personnel and skills required to implement the monitoring and evaluation program
	4.2	Assess the material resources required to undertake the work
	4.3	Determine the cost of the program and develop a budget

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit supersedes and is equivalent to DEFEV501 Develop an evaluation program.

Links

Companion Volume Implementation Guides are found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFEVL001 Develop an evaluation program

Modification History

Release 2.0. This is the second release of this unit of competency in the DEF Defence Training Package Release 4.0. Modifications have been made to Foundation Skills and Assessment Conditions.

Release 1.0. These Assessment Requirements were released in DEF Defence Training Package release 1.0 and meet the Standards for Training Packages.

- Assessment Requirements created drawing upon specified assessment information from superseded unit.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and includes:

- scoping and reviewing a program
- collecting and managing data
- budgeting and identifying program costs
- planning evaluation programs
- using literacy skills to fulfil job roles as required by the organisation
- reading and understanding documentation
- completing written reports using oral communication skills/language competence to fulfil the job role
- questioning
- active listening
- asking for clarification
- negotiating solutions
- responding to a range of views
- using numeracy skills to estimate, calculate and record complex workplace measures
- using interpersonal skills to work with others and relate to people from a range of cultural, social and religious backgrounds and with a range of physical and mental abilities
- defining terms of reference and context
- identifying key stages and outcomes
- assessing and defining data management requirements
- identifying the resources needed to undertake the program.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of

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the requirements of the elements and performance criteria and include knowledge of:

- program design considerations (cost, equality, technically valid, ethics)
- quantitative and qualitative methods for monitoring and evaluation
- data management.

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in simulated workplace operational situations that reflect workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or simulations
- acceptable means of simulation assessment
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and PPE currently used in industry.

Links

Companion Volume Implementation Guides are found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFEVL002 Evaluate and report collected information

Modification History

Release 2.0. This is the second release of this unit of competency in the DEF Defence Training Package Release 4.0. Modifications have been made to Foundation Skills and Assessment Conditions.

Release 1.0. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFEV502 Evaluate and report collected information.

- Unit code updated
- Content and formatting updated to comply with new standards
- All PC transitioned from passive to active voice
- PC added in element 2.

Application

This unit describes the skills required to apply diagnostic and mathematical skills to determine validity and appropriateness of collected data.

This unit applies to those working on evaluation programs.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work autonomously while performing complex tasks in a familiar context.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

Evaluation

Unit Sector

Not applicable.

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Elements and Performance Criteria

ELEMENTS		PERFORMANCE CRITERIA	
Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Determine whether data is covered by scope of program**	**1.1**	Collect evidence, facts and information
		1.2	Review evaluation terms of reference and conditions to determine whether data/information falls within project scope
2	**Apply and analyse established data**	**2.1**	Assess validity of data/information
		2.2	Apply analysis techniques to assess data
		2.3	Identify trends and anomalies
		2.4	Document data analysis techniques and procedures
		2.5	Make recommendations on areas of possible improvement
3	**Record data analysis**	**3.1**	Record findings
		3.2	Analyse recommendations for action to ensure they are compatible with the project's scope and terms of reference
		3.3	Analyse interim and final reports and compare outcomes to the criteria established at the outset
		3.4	Report findings to stakeholders

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

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Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit supersedes and is equivalent to DEFEV502 Evaluate and report collected information.

Links

Companion Volume Implementation Guides are found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFEVL002 Evaluate and report collected information

Modification History

Release 2.0. This is the second release of this unit of competency in the DEF Defence Training Package Release 4.0. Modifications have been made to Foundation Skills and Assessment Conditions.

Release 1.0. These Assessment Requirements were released in DEF Defence Training Package release 1.0 and meet the Standards for Training Packages.

Assessment Requirements created drawing upon specified assessment information from superseded unit.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least two occasions and includes:

- paying attention to detail
- communicating facts in a fluent, clear manner
- researching information
- gathering, measuring and managing data
- planning and analysing
- negotiating and problem solving
- using a range of communication styles for communicating with different audiences and purposes
- applying sustainability principles.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- organisational protocols relating to client liaison
- confidentiality
- accuracy
- business mathematics and statistics
- data analysis techniques/procedures
- reporting requirements to a range of audiences
- legislation, policy and procedures relating to the conduct of evaluations
- organisational values, ethics and codes of conduct.

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Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in simulated workplace operational situations that reflect workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or simulations
- acceptable means of simulation assessment
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and PPE currently used in industry.

Links

Companion Volume Implementation Guides are found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFEVL004 Evaluate a training and assessment system

Modification History

Release 2.0. This is the second release of this unit of competency in the DEF Defence Training Package Release 4.0. Modifications have been made to Foundation Skills and Assessment Conditions.

Release 1.0. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

Application

This unit describes the skills required to evaluate an external or internal training and assessment system.

This unit applies to those who have responsibility for evaluating training and assessment strategies of an organisation.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work autonomously while performing complex tasks in a familiar context.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

Evaluation

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential	Performance criteria describe the performance needed to

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outcomes.	demonstrate achievement of the element.
1 Plan a system evaluation	**1.1** Identify and confirm the purpose and role of the evaluation with client and stakeholders
	1.2 Define the system in terms of location, purpose, and personnel
	1.3 Identify and prioritise the needs of the stakeholders of the system
	1.4 Identify, obtain and develop the necessary evaluation resources
	1.5 Validate the evaluation plan with stakeholders including: • methodology • responsibility of appropriate personnel for conducting and participating in evaluations • criteria • responsibilities for implementation of the evaluation plans • means of protection of participants • agreement for data collection, storage and retrieval • procedures for editing and disseminating reports • agreement of the financing
	1.6 Establish the evidence required for making decisions of system improvement
	1.7 Identify, develop and assess validity and reliability of evidence gathering instruments, procedures and sources of information
	1.8 Link cost effective methods utilising an appropriate evaluation model to the purpose of the evaluation
2 Conduct the evaluation	**2.1** Collect evidence in accordance with agreed evaluation procedures
	2.2 Identify and record potentially useful information which is not identified in the evaluation plan
	2.3 Collate and process data relevant to the evaluation
	2.4 Interpret evidence at the individual and aggregate levels and identify strengths and weaknesses of the system

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3 Report on evaluation findings	**3.1** Document issues and conclusions arising from the analysis conducted
	3.2 Make recommendations to stakeholders on areas of possible improvement
	3.3 Discuss preliminary findings with stakeholders
	3.4 Prepare a range of reports to meet the differing needs of stakeholders

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

No equivalent unit.

Links

Companion Volume Implementation Guides are found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFEVL004 Evaluate a training and assessment system

Modification History

Release 2.0. This is the second release of this unit of competency in the DEF Defence Training Package Release 4.0. Modifications have been made to Foundation Skills and Assessment Conditions.

Release 1.0. These Assessment Requirements were released in DEF Defence Training Package release 1.0 and meet the Standards for Training Packages.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and includes:

- evaluating information management systems, policies and procedures of an organisation
- selecting relevant evaluation information and documentation
- accessing and interpreting the organisation's standards and values
- analysing records/notes of the evaluation process
- explaining the evaluation process
- giving clear and precise instructions and advice
- discussing the evaluation process with other relevant people
- seeking information relevant to the evaluation
- discussing the evaluation outcome with the stakeholders
- interpreting training program requirements
- developing resources to support the evaluation process
- communicating with key stakeholders
- producing and maintaining documentation
- planning projects, work programs
- coordinating the work of self and others
- investigating training and workforce data
- determining and implementing improvement
- writing evaluation reports.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- program design considerations (cost, equality, technically valid, ethics)
- quantitative and qualitative methods for monitoring and evaluation

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- data management
- Training Packages and accredited courses, and what comprises quality training and assessment services
- how training and/or assessment organisations operate
- terminology relating to quality evaluation processes
- evaluation models/methods
- records management systems of the organisation
- relevant policy, legislation, codes of practice and national standards, including Commonwealth and state/territory legislation
- vocational education and training systems
- WHS relating to planning and conducting an evaluation
- vocational education regulations.

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in simulated workplace operational situations that reflect workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or simulations
- acceptable means of simulation assessment
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and PPE currently used in industry.

Links

Companion Volume Implementation Guides are found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFEVL005 Evaluate a community based program

Modification History

Release 2.0. This is the second release of this unit of competency in the DEF Defence Training Package Release 4.0. Modifications made to Foundation Skills and Assessment Conditions.

Release 1.0. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

Application

This unit describes the skills required to evaluate an external or internal community based program.

This unit applies to those who have responsibility for evaluating community based programs of an organisation.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work autonomously while performing complex tasks in a familiar context.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

Evaluation

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential	Performance criteria describe the performance needed to

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outcomes.	demonstrate achievement of the element.
1 Monitor performance of a community based program	**1.1** Monitor program activities to ensure they are delivered in accordance with contract and/or Service Level Agreement
	1.2 Review results of monitoring regularly
2 Plan an evaluation	**2.1** Identify and confirm the purpose and role of the evaluation
	2.2 Identify and prioritise the needs of the stakeholders of the program
	2.3 Identify, obtain and develop the necessary evaluation resources
	2.4 Validate the evaluation plan with stakeholders including: • methodology • responsibility of appropriate personnel for conducting and participating in evaluations • criteria • responsibilities for implementation of the evaluation plans • means of protection of participants • agreement for data collection, storage and retrieval • procedures for editing and disseminating reports • agreement of the financing
	2.5 Identify, develop and assess validity and reliability of evidence gathering instruments, procedures and sources of information
3 Conduct the evaluation	**3.1** Collect evidence in accordance with agreed evaluation plan
	3.2 Identify and record potentially useful information which is not identified in the evaluation plan
	3.3 Collate and process data relevant to the evaluation
4 Report on evaluation findings	**4.1** Document issues and conclusions arising from the analysis conducted
	4.2 Make recommendations to stakeholders on areas of possible improvement

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4.3 Discuss preliminary findings with stakeholders

4.4 Prepare a range of reports to meet the differing needs of stakeholders

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

No equivalent unit.

Links

Companion Volume Implementation Guides are found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFEVL005 Evaluate a community based program

Modification History

Release 2.0. This is the second release of this unit of competency in the DEF Defence Training Package Release 4.0. Modifications made to Foundation Skills and Assessment Conditions.

Release 1.0. These Assessment Requirements were released in DEF Defence Training Package release 1.0 and meet the Standards for Training Packages.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and includes:

- selecting relevant evaluation information and documentation
- accessing and interpreting the organisation's standards and values
- analysing records/notes of the evaluation process
- explaining the evaluation process
- giving clear and precise instructions and advice
- discussing the evaluation process with other relevant people
- seeking information relevant to the evaluation
- discussing the evaluation outcome with the stakeholders
- interpreting contract requirements
- developing resources to support the evaluation process
- communicating with key stakeholders
- producing and maintaining documentation
- planning projects, work programs
- coordinating the work of self and others
- investigating training and workforce data
- determining and implementing improvement
- writing evaluation reports.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- access and equity issues of community based population
- quantitative and qualitative methods for monitoring and evaluation
- data management
- what comprises quality community based services

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- how community based organisations operate
- terminology relating to quality evaluation processes
- evaluation models/methods
- evidence-based practice
- records management systems of the organisation
- relevant policy, legislation, codes of practice and national standards, including Commonwealth and state/territory legislation
- WHS relating to planning and conducting an evaluation.

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in simulated workplace operational situations that reflect workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or simulations
- acceptable means of simulation assessment
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and PPE currently used in industry.

Links

Companion Volume Implementation Guides are found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFEVL006 Evaluate business performance

Modification History

Release 2.0. This is the second release of this unit of competency in the DEF Defence Training Package Release 4.0. Modifications have been made to Foundation Skills and Assessment Conditions.

Release 1.0. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

Application

This unit describes the skills required to evaluate the performance of an organisation's business operations.

This unit applies to those who have responsibility for evaluating the business performance of an organisation.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work autonomously while performing complex tasks in a familiar context.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

Evaluation

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential	Performance criteria describe the performance needed to

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outcomes.	demonstrate achievement of the element.
1 Plan an evaluation	**1.1** Identify and confirm the purpose of the evaluation with client and stakeholders
	1.2 Identify and prioritise the needs of the stakeholders
	1.3 Identify, obtain and develop the necessary resources
	1.4 Validate the evaluation plan with stakeholders including: • methodology • responsibility of appropriate personnel for conducting and participating in evaluations • performance indicators • agreement for data collection, storage and retrieval • procedures for editing and disseminating reports • agreement of the financing
	1.5 Identify, develop and assess validity and reliability of evidence gathering instruments, procedures and sources of information
	1.6 Link cost effective methods utilising an appropriate evaluation model to the purpose of the evaluation
2 Develop performance indicators	**2.1** Develop performance indicators that link programs, processes and resource use to organisational strategic objectives and/or environmental factors
	2.2 Develop performance indicators using processes that are planned, inclusive and realistic within available time frames and resources
3 Conduct the evaluation	**3.1** Gather and analyse program and organisational data to identify past, current and future performance
	3.2 Identify and record potentially useful information which is not identified in the evaluation plan
	3.3 Collate and process data relevant to the evaluation
	3.4 Research and evaluate variations from targets and divergences from trends to determine margins of error and/or repeating patterns
	3.5 Assess trends in performance in terms of organisational short and long term objectives

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4	**Identify options for improvement**	**4.1**	Identify factors inhibiting performance
		4.2	Review organisational program to include factors that promote performance in line with available resources
5	**Report on evaluation findings**	**5.1**	Document issues and conclusions arising from the analysis conducted
		5.2	Make recommendations to stakeholders on areas of possible improvement
		5.3	Discuss preliminary findings with stakeholders
		5.4	Prepare a range of reports to meet the differing needs of stakeholders

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

No equivalent unit.

Links

Companion Volume Implementation Guides are found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFEVL006 Evaluate business performance

Modification History

Release 2.0. This is the second release of this unit of competency in the DEF Defence Training Package Release 4.0. Modifications have been made to Foundation Skills and Assessment Conditions.

Release 1.0. These Assessment Requirements were released in DEF Defence Training Package release 1.0 and meet the Standards for Training Packages.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and includes:

- evaluating information management systems, policies and procedures of an organisation
- accessing and interpreting the organisation's standards, missions, values and objectives
- seeking information relevant to the evaluation
- developing resources to support the evaluation process
- communicating with key stakeholders in a clear and precise manner
- investigating training and workforce data
- determining and implementing improvement
- creating performance indicators
- developing a valid evaluation plan that includes:
  - methodology
  - responsibility of appropriate personnel for conducting and participating in evaluations
  - performance indicators
  - agreement for data collection, storage and retrieval
  - procedures for editing and disseminating reports
  - agreement of the financing.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- program design considerations (cost, equality, technically valid, ethics)

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- quantitative and qualitative methods for monitoring and evaluation
- data management
- ethical considerations
- organisational structures and lines of management authority
- terminology relating to quality evaluation processes
- evaluation models/methods
- records management systems of the organisation
- relevant policy, legislation, codes of practice and national standards, including Commonwealth and state/territory legislation
- business and Human Resource models
- WHS relating to planning and conducting an evaluation.

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in simulated workplace operational situations that reflect workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or simulations
- acceptable means of simulation assessment
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and PPE currently used in industry.

Links

Companion Volume Implementation Guides are found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFEXO001 Work safely with explosive ordnance

Modification History

Release 2. Modifications made to Foundation Skills and Assessment Conditions

Release 1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFEO101D Work safely with explosive ordnance.

- Unit code updated
- Content and formatting updated to comply with the new standards
- All PC transitioned from passive to active voice
- Element 2 and 5 merged
- PC 1.2 and 3.2 removed

Application

This unit describes the skills required to achieve a safe work environment when working with explosives.

This unit applies to those working in any installation or organisation involved in the storage, distribution, maintenance and use of explosives; this includes but is not limited to research and development establishments, and proof and experimental establishments.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work independently and as part of a team, under direct and/or indirect supervision, use discretion and judgement, and take responsibility for the quality of their output. They would perform routine tasks in a range of contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

Explosive Ordnance

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Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS		PERFORMANCE CRITERIA	
Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Access and apply safety procedures**	**1.1**	Access and apply safety procedures and instructions
		1.2	Identify, act upon and/or report breaches in site safety
		1.3	Select load handling and shifting method in accordance with identified requirements for particular goods
		1.4	Check handling equipment for conformity with workplace requirements and manufacturer's guidelines
		1.5	Check suitable signage for compliance with workplace procedures
2	**Apply personal safety measures**	**2.1**	Select, fit and don personal protective equipment
		2.2	Establish and maintain safety of immediate working area and equipment
		2.3	Obtain relevant authorisation before specialised and hazardous work is carried out
		2.4	Identify and report incidents and injuries
3	**Apply dangerous goods and hazardous substances requirements**	**3.1**	Recognise individual responsibilities regarding dangerous goods and hazardous substances
		3.2	Identify and recognise dangerous goods and hazardous substances' labels and characteristics
		3.3	Report to supervisor where dangerous goods or hazardous materials do not appear to be appropriately marked
		3.4	Store dangerous goods and hazardous substances in accordance with the relevant compatibility, separation

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			constraints and security requirements
		3.5	Handle dangerous goods and hazardous substances
4	**Apply net explosive quantity and compatibility**	**4.1**	Identify licensing limitations
		4.2	Apply net explosive quantity
		4.3	Apply compatibility

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit supersedes and is equivalent to DEFEO101D Work safely with explosive ordnance.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFEXO001 Work safely with explosive ordnance

Modification History

Release 2. Modifications made to Foundation Skills and Assessment Conditions.

Release 1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFEO101D Work safely with explosive ordnance.

- Unit code updated
- Content and formatting updated to comply with the new standards
- All PC transitioned from passive to active voice
- Element 2 and 5 merged
- PC 1.2 and 3.2 removed

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and includes:

- identifying markings and colour coding of explosives and associated packaging
- identifying UN classification system

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include

- basic knowledge of:
  - hazard and incident identification and reporting techniques
  - hazardous materials requirements
  - manual handling procedures
  - organisational safety policies
  - organisational safety information sources
  - personal protection measures
  - safety and advisory signs

Assessment Conditions

Assessment needs to be conducted on at least Class 1 dangerous goods.

Assessors must hold credentials specified within the Standards for Registered Training

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Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in simulated workplace operational situations that reflect workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or simulations
- acceptable means of simulation assessment
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and PPE currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFEXO002 Respond to fire

Modification History

Release 2. Modifications made to the Foundation Skills and Assessment Conditions.

Release 1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFEO201C Respond to fire.

- Unit code updated
- Content and formatting updated to comply with the new standards
- All PC transitioned from passive to active voice
- PC 3.2 & 3.3 merged
- PC 3.4 removed

Application

This unit describes the skills required to carry out initial response to suppress a fire that may occur in an open field, building or storage area; and may be located on land, on board a ship at sea or in harbour, in the air; and may occur in the day or night and under any weather conditions. It also includes the ability to identify the nature and classification of the fire, report the fire and carry out evacuation procedures.

This unit applies to those who may be required to provide the initial response to fire. The unit does not cover the competencies needed to become a professional or volunteer firefighter.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work independently and as part of a team, under direct and/or indirect supervision, use discretion and judgement, and take responsibility for the quality of their output. They would perform specific tasks in a defined range of contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

Explosive Ordnance

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Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS		PERFORMANCE CRITERIA	
Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Prepare for fire response**	**1.1**	Access, interpret and apply procedures related to a fire emergency
		1.2	Locate and check fire fighting equipment and refer for maintenance/replacement as required
2	**Carry out initial notification and assessment**	**2.1**	Identify and confirm nature and scope of the fire and report to appropriate personnel
		2.2	Assess fire situation and determine appropriate course of action
		2.3	Notify relevant personnel of fire threat
		2.4	Apply emergency evacuation procedures
3	**Extinguish fire**	**3.1**	Select appropriate fire extinguishing apparatus and or agent
		3.2	Ensure fast knock down of fire using extinguisher at the appropriate range and time

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

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Unit Mapping Information

This unit supersedes and is equivalent to DEFEO201C Respond to fire.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFEXO002 Respond to fire

Modification History

Release 2. Modifications made to the Foundation Skills and Assessment Conditions.

Release 1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFEO201C Respond to fire.

- Unit code updated
- Content and formatting updated to comply with the new standards
- All PC transitioned from passive to active voice
- PC 3.2 & 3.3 merged
- PC 3.4 removed

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and includes:

- accessing and interpreting local emergency procedures
- applying evacuation procedures
- identifying emergency alarms and matching with response requirement

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and includes:

- basic knowledge of:
  - local area emergency procedures
  - principles of fire
  - types, operations and application of firefighting equipment including extinguishers, hose reels and, where appropriate, monitors

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

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Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in simulated workplace operational situations that reflect workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or simulations
- acceptable means of simulation assessment
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and PPE currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFEXO003 Establish and maintain the safety and security of explosive warehouses and workshops

Modification History

Release 2. Modifications made to Foundation Skills and Assessment Conditions.

Release 1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFEO202D Establish and maintain the safety and security of explosive warehouses and workshops.

- Unit code updated
- Content and formatting updated to comply with the new standards
- All PC transitioned from passive to active voice
- Element 1 & 2 merged
- PC 1.2 removed
- PC 2.1 & 2.2 merged

Application

This unit describes the skills required to enter and exit an ammunition/explosive ordnance storage area or facility in a remote or home base area. It includes the requirements to ensure that safety standards are applied and that security is maintained during the conduct of tasks within the facility.

This unit applies to those required to enter, carry out tasks in and exit an ammunition/explosive ordnance storage area or facility in a remote or home base area; and is required to maintain safety and security during entry, operations and exit.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work independently and as part of a team, under direct and/or indirect supervision, use discretion and judgement, and take responsibility for the quality of their output. They would perform specific tasks in a limited range of contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Pre-requisite Unit

Not applicable.

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Competency Field

Explosive Ordnance

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS		PERFORMANCE CRITERIA	
Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Prepare for and enter safely**	**1.1**	Identify, and confirm requirement to enter an explosive ordnance storage area/facility
		1.2	Conduct security and safety inspections and tests
		1.3	Open and vent facility and safely enter
2	**Maintain safety during operations and exit of facility**	**2.1**	Identify and calculate net explosive quantity and compatibility and monitor throughout the operation
		2.2	Conduct housekeeping and report maintenance needs
		2.3	Update and maintain records
		2.4	Exit safely and secure facility

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

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Unit Mapping Information

This unit supersedes and is equivalent to DEFEO202D Establish and maintain the safety and security of explosive warehouses and workshops.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFEXO003 Establish and maintain the safety and security of explosive warehouses and workshops

Modification History

Release 2. Modifications made to Foundation Skills and Assessment Conditions.

Release 1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFEO202D Establish and maintain the safety and security of explosive warehouses and workshops.

- Unit code updated
- Content and formatting updated to comply with the new standards
- All PC transitioned from passive to active voice
- Element 1 & 2 merged
- PC 1.2 removed
- PC 2.1 & 2.2 merged

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and includes:

- applying emergency/safety/security procedures
- adhering to relevant WHS requirements and operational safety procedures
- calculating net explosive quantities

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and includes:

- basic knowledge of alarm systems
- basic static electricity
- building signs and symbols
- compatibility requirements
- earthing procedures
- emergency procedures
- fire fighting equipment
- licensing limitations
- personal protection equipment requirements

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- security procedures

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in simulated workplace operational situations that reflect workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or simulations
- acceptable means of simulation assessment
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and PPE currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFEXO005 Package explosives

Modification History

Release 2. Modifications made to Foundation Skills and Assessment Conditions.

Release 1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFEO301D Package ammunition.

- Unit code updated
- Content and formatting updated to comply with the new standards
- All PC transitioned from passive to active voice.
- PC 1.2, 2.5 and 2.6 removed

Application

This unit describes the skills required to package explosives and explosive components for transportation and storage where packaging includes painting, stencilling, marking, sealing, strapping, vacuum evacuation and labelling. This includes calculating net explosive quantity, applying compatibility constraints, marking the packaging with internationally recognised coding and maintaining a range of documentation.

This unit applies to those required to prepare, package and finalise documentation for explosives and explosive components for the purpose of transportation and storage.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work independently and as part of a team, under direct and/or indirect supervision, use discretion and judgement, and take responsibility for the quality of their output. They would perform specific tasks in a broad range of contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

Explosive ordnance

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Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS		PERFORMANCE CRITERIA	
Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Prepare for packaging**	**1.1**	Identify packaging requirements from work requests and instructions
		1.2	Identify, acquire and prepare technical references, tools, equipment, consumables and packaging components
		1.3	Identify, calculate, analyse and apply net explosive quantities and compatibility
		1.4	Monitor and maintain environmental conditions
2	**Pack explosives**	**2.1**	Identify explosives or explosive components and prepare them for packaging
		2.2	Package explosives or explosive components in accordance with technical instructions, technical drawings and organisational procedures
		2.3	Interpret emergency procedures and apply contingency plans
		2.4	Prepare and mark packaging
3	**Finalise packaging procedures**	**3.1**	Inspect equipment/tools for serviceability
		3.2	Maintain documentation and records

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work

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environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit supersedes and is equivalent to DEFEO301D Package ammunition.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFEXO005 Package explosives

Modification History

Release 2. Modifications made to Foundation Skills and Assessment Conditions.

Release 1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFEO301D Package ammunition.

- Unit code updated
- Content and formatting updated to comply with the new standards
- All PC transitioned from passive to active voice.
- PC 1.2, 2.5 and 2.6 removed

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and includes:

- applying colour coding, markings, stencilling and labels
- applying compatibility/environmental constraints
- applying moisture absorption/sealing procedures
- applying operational safety
- calculating weight, volume and dimensions
- identifying explosives and packaging materials
- using relevant tools and equipment

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and includes:

basic knowledge of:

- effects of environmental conditions
- heat and/or vacuum sealing/moisture absorption/packaging procedures

operational knowledge of:

- colour coding, markings, stencilling and labelling requirements
- documentation requirements
- explosives to be packaged
- operation and limitations of packaging tools and equipment
- operational safety
- unit load construction

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- weight volume and dimension calculations
- work condition class

Assessment Conditions

Candidates must complete assessment using live explosives.

This unit must be assessed in an authorised and licensed potential explosion site.

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises and case studies
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and PPE currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFEXO006 Unpackage explosives

Modification History

Release 2. Modifications made to Foundation Skills and Assessment Conditions.

Release 1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFEO302D Unpackage ammunition.

- Unit code updated
- Content and formatting updated to comply with the new standards
- All PC transitioned from passive to active voice
- PC 1.2 and 1.5 removed
- Element 2 one new PC

Application

This unit describes the skills required to unpackage explosives and explosive components prior to inspection or maintenance. This includes calculating net explosive quantity, applying compatibility constraints, inspecting the packaging and maintaining a range of documentation.

This unit applies to those required to prepare, package and finalise documentation for explosives and explosive components for the purpose of transportation and storage.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work independently and as part of a team, under direct and/or indirect supervision, use discretion and judgement, and take responsibility for the quality of their output. They would perform specific tasks in a broad range of contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

Explosive Ordnance

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Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS		PERFORMANCE CRITERIA	
Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Prepare for unpackaging**	**1.1**	Identify unpackaging requirements from work requests and instructions
		1.2	Identify, acquire and prepare technical references, tools, equipment, consumables and packaging components
		1.3	Identify, calculate, analyse and apply net explosive quantities and compatibility
		1.4	Monitor and maintain environmental conditions
2	**Unpackage explosives**	**2.1**	Prepare explosives or explosive components for unpackaging
		2.2	Unpackage explosives or explosive components in accordance with technical instructions, technical drawings and organisational procedures
		2.3	Interpret emergency procedures and apply contingency plans
		2.4	Store or dispose packaging material
		2.5	Carry out and record relevant calculations
3	**Finalise unpackaging procedures**	**3.1**	Inspect equipment/tools for serviceability
		3.2	Maintain documentation and records

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit supersedes and is equivalent to DEFEO302D Unpackage ammunition.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFEXO006 Unpackage explosives

Modification History

Release 2. Modifications made to Foundation Skills and Assessment Conditions.

Release 1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFEO302D Unpackage ammunition.

- Unit code updated
- Content and formatting updated to comply with the new standards
- All PC transitioned from passive to active voice
- PC 1.2 and 1.5 removed
- Element 2 one new PC

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and includes:

- applying antistatic procedures
- applying compatibility/environmental constraints
- applying operational safety
- calculating and maintaining net explosive quantity
- identifying colour coding, markings and labels
- identifying explosives and packaging materials
- interpreting and applying technical instructions and drawings related to packaging of explosives
- using unpackaging tools and equipment
- venting containers

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and includes:

operational knowledge of:

- antistatic procedures
- appropriate explosive packaging
- colour coding, markings
- compatibility constraints
- effects of environmental conditions

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- explosives to be unpackaged
- net explosive quantity calculations
- operational safety
- operations and limitations of unpackaging tools and equipment
- venting procedures
- work condition class

Assessment Conditions

Candidates must complete assessment using live explosives.

This unit must be assessed in an authorised and licensed potential explosion site.

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises and case studies
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and PPE currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFEXO007 Monitor explosive ordnance environmental conditions

Modification History

Release 2. Modifications made to Foundation Skills and Assessment Conditions.

Release 1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFEO303D Monitor explosive ordnance environmental conditions.

- Unit code updated
- Content and formatting updated to comply with the new standards
- All PC transitioned from passive to active voice
- PC 1.4 and 1.5 removed
- Element 2 all PC reworded and reordered

Application

This unit describes the skills required to monitor environmental conditions related to explosives prior to sealing packaging. It includes having to identify explosives that need environmental controls, matching this to an appropriate storage facility and maintaining the requisite environmental conditions.

This unit applies to those required to monitor environmental conditions related to explosives.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work independently and as part of a team, under direct and/or indirect supervision, use discretion and judgement, and take responsibility for the quality of their output. They would perform routine tasks in a broad range of contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

Explosive Ordnance

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Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS		PERFORMANCE CRITERIA	
Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Identify environmental control requirements for explosives**	**1.1**	Apply technical specifications to identify environmental control requirements for explosives
		1.2	Select environmental requirements for short-term and long-term storage to match explosive type
		1.3	Identify environmental limits for control from technical specifications
2	**Monitor explosive environmental conditions**	**2.1**	Monitor storage areas for environmental standards and environmental storage requirements
		2.2	Operate and monitor monitoring devices
		2.3	Identify emergency procedures and apply contingency procedures
3	**Identify and rectify problems**	**3.1**	Identify implications of incorrect environmental standards
		3.2	Identify causes related to changes to environmental standards
		3.3	Implement procedures related to problem rectification

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

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Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit supersedes and is equivalent to DEFEO303D Monitor explosive ordnance environmental conditions.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFEXO007 Monitor explosive ordnance environmental conditions

Modification History

Release 2. Modifications made to Foundation Skills and Assessment Conditions.

Release 1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFEO303D Monitor explosive ordnance environmental conditions.

- Unit code updated
- Content and formatting updated to comply with the new standards
- All PC transitioned from passive to active voice
- PC 1.4 and 1.5 removed
- Element 2 all PC reworded and reordered

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and includes:

- applying environmental constraints
- applying corrective actions
- identifying explosive requiring environmental management
- identifying appropriate environmental controls

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and includes:

operational knowledge of:

- corrective actions to maintain environmental levels
- effects of environmental conditions
- environmental requirements for relevant explosive
- monitoring processes

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

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Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in simulated workplace operational situations that reflect workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or simulations
- acceptable means of simulation assessment
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and PPE currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFEXO008 Conduct explosives inspection

Modification History

Release 2. Modifications made to Foundation Skills and Assessment Conditions.

Release 1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFEO501D Conduct explosives inspection.

- Unit code updated
- Content and formatting updated to comply with the new standards
- All PC transitioned from passive to active voice
- PC 1.2 and 3.1 removed
- Element 3 one new PC

Application

This unit describes the skills required to conduct an inspection on all types of explosives in order to assess serviceability and to process further action. How the explosives are processed is subject to the outcomes of the inspection. In the case of defective or damaged explosives they may be retained and returned to the manufacturer, maintained or disposed of, or restrictions may be placed on their use.

This unit applies to those required to conduct an inspection on all types of explosives.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work independently and as part of a team, under direct and/or indirect supervision, use discretion and judgement, and take responsibility for the quality of their output. They would perform specific tasks in a broad range of contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

Explosive ordnance

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Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS		PERFORMANCE CRITERIA	
Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Prepare for inspection**	**1.1**	Identify requirement for explosives inspection from work requests/instructions
		1.2	Identify, acquire and prepare technical references, tools and equipment required for the inspection
		1.3	Identify, acquire, account for, move or pre-position explosives in preparation for inspection
		1.4	Identify, calculate, assess and apply net explosive quantities and compatibility
2	**Inspect explosive**	**2.1**	Inspect explosives in a logical set sequence to ensure that defects or damage are not overlooked
		2.2	Identify and record damage or other defects
3	**Carry out post inspection procedures**	**3.1**	Make a serviceability recommendation for inspected explosives
		3.2	Maintain documentation and records

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

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Unit Mapping Information

This unit supersedes and is equivalent to DEFEO501D Conduct explosives inspection.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFEXO008 Conduct explosives inspection

Modification History

Release 2. Modifications made to Foundation Skills and Assessment Conditions.

Release 1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFEO501D Conduct explosives inspection.

- Unit code updated
- Content and formatting updated to comply with the new standards
- All PC transitioned from passive to active voice
- PC 1.2 and 3.1 removed
- Element 3 one new PC

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and includes:

- using relevant tools and equipment
- working safely within an explosive environment
- complying with:
  - organisational safety requirements
  - appropriate legislative and regulatory requirements

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and includes:

basic knowledge of:

- operation of explosives
- explosive licence limits

operational knowledge of:

- markings and labelling requirements of explosives
- characteristics and limitations of explosive to be inspected
- inspection procedures
- organisational documentation requirements
- organisational safety policies and structures

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Assessment Conditions

Candidates must complete assessment using live explosives.

This unit must be assessed in an authorised and licensed potential explosion site.

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises and case studies
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and PPE currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFEXO009 Conduct broken seal inspection

Modification History

Release 2. Modifications made to Foundation Skills and Assessment Conditions.

Release 1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFEO522A Conduct broken seal inspection.

- Unit code updated
- Content and formatting updated to comply with the new standards
- All PC transitioned from passive to active voice
- Element 2 reworded
- PC 1.2 and 2.3 removed
- Element 1 one new PC

Application

This unit describes the skills required to conduct a visual inspection of packaged explosives during any handling task, to identify packaging with broken seals and to process packaging and its contents for further action. Immediate processing of the packaged explosives is subject to the outcomes of the inspection.

This unit applies to those required to conduct a visual inspection of packaged explosive.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work independently and as part of a team, under direct and/or indirect supervision, use discretion and judgement, and take responsibility for the quality of their output. They would perform specific tasks in a broad range of contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

Explosive ordnance

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Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Prepare for packaging inspection	**1.1** Identify requirement for inspection from work requests/instructions
	1.2 Identify, acquire and prepare technical references, tools, equipment, consumables and packaging components
	1.3 Identify and prepare suitable location to carry out receipt of packaged explosive
	1.4 Identify, calculate and apply net explosive quantities and compatibility
	1.5 Monitor environmental conditions
	1.6 Liaise with personnel involved in operation
2 Sort packaging	**2.1** Conduct inspection of the explosives packaging during the handling operation
	2.2 Segregate packaging based on outcome of inspection and compatibility requirements
	2.3 Handle broken seal packaging that has not been inspected as if it contains explosives
	2.4 Interpret emergency procedures and apply contingency plans
3 Inspect contents of broken seal packaging	**3.1** Inspect external surfaces of packaging for signs of damage
	3.2 Segregate and process packaging found to be damaged
	3.3 Open broken seal packaging to identify the contents
	3.4 Segregate further and process packaging that contains items which are or purport to be damaged

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4	**Finalise inspection procedures**	**4.1** Seal and label packaging
		4.2 Ensure serviceability of equipment/tools
		4.3 Maintain documentation and records

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit supersedes and is equivalent to DEFEO522A Conduct broken seal inspection.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFEXO009 Conduct broken seal inspection

Modification History

Release 2. Modifications made to Foundation Skills and Assessment Conditions.

Release 1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFEO522A Conduct broken seal inspection.

- Unit code updated
- Content and formatting updated to comply with the new standards
- All PC transitioned from passive to active voice
- Element 2 reworded
- PC 1.2 and 2.3 removed
- Element 1 one new PC

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and includes:

- applying inspection procedures
- handling dangerous goods and hazardous substances
- identifying damaged ammunition, explosives, non-explosive dangerous goods, or associated components
- identifying faults in explosive packaging, in markings and labels
- maintaining documentation
- using manual handling and team lifting techniques
- using PPE

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and includes:

- operational knowledge of:
  - application of inspection procedures
  - characteristics and limitations of packaging to be handled
  - functioning of explosives
  - organisational documentation requirements

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Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in simulated workplace operational situations that reflect workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or simulations
- acceptable means of simulation assessment
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and PPE currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFEXO012 Conduct electrical/electronic circuitry tests

Modification History

Release 2. Modifications made to Foundation Skills and Assessment Conditions.

Release 1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFEO508D Conduct electrical/electronic circuitry tests.

- Unit code updated
- Content and formatting updated to comply with the new standards
- All PC transitioned from passive to active voice
- PC 1.2 removed,
- PC 3.1 reworded

Application

This unit describes the skills required to set up and conduct simple electrical/electronic circuitry tests on explosive ordnance or component parts. These tests are required to be conducted on a wide range of explosive ordnance during maintenance procedures.

This unit applies to those required to set up and conduct simple electrical/electronic circuitry tests on explosive ordnance or component parts.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work independently and as part of a team, under direct and/or indirect supervision, use discretion and judgement, and take responsibility for the quality of their output. They would perform specific tasks in a range of contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

Explosive Ordnance

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Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS		PERFORMANCE CRITERIA	
Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Prepare electrical/electronic circuitry for testing**	**1.1**	Identify testing requirements from work requests/instructions
		1.2	Identify, acquire and prepare technical references, tools and equipment required for the tests
		1.3	Identify, acquire, prepare, move and position explosive ordnance or component parts in preparation for the task
		1.4	Identify, calculate and assess net explosive quantities and compatibility and apply throughout the operation
		1.5	Monitor and maintain environmental conditions
2	**Conduct electrical/electronic circuitry tests**	**2.1**	Conduct required tests
		2.2	Record and maintain test results
		2.3	Interpret emergency procedures and apply contingency plans
3	**Finalise post test procedures**	**3.1**	Return explosive ordnance or component parts to storage
		3.2	Ensure serviceability of equipment/tools
		3.3	Maintain documentation and records

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit supersedes and is equivalent to DEFEO508D Conduct electrical/electronic circuitry tests.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFEXO012 Conduct electrical/electronic circuitry tests

Modification History

Release 2. Modifications made to Foundation Skills and Assessment Conditions.

Release 1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFEO508D Conduct electrical/electronic circuitry tests.

- Unit code updated
- Content and formatting updated to comply with the new standards
- All PC transitioned from passive to active voice
- PC 1.2 removed,
- PC 3.1 reworded

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and includes:

- applying environmental constraints
- conducting housekeeping
- demonstrating manual handling techniques and team lifting techniques
- operating testing equipment
- using PPE

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and includes:

- basic knowledge of:
  - electrical theory relevant to the tests
  - explosive licence limits
  - functioning of explosive ordnance
- operational knowledge of:
  - characteristics and limitations of testing equipment
  - effects of environmental conditions
  - operability of test equipment
  - operations, characteristics and limitations of other tools and equipment relevant to the

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testing
- organisational documentation requirements
- testing procedures

Assessment Conditions

Candidates must complete assessment using live explosives.

This unit must be assessed in an authorised and licensed potential explosion site.

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises and case studies
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and PPE currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFEXO013 Conduct external explosive ordnance maintenance

Modification History

Release 2. Modifications made to Foundation Skills and Assessment Conditions.

Release 1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFEO502D Conduct external explosive ordnance maintenance.

- Unit code updated.
- Content and formatting updated to comply with the new standards
- All PC transitioned from passive to active voice
- PC 1.2 removed
- PC 3.1 reworded
- Element 2 one new PC

Application

This unit describes the skills required to conduct external maintenance on all types of explosive ordnance. Maintenance is carried out on the explosive ordnance while monitoring the environmental conditions. The unit only applies to the maintenance of explosive ordnance that does not require the removal of any explosive component.

This unit applies to those required to conduct external maintenance on explosive ordnance by the removal of rust and contaminants, cleaning, painting and stencilling standard markings.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work independently and as part of a team, under direct and/or indirect supervision, use discretion and judgement, and take responsibility for the quality of their output. They would perform specific tasks in a range of contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

Explosive Ordnance

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Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS		PERFORMANCE CRITERIA	
Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Prepare for maintenance**	**1.1**	Identify requirement for external maintenance from work requests and/or instructions
		1.2	Identify, acquire and prepare technical references, tools, equipment and consumables required for the maintenance
		1.3	Identify, acquire, account for, move or pre-position explosive ordnance in preparation for maintenance
		1.4	Identify, calculate, assess and apply net explosive quantities and compatibility throughout the operation
2	**Maintain explosive ordnance**	**2.1**	Conduct external maintenance on explosive ordnance
		2.2	Monitor environmental conditions and maintain, where appropriate
		2.3	Interpret emergency procedures and apply contingency plans
3	**Finalise maintenance**	**3.1**	Return explosive ordnance to storage or transport condition
		3.2	Conduct housekeeping procedures
		3.3	Maintain documentation and records

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit supersedes and is equivalent to DEFEO502D Conduct external explosive ordnance maintenance.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFEXO013 Conduct external explosive ordnance maintenance

Modification History

Release 2. Modifications made to Foundation Skills and Assessment Conditions.

Release 1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFEO502D Conduct external explosive ordnance maintenance.

- Unit code updated.
- Content and formatting updated to comply with the new standards
- All PC transitioned from passive to active voice
- PC 1.2 removed
- PC 3.1 reworded
- Element 2 one new PC

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and includes:

- applying anti-static safety requirements
- using manual handling and team lifting techniques
- using PPE
- using tools and equipment
- working safely with dangerous goods

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and includes:

- basic knowledge of:
  - explosive ordnance functioning
  - explosive licence limits
- operational knowledge of:
  - characteristics and limitations of explosive ordnance to be maintained
  - environmental constraints
  - legislative and regulatory requirements
  - maintenance procedures

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- organisational documentation requirements
- organisational safety requirements

Assessment Conditions

Candidates must complete at least one assessment using live explosives.

This unit must be assessed in an authorised and licensed potential explosion site.

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises and case studies
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and PPE currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFEXO014 Gauge explosives

Modification History

Release 2. Modifications made to Foundation Skills and Assessment Conditions.

Release 1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFEO715C Gauge explosives ordnance.

- Unit code updated
- Content and formatting updated to comply with the new standards
- All PC transitioned from passive to active voice
- PC 1.2 removed

Application

This unit describes the skills required to gauge explosives and/or components for inspection, testing, maintenance or to determine serviceability. Gauging requires the ability to work safely within an explosives environment, to calculate and apply net explosive quantity, to assess and apply compatibility and to maintain documentation.

This unit applies to those required to gauge explosives and/or components to confirm compliance with established design parameters and/or other specifications, references or publications.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work independently and/or as part of a team, under indirect supervision. They would use discretion and judgement and take responsibility for the quality of their outputs while performing specific tasks in a broad range of contexts

No licensing, legislative or certification requirements apply to unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

Explosive Ordnance

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Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS		PERFORMANCE CRITERIA	
Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Prepare for gauging of explosives**	**1.1**	Identify requirement for explosives gauging from work requests/instructions and confirm
		1.2	Identify, acquire and prepare technical references, tools and equipment required for the gauging
		1.3	Acquire, prepare, move and position explosives to be gauged
		1.4	Identify, calculate, assess and apply net explosive quantities and compatibility throughout the operation
		1.5	Monitor and maintain environmental conditions
2	**Gauge explosives**	**2.1**	Gauge explosives
		2.2	Interpret emergency procedures and apply contingency plans
3	**Finalise the gauging operation**	**3.1**	Maintain equipment/tools
		3.2	Maintain documentation and records

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

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Unit Mapping Information

This unit supersedes and is equivalent to DEFEO715C Gauge explosives ordnance.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFEXO014 Gauge explosives

Modification History

Release 2. Modifications made to Foundation Skills and Assessment Conditions.

Release 1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFEO715C Gauge explosives ordnance.

- Unit code updated
- Content and formatting updated to comply with the new standards
- All PC transitioned from passive to active voice
- PC 1.2 removed

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and includes:

- applying environmental constraints
- applying manual handling and team lifting techniques
- conducting housekeeping
- ensuring compliance upon completion of gauging task
- handling dangerous good and hazardous substances safely
- using PPE
- using tools and equipment
- working safely within an explosive ordnance environment

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and includes:

- operational knowledge of:
  - characteristics and limitations of explosive ordnance to be gauged
  - effects of environmental conditions
  - explosive licence limits
  - functioning process of explosive ordnance
  - legislative and regulatory requirements
  - operations, characteristics and limitations of tools and equipment required for the gauging of explosive ordnance
  - organisational documentation requirements

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- organisational safety policies and structures
- organisational safety requirements

Assessment Conditions

Candidates must complete assessment using live explosives.

This unit must be assessed in an authorised and licensed potential explosion site.

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises and case studies
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and PPE currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFEXO015 Follow security procedures

Modification History

Release 2. Modifications made to Foundation Skills and Assessment Conditions.

Release 1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFEO008 Follow security procedures.

- Unit code updated
- Content and formatting updated to comply with the new standards
- All PC transitioned from passive to active voice
- PC 3.4, 4.1, 4.4 and 4.5 removed

Application

This unit describes the skills required to follow security procedures in an explosive workplace environment, including but not limited to:

- freight forwarding and customs broking areas
- operational areas
- ranges
- road, rail, aviation, and maritime transport
- training areas
- warehousing and distribution points

It includes checking and maintaining the security of any goods and cargo; ensuring the security of workplace personnel and visitors; identifying and reporting any security threats or situations; and completing all required security records.

This unit was developed for those working within an explosive workplace. While developed by Defence, it is applicable to any individual in this field of work.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work independently and as part of a team, under direct and/or indirect supervision, use discretion and judgement, and take responsibility for the quality of their output. They would perform routine tasks in a range of contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

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Pre-requisite Unit

Not applicable.

Competency Field

Explosive Ordnance

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Maintain security of goods and cargo	**1.1** Secure goods and cargo, within specified locations, transport vehicles, vessels or aircraft
	1.2 Check and maintain seals, tamper proof packaging, locks and other security measures on goods or cargo
	1.3 Recognise and report signs of pillaging, theft and interference
	1.4 Recognise signs of suspicious goods and cargo and report to designated personnel
	1.5 Report any breaches of security requirements to designated personnel
2 Maintain security of workplace personnel and visitors	**2.1** Carry out security checks of workplace personnel and visitors where applicable
	2.2 Follow precautions and measures aimed at protecting the security of workplace personnel and visitors
	2.3 Recognise and investigate signs of security threats
	2.4 Recognise signs of suspicious behaviour and report them to designated personnel

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		2.5	Report any breaches of security requirements for workplace personnel and visitors to designated personnel
3	**Identify a security threat or situation**	**3.1**	Identify and assess security threat or situation and prioritise response
		3.2	Evaluate implications of the security threat or situation
		3.3	Alert relevant personnel to the security threat or situation
4	**Respond to a security threat or situation**	**4.1**	Handle security threats or incidents in accordance with established response plan and within limits of responsibility and duty of care
		4.2	Provide assistance in controlling the site both prior to and following arrival of security and/or emergency services
5	**Maintain security records**	**5.1**	Maintain records of security checks and precautions
		5.2	Complete reports of security incidents or threats

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit supersedes and is equivalent to DEFEO008 Follow security procedures.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFEXO015 Follow security procedures

Modification History

Release 2. Modifications made to Foundation Skills and Assessment Conditions.

Release 1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFEO008 Follow security procedures.

- Unit code updated
- Content and formatting updated to comply with the new standards
- All PC transitioned from passive to active voice
- PC 3.4, 4.1, 4.4 and 4.5 removed

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and includes:

- applying security procedures within an explosive workplace
- completing organisational security incident reports

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and includes:

- operational knowledge of:
  - identification of possible security threats/incidents
  - organisation security procedures

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in simulated workplace operational situations that reflect workplace conditions.

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Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or simulations
- acceptable means of simulation assessment
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and PPE currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFEXO021 Breakdown explosive ordnance

Modification History

Release 2. Modifications made to Foundation Skills and Assessment Conditions.

Release 1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFEO505D Breakdown explosive ordnance.

- Unit code updated
- Content and formatting updated to comply with the new standards
- All PC transitioned from passive to active voice
- PC 1.2 removed

Application

This unit describes the skills required to break down explosive ordnance into its component parts. The breaking down of explosive ordnance is normally conducted as a process of destruction, however it may be used as a means to salvage component parts or to test specific components. Explosive ordnance requiring to be broken down is normally that which cannot be disassembled due to its design or process of manufacture. This unit does not cover the competencies required for inerting explosives and associated components.

This unit applies to those required to break down explosive ordnance into its component parts.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work independently and as part of a team, under direct and/or indirect supervision, use discretion and judgement, and take responsibility for the quality of their output. They would perform specific tasks in a broad range of contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

Explosive Ordnance

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Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS		PERFORMANCE CRITERIA	
Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Prepare for breakdown of explosive ordnance**	**1.1**	Identify requirement for explosive ordnance breakdown from work requests/instructions
		1.2	Identify, acquire and prepare technical references, tools and equipment required for the breakdown
		1.3	Acquire, prepare, move and position explosive ordnance to be broken down in preparation for the task
		1.4	Identify, calculate, assess and apply net explosive quantities and compatibility throughout the operation
		1.5	Monitor and maintain environmental conditions
2	**Breakdown explosive ordnance**	**2.1**	Breakdown explosive ordnance into its individual components
		2.2	Process components in accordance with the requirements specified in the work request
		2.3	Interpret emergency procedures and apply contingency plans
3	**Finalise the breakdown operation**	**3.1**	Ensure serviceability of equipment/tools
		3.2	Maintain documentation and records

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work

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environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit supersedes and is equivalent to DEFEO505D Breakdown explosive ordnance.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFEXO021 Breakdown explosive ordnance

Modification History

Release 2. Modifications made to Foundation Skills and Assessment Conditions.

Release 1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFEO505D Breakdown explosive ordnance.

- Unit code updated
- Content and formatting updated to comply with the new standards
- All PC transitioned from passive to active voice
- PC 1.2 removed

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and includes:

- applying environmental constraints
- applying manual handling and team lifting techniques
- conducting housekeeping
- handling dangerous good and hazardous substances safely
- using PPE
- using tools and equipment
- working safely within an explosive ordnance environment

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and includes:

- operational knowledge of:
  - characteristics and limitations of explosive ordnance to be broken down
  - effects of environmental conditions
  - explosive licence limits
  - functioning process of explosive ordnance
  - legislative and regulatory requirements
  - operations, characteristics and limitations of tools and equipment required for the breaking down of explosive ordnance
  - organisational documentation requirements

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- organisational safety policies and structures
- organisational safety requirements

Assessment Conditions

Candidates must complete assessment using live explosives.

This unit must be assessed in an authorised and licensed potential explosion site.

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises and case studies
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and PPE currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFEXO022 Fuze and defuze explosive ordnance

Modification History

Release 2. Modifications made to Foundation Skills and Assessment Conditions.

Release 1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFEO506D Fuze and defuze explosive ordnance.

- Unit code updated
- Content and formatting updated to comply with the new standards
- All PC transitioned from passive to active voice
- PC 1.2 and 4.1 removed

Application

This unit describes the skills required to remove and replace fuzes in explosive ordnance. Removing and replacing fuzes may be required during arming and de-arming operations, for inspection, testing, maintenance, prior to issue and on return from issue.

This unit applies to those required to remove and replace fuzes in explosive ordnance.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work independently and as part of a team, under direct and/or indirect supervision, use discretion and judgement, and take responsibility for the quality of their output. They would perform specific tasks in a broad range of contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

Explosive Ordnance

Unit Sector

Not applicable.

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Prepare for fuzing/defuzing operations	**1.1** Identify requirement for fuzing or defuzing of explosive ordnance from work requests/instructions
	1.2 Identify, acquire and prepare technical references, tools and equipment required for the fuzing or defuzing
	1.3 Acquire, prepare, move and position explosive ordnance to be fuzed or defuzed in preparation for the task
	1.4 Identify, calculate, assess and apply net explosive quantities and compatibility throughout the operation
	1.5 Monitor and maintain environmental conditions
2 Defuze explosive ordnance	**2.1** Remove fuze from the ammunition/explosive ordnance
	2.2 Remove fuzing components and inspect the fuze cavity
	2.3 Apply emergency and contingency procedures
3 Fuze explosive ordnance	**3.1** Inspect and gauge fuze cavity
	3.2 Fuze explosive ordnance
4 Finalise the fuzing/defuzing operation	**4.1** Ensure serviceability of equipment/tools
	4.2 Maintain documentation and records

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

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Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit supersedes and is equivalent to DEFEO506D Fuze and defuze explosive ordnance.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFEXO022 Fuze and defuze explosive ordnance

Modification History

Release 2. Modifications made to Foundation Skills and Assessment Conditions.

Release 1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFEO506D Fuze and defuze explosive ordnance.

- Unit code updated
- Content and formatting updated to comply with the new standards
- All PC transitioned from passive to active voice
- PC 1.2 and 4.1 removed

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and includes:

- applying environmental constraints
- applying technical instructions and drawings related to fuzes
- calculating net explosive quantity
- conducting housekeeping
- using tools and equipment
- working safely within an explosive ordnance environment

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include

- operational knowledge of:
  - assessment of compatibility
  - calculation of net explosive quantity
  - characteristics and limitations of fuzes
  - effects of environmental conditions
  - fuzing and defuzing procedures
  - operations, characteristics and limitations of fuzing and defuzing tools and equipment
  - organisational documentation requirements
  - organisational safety information sources
  - organisational safety policies and structures

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Assessment Conditions

Candidates must complete assessment using live explosives.

This unit must be assessed in an authorised and licensed potential explosion site.

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises and case studies
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and PPE currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFEXO023 Assemble and disassemble explosive components

Modification History

Release 2. Modifications made to Foundation Skills and Assessment Conditions.

Release 1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFEO507D Assemble and disassemble explosive components.

- Unit code updated
- Content and formatting updated to comply with the new standards
- All PC transitioned from passive to active voice
- PC 1.2 removed

Application

This unit describes the skills required to assemble and disassemble various components of explosive ordnance. Assembly and disassembly of explosive components may be required during arming and de-arming operations, for inerting, inspection, testing and maintenance, prior to issue and on return from issue.

This unit applies to those required to assemble and disassemble various components of explosive ordnance.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work independently and as part of a team, under direct and/or indirect supervision, use discretion and judgement, and take responsibility for the quality of their output. They would perform specific tasks in a broad range of contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

Explosive Ordnance

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Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS		PERFORMANCE CRITERIA	
Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Prepare for assembly or disassembly**	**1.1**	Identify requirement for assembly or disassembly of explosive components from work requests/instructions and confirm
		1.2	Identify, acquire and prepare technical references, tools and equipment required for the assembly or disassembly
		1.3	Acquire, prepare, move and position components to be assembled or disassembled in preparation for the task
		1.4	Identify, calculate, assess and apply net explosive quantities and compatibility throughout the operation
		1.5	Monitor and maintain environmental conditions
2	**Disassemble components**	**2.1**	Disassemble explosive components
		2.2	Process components in accordance with the requirements specified in the work request
		2.3	Interpret emergency procedures and apply contingency plans
3	**Assemble components**	**3.1**	Inspect, confirm and assemble individual componentry
		3.2	Package and/or prepare assembly in accordance with the requirements specified in the work request
4	**Finalise the operation**	**4.1**	Ensure serviceability of equipment/tools
		4.2	Maintain documentation and records

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit supersedes and is equivalent to DEFEO507D Assemble and disassemble explosive components.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFEXO023 Assemble and disassemble explosive components

Modification History

Release 2. Modifications made to Foundation Skills and Assessment Conditions.

Release 1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFEO507D Assemble and disassemble explosive components.

- Unit code updated
- Content and formatting updated to comply with the new standards
- All PC transitioned from passive to active voice
- PC 1.2 removed

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and includes:

- applying environmental constraints
- applying manual handling and team lifting techniques
- applying technical instructions and drawings related to explosive components
- conducting housekeeping
- handling dangerous good and hazardous substances safely
- using PPE
- using tools and equipment
- working safely within an explosive ordnance environment

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and includes:

- operational knowledge of:
  - assembly and disassembly procedures
  - assessment of compatibility
  - calculation of net explosive quantity
  - characteristics and limitations of explosive components
  - effects of environmental conditions
  - operations, characteristics and limitations of assembling and disassembling tools and

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equipment
- organisational documentation requirements
- organisational safety information sources
- organisational safety policies and structures

Assessment Conditions

Candidates must complete assessment using live explosives.

This unit must be assessed in an authorised and licensed potential explosion site.

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises and case studies
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and PPE currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFEXO041 Maintain grenades

Modification History

Release 2. Modifications made to Foundation Skills and Assessment Requirements.

Release 1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFEO511D Maintain grenades.

- Unit code updated
- Content and formatting updated to comply with the new standards
- All PC transitioned from passive to active voice
- PC 1.2 removed
- PC 3.1 reworded

Application

This unit describes the skills required to maintain grenades to requirements as specified by Defence or the original equipment manufacturer. The unit includes the identification and selection of tools and equipment, the application of organisational safety requirements and the application of appropriate legislative and regulatory requirements.

This unit applies to those required to maintain grenades to requirements as specified by Defence of the original equipment manufacturer.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work independently and as part of a team, under direct and/or indirect supervision, use discretion and judgement, and take responsibility for the quality of their output. They would perform specific tasks in a range of contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

Explosive Ordnance

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Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS		PERFORMANCE CRITERIA	
Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Prepare for maintenance**	**1.1**	Identify, analyse and confirm maintenance requirements of grenades
		1.2	Identify, acquire and confirm grenades to be maintained
		1.3	Identify, acquire and prepare technical references, tools, equipment, consumables and packaging components
		1.4	Identify, calculate, assess and apply net explosive quantities and compatibility
		1.5	Monitor and maintain environmental conditions
2	**Maintain grenades**	**2.1**	Inspect grenades
		2.2	Conduct authorised maintenance
		2.3	Interpret emergency procedures and apply contingency plans
		2.4	Conduct and record required tests
3	**Finalise the maintenance activity**	**3.1**	Return grenades to storage or transport condition
		3.2	Ensure serviceability of equipment/tools
		3.3	Conduct housekeeping procedures
		3.4	Maintain documentation and records

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit supersedes and is equivalent to DEFEO511D Maintain grenades.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFEXO041 Maintain grenades

Modification History

Release 2. Modifications made to Foundation Skills and Assessment Requirements.

Release 1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFEO511D Maintain grenades.

- Unit code updated
- Content and formatting updated to comply with the new standards
- All PC transitioned from passive to active voice
- PC 1.2 removed
- PC 3.1 reworded

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and includes:

- conducting manual handling and using team lifting techniques
- conducting tests
- handling dangerous goods and hazardous substances
- identifying and selecting appropriate tools and equipment
- identifying types of grenades
- using PPE

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and includes:

- basic knowledge of:
  - legislative and regulatory requirements while maintaining grenades
  - organisational safety requirements
- operational knowledge of:
  - colour coding, marking and labels
  - documentation requirements
  - effects of environmental conditions
  - maintenance procedures
  - operational safety
  - operations, characteristics and limitations of grenades to be maintained

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- operations, characteristics and limitations of tools and equipment used in maintenance
- testing procedures

Assessment Conditions

Candidates must complete assessment using live explosives.

This unit must be assessed in an authorised and licensed potential explosion site.

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises and case studies
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and PPE currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFEXO042 Maintain mortar ammunition

Modification History

Release 2. Modifications made to Foundation Skills and Assessment Conditions.

Release 1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFEO512D Maintain mortar ammunition.

- Unit code updated
- Content and formatting updated to comply with the new standards
- All PC transitioned from passive to active voice
- PC 1.2 removed
- PC 3.1 reworded

Application

This unit describes the skills required to maintain mortar ammunition to requirements as specified by Defence or the original equipment manufacturer. The unit includes the identification and selection of tools and equipment, the application of organisational safety requirements and appropriate legislative and regulatory requirements.

This unit applies to those required to maintain mortar ammunition to requirements as specified by defence or the original equipment manufacturer.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work as individuals and as part of a team, under direct and/or indirect supervision, use discretion and judgement, and take responsibility for the quality of their output. They would perform specific tasks in a range of contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

Explosive Ordnance

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Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS		PERFORMANCE CRITERIA	
Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Prepare for maintenance**	**1.1**	Identify, analyse and confirm maintenance requirements of mortar ammunition
		1.2	Identify, acquire and confirm mortar ammunition to be maintained
		1.3	Identify, acquire and prepare technical references, tools, equipment, consumables and packaging components
		1.4	Identify, calculate, assess and apply net explosive quantities and compatibility
		1.5	Monitor and maintain environmental conditions
2	**Maintain mortar ammunition**	**2.1**	Inspect mortar ammunition
		2.2	Conduct authorised maintenance
		2.3	Interpret emergency procedures and apply contingency plans
		2.4	Conduct and record required tests
3	**Finalise the maintenance activity**	**3.1**	Return mortar ammunition to storage or transport condition
		3.2	Ensure serviceability of equipment/tools
		3.3	Conduct housekeeping procedures
		3.4	Maintain documentation and records

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit supersedes and is equivalent to DEFEO512D Maintain mortar ammunition.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFEXO042 Maintain mortar ammunition

Modification History

Release 2. Modifications made to Foundation Skills and Assessment Conditions.

Release 1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFEO512D Maintain mortar ammunition.

- Unit code updated
- Content and formatting updated to comply with the new standards
- All PC transitioned from passive to active voice
- PC 1.2 removed
- PC 3.1 reworded

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and includes:

- conducting tests
- handling dangerous goods and hazardous substances
- identifying and selecting appropriate tools and equipment
- identifying types of mortar ammunition
- using manual handling techniques and team lifting techniques
- using PPE

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and includes:

- basic knowledge of:
  - legislative and regulatory requirements while maintaining mortar ammunition
  - organisational safety requirements
- operational knowledge of:
  - colour coding, marking and labels
  - documentation requirements
  - effects of environmental conditions
  - maintenance procedures
  - operational safety

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- operations, characteristics and limitations of mortar ammunition to be maintained
- operations, characteristics and limitations of tools and equipment used in maintenance
- testing procedures

Assessment Conditions

Candidates must complete assessment using live explosives.

This unit must be assessed in an authorised and licensed potential explosion site.

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises and case studies
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and PPE currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFEXO043 Maintain actuating devices

Modification History

Release 2. Modifications made to the Foundation Skills and Assessment Conditions.

Release 1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFEO513D Maintain actuating devices.

- Unit code updated
- Content and formatting updated to comply with the new standards
- All PC transitioned from passive to active voice
- PC 1.2 removed
- PC 3.1 reworded

Application

This unit describes the skills required to maintain actuating devices to requirements as specified by Defence or the original equipment manufacturer. The unit includes the identification and selection of tools and equipment, the application of organisational safety requirements and appropriate legislative and regulatory requirements.

This unit applies to those required to maintain actuating devices to requirements as specified by Defence or the original equipment manufacturer.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work independently and as part of a team, under direct and/or indirect supervision, use discretion and judgement, and take responsibility for the quality of their output. They would perform specific tasks in a range of contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

Explosive ordnance

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Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS		PERFORMANCE CRITERIA	
Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Prepare for maintenance**	**1.1**	Identify, analyse and confirm maintenance requirements of actuating devices
		1.2	Identify, acquire and confirm actuating devices to be maintained
		1.3	Identify, acquire and prepare technical references, tools, equipment, consumables and packaging components
		1.4	Identify, calculate, assess and apply net explosive quantities and compatibility
		1.5	Monitor and maintain environmental conditions
2	**Maintain actuating devices**	**2.1**	Inspect actuating devices
		2.2	Conduct authorised maintenance
		2.3	Interpret emergency procedures and apply contingency plans
		2.4	Conduct and record required tests
3	**Finalise the maintenance activity**	**3.1**	Return actuating devices to storage or transport condition
		3.2	Ensure serviceability of equipment/tools
		3.3	Conduct housekeeping procedures
		3.4	Maintain documentation and records

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit supersedes and is equivalent to DEFEO513D Maintain actuating devices.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFEXO043 Maintain actuating devices

Modification History

Release 2. Modifications made to the Foundation Skills and Assessment Conditions.

Release 1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFEO513D Maintain actuating devices.

- Unit code updated
- Content and formatting updated to comply with the new standards
- All PC transitioned from passive to active voice
- PC 1.2 removed
- PC 3.1 reworded

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and includes:

- conducting manual handling and using team lifting techniques
- conducting tests
- handling dangerous goods and hazardous substances
- identifying and selecting appropriate tools and equipment
- identifying types of actuating devices
- using PPE

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and includes:

- basic knowledge of:
  - legislative and regulatory requirements while maintaining actuating devices
  - organisational safety requirements
- operational knowledge of:
  - colour coding, marking and labels
  - documentation requirements
  - effects of environmental conditions
  - maintenance procedures
  - operational safety

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- operations, characteristics and limitations of actuating devices to be maintained
- operations, characteristics and limitations of tools and equipment used in maintenance
- testing procedures

Assessment Conditions

Candidates must complete assessment using live explosives.

This unit must be assessed in an authorised and licensed potential explosion site.

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises and case studies
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and PPE currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFEXO044 Maintain pyrotechnics and countermeasures

Modification History

Release 2. Modifications made to Foundation Skills and Assessment Conditions.

Release1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFEO514D Maintain pyrotechnics and countermeasures.

- Unit code updated
- Content and formatting updated to comply with the new standards
- All PC transitioned from passive to active voice
- PC 1.2 removed
- PC 3.1 reworded

Application

This unit describes the skills required to maintain pyrotechnics and countermeasures to requirements as specified by Defence or the original equipment manufacturer. The unit includes the identification and selection of tools and equipment, the application of organisational safety requirements and appropriate legislative and regulatory requirements.

This unit applies to those required to maintain pyrotechnics and countermeasures to requirements as specified by Defence or the original equipment manufacturer.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work independently and as part of a team, under direct and/or indirect supervision, use discretion and judgement, and take responsibility for the quality of their output. They would perform specific tasks in a range of contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

Explosive Ordnance

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Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS		PERFORMANCE CRITERIA	
Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Prepare for maintenance**	**1.1**	Identify, analyse and confirm maintenance requirements of pyrotechnics and countermeasures
		1.2	Identify, acquire and confirm pyrotechnics and countermeasures to be maintained
		1.3	Identify, acquire and prepare technical references, tools, equipment, consumables and packaging components
		1.4	Identify, calculate, assess and apply net explosive quantities and compatibility
		1.5	Monitor and maintain environmental conditions
2	**Maintain pyrotechnics and countermeasures**	**2.1**	Inspect pyrotechnics and countermeasures
		2.2	Conduct authorised maintenance
		2.3	Interpret emergency procedures and apply contingency plans
		2.4	Conduct and record required tests
3	**Finalise the maintenance activity**	**3.1**	Return pyrotechnics and countermeasures to storage or transport condition
		3.2	Ensure serviceability of equipment/tools
		3.3	Conduct housekeeping procedures
		3.4	Maintain documentation and records

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit supersedes and is equivalent to DEFEO514D Maintain pyrotechnics and countermeasures.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFEXO044 Maintain pyrotechnics and countermeasures

Modification History

Release 2. Modifications made to Foundation Skills and Assessment Conditions.

Release1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFEO514D Maintain pyrotechnics and countermeasures.

- Unit code updated
- Content and formatting updated to comply with the new standards
- All PC transitioned from passive to active voice
- PC 1.2 removed
- PC 3.1 reworded

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and includes:

- conducting manual handling and using team lifting techniques
- conducting tests
- handling dangerous goods and hazardous substances
- identifying and selecting appropriate tools and equipment
- identifying types of pyrotechnics and countermeasures
- using PPE

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and includes:

- basic knowledge of:
  - legislative and regulatory requirements while maintaining pyrotechnics and countermeasures
  - organisational safety requirements
- operational knowledge of:
  - colour coding, marking and labels
  - documentation requirements
  - effects of environmental conditions

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- maintenance procedures
- operational safety
- operations, characteristics and limitations of pyrotechnics and countermeasures to be maintained
- operations, characteristics and limitations of tools and equipment used in maintenance
- testing procedures

Assessment Conditions

Candidates must complete assessment using live explosives.

This unit must be assessed in an authorised and licensed potential explosion site.

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises and case studies
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and PPE currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFEXO045 Maintain guided weapons

Modification History

Release 2. Modifications made to Foundation Skills and Assessment Conditions.

Release 1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFEO515D Maintain guided weapons.

- Unit code updated
- Content and formatting updated to comply with the new standards.
- All PC transitioned from passive to active voice
- PC 1.2 removed
- PC 3.1 reworded

Application

This unit describes the skills required to maintain guided weapons to requirements as specified by Defence or the original equipment manufacturer. The unit includes the identification and selection of tools and equipment, the application of organisational safety requirements and appropriate legislative and regulatory requirements.

This unit applies to those required to maintain guided weapons to requirements as specified by Defence or the original equipment manufacturer.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work independently and as part of a team, under direct and/or indirect supervision, use discretion and judgement, and take responsibility for the quality of their output. They would perform specific tasks in a range of contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

Explosive Ordnance

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Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS		PERFORMANCE CRITERIA	
Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Prepare for maintenance**	**1.1**	Identify, analyse and confirm maintenance requirements of guided weapons
		1.2	Identify, acquire and confirm guided weapons to be maintained
		1.3	Identify, acquire and prepare technical references, tools, equipment, consumables and packaging components
		1.4	Identify, calculate, assess and apply net explosive quantities and compatibility
		1.5	Monitor and maintain environmental conditions
2	**Maintain guided weapons**	**2.1**	Inspect guided weapons
		2.2	Conduct authorised maintenance
		2.3	Interpret emergency procedures and apply contingency plans
		2.4	Conduct and record required tests
3	**Finalise the maintenance activity**	**3.1**	Return guided weapons to storage or transport condition
		3.2	Ensure serviceability of equipment/tools
		3.3	Conduct housekeeping procedures
		3.4	Maintain documentation and records

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit supersedes and is equivalent to DEFEO515D Maintain guided weapons.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFEXO045 Maintain guided weapons

Modification History

Release 2. Modifications made to Foundation Skills and Assessment Conditions.

Release 1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFEO515D Maintain guided weapons.

- Unit code updated
- Content and formatting updated to comply with the new standards.
- All PC transitioned from passive to active voice
- PC 1.2 removed
- PC 3.1 reworded

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and includes:

- conducting manual handling and using team lifting techniques
- conducting tests
- handling dangerous goods and hazardous substances
- identifying and selecting appropriate tools and equipment
- identifying types of guided weapons
- using PPE

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and includes:

- basic knowledge of:
  - legislative and regulatory requirements while maintaining guided weapons
  - organisational safety requirements
- operational knowledge of:
  - colour coding, marking and labels
  - documentation requirements
  - effects of environmental conditions
  - maintenance procedures
  - operational safety

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- operations, characteristics and limitations of guided weapons to be maintained
- operations, characteristics and limitations of tools and equipment used in maintenance
- testing procedures

Assessment Conditions

Candidates must complete assessment using live explosives.

This unit must be assessed in an authorised and licensed potential explosion site.

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises and case studies
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and PPE currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFEXO046 Maintain free flight rockets

Modification History

Release 2. Modifications made to Foundation Skills and Assessment Conditions.

Release 1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFEO516D Maintain free flight rockets.

- Unit code updated
- Content and formatting updated to comply with the new standards
- All PC transitioned from passive to active voice
- PC 1.2 removed
- PC 3.1 reworded

Application

This unit describes the skills required to maintain free flight rockets to requirements as specified by Defence or the original equipment manufacturer. This includes the identification and selection of tools and equipment, the application of organisational safety requirements and appropriate legislative and regulatory requirements.

This unit applies to those required to maintain free flight rockets to requirements as specified by Defence or the original equipment manufacturer.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work independently and as part of a team, under direct and/or indirect supervision, use discretion and judgement, and take responsibility for the quality of their output. They would perform specific tasks in a range of contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

Explosive Ordnance

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Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS		PERFORMANCE CRITERIA	
Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Prepare for maintenance**	**1.1**	Identify, analyse and confirm maintenance requirements of free flight rockets
		1.2	Identify, acquire and confirm free flight rockets to be maintained
		1.3	Identify, acquire and prepare technical references, tools, equipment, consumables and packaging components
		1.4	Identify, calculate, assess and apply net explosive quantities and compatibility
		1.5	Monitor and maintain environmental conditions
2	**Maintain free flight rockets**	**2.1**	Inspect free flight rockets
		2.2	Conduct authorised maintenance
		2.3	Interpret emergency procedures and apply contingency plans
		2.4	Conduct and record required tests
3	**Finalise the maintenance activity**	**3.1**	Return free flight rockets to storage or transport condition
		3.2	Ensure serviceability of equipment/tools
		3.3	Conduct housekeeping procedures
		3.4	Maintain documentation and records

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit supersedes and is equivalent to DEFEO516D Maintain free flight rockets.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFEXO046 Maintain free flight rockets

Modification History

Release 2. Modifications made to Foundation Skills and Assessment Conditions.

Release 1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFEO516D Maintain free flight rockets.

- Unit code updated
- Content and formatting updated to comply with the new standards
- All PC transitioned from passive to active voice
- PC 1.2 removed
- PC 3.1 reworded

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and includes:

- conducting manual handling and using team lifting techniques
- conducting tests
- handling dangerous goods and hazardous substances
- identifying and selecting appropriate tools and equipment
- identifying types of free flight rockets
- using PPE

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and includes:

- basic knowledge of:
  - legislative and regulatory requirements while maintaining free flight rockets
  - organisational safety requirements
- operational knowledge of:
  - colour coding, marking and labels
  - documentation requirements
  - effects of environmental conditions
  - maintenance procedures
  - operational safety

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- operations, characteristics and limitations of free flight rockets to be maintained
- operations, characteristics and limitations of tools and equipment used in maintenance
- testing procedures

Assessment Conditions

Candidates must complete assessment using live explosives.

This unit must be assessed in an authorised and licensed potential explosion site.

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises and case studies
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and PPE currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFEXO047 Maintain gun ammunition

Modification History

Release 2. Modifications made to Foundation Skills and Assessment Conditions.

Release 1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFEO517D Maintain gun ammunition.

- Unit code updated
- Content and formatting updated to comply with the new standards
- All PC transitioned from passive to active voice
- PC 1.2 removed
- PC 3.1 reworded

Application

This unit describes the skills required to maintain gun ammunition to requirements as specified by Defence or the original equipment manufacturer. The unit includes the identification and selection of tools and equipment, the application of organisational safety requirements and appropriate legislative and regulatory requirements.

This unit applies to those required to maintain gun ammunition to requirements as specified by Defence or the original equipment manufacturer.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work independently and as part of a team, under direct and/or indirect supervision, use discretion and judgement, and take responsibility for the quality of their output. They would perform specific tasks in a range of contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

Explosive Ordnance

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Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS		PERFORMANCE CRITERIA	
Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Prepare for maintenance**	**1.1**	Identify, analyse and confirm maintenance requirements of gun ammunition
		1.2	Identify, acquire and confirm gun ammunition to be maintained
		1.3	Identify, acquire and prepare technical references, tools, equipment, consumables and packaging components
		1.4	Identify, calculate, assess and apply net explosive quantities and compatibility
		1.5	Monitor and maintain environmental conditions
2	**Maintain gun ammunition**	**2.1**	Inspect gun ammunition
		2.2	Conduct authorised maintenance
		2.3	Interpret emergency procedures and apply contingency plans
		2.4	Conduct and record required tests
3	**Finalise the maintenance activity**	**3.1**	Return gun ammunition to storage or transport condition
		3.2	Ensure serviceability of equipment/tools
		3.3	Conduct housekeeping procedures
		3.4	Maintain documentation and records

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit supersedes and is equivalent to DEFEO517D Maintain gun ammunition.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFEXO047 Maintain gun ammunition

Modification History

Release 2. Modifications made to Foundation Skills and Assessment Conditions.

Release 1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFEO517D Maintain gun ammunition.

- Unit code updated
- Content and formatting updated to comply with the new standards
- All PC transitioned from passive to active voice
- PC 1.2 removed
- PC 3.1 reworded

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and includes:

- conducting manual handling and using team lifting techniques
- conducting tests
- handling dangerous goods and hazardous substances
- identifying and selecting appropriate tools and equipment
- identifying types of gun ammunition
- using PPE

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and includes:

- basic knowledge of:
  - legislative and regulatory requirements while maintaining gun ammunition
  - organisational safety requirements
- operational knowledge of:
  - colour coding, marking and labels
  - documentation requirements
  - effects of environmental conditions
  - maintenance procedures
  - operational safety

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- operations, characteristics and limitations of gun ammunition to be maintained
- operations, characteristics and limitations of tools and equipment used in maintenance
- testing procedures

Assessment Conditions

Candidates must complete assessment using live explosives.

This unit must be assessed in an authorised and licensed potential explosion site.

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises and case studies
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and PPE currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFEXO048 Maintain aerial delivered ordnance

Modification History

Release 2. Modifications made to Foundation Skills and Assessment Conditions.

Release 1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFEO518D Maintain aerial delivered ordnance.

- Unit code updated
- Content and formatting updated to comply with the new standards
- All PC transitioned from passive to active voice
- PC 1.2 removed
- PC 3.1 reworded

Application

This unit describes the skills required to maintain aerial delivered ordnance to requirements as specified by Defence or the original equipment manufacturer. This includes the identification and selection of tools and equipment, the application of organisational safety requirements and appropriate legislative and regulatory requirements.

This unit applies to those required to maintain aerial delivered ordnance to requirements as specified by Defence /original equipment manufacturer.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work independently and as part of a team, under direct and/or indirect supervision, use discretion and judgement, and take responsibility for the quality of their output. They would perform specific tasks in a range of contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

Explosive Ordnance

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Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS		PERFORMANCE CRITERIA	
Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Prepare for maintenance**	**1.1**	Identify, analyse and confirm maintenance requirements of aerial delivered ordnance
		1.2	Identify, acquire and confirm aerial delivered ordnance to be maintained
		1.3	Identify, acquire and prepare technical references, tools, equipment, consumables and packaging components
		1.4	Identify, calculate, assess and apply net explosive quantities and compatibility
		1.5	Monitor and maintain environmental conditions
2	**Maintain aerial delivered ordnance**	**2.1**	Inspect aerial delivered ordnance
		2.2	Conduct authorised maintenance
		2.3	Interpret emergency procedures and apply contingency plans
		2.4	Conduct and record required tests
3	**Finalise the maintenance activity**	**3.1**	Return aerial delivered ordnance to storage or transport condition
		3.2	Ensure serviceability of equipment/tools
		3.3	Conduct housekeeping procedures
		3.4	Maintain documentation and records

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit supersedes and is equivalent to DEFEO518D Maintain aerial delivered ordnance.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFEXO048 Maintain aerial delivered ordnance

Modification History

Release 2. Modifications made to Foundation Skills and Assessment Conditions.

Release 1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFEO518D Maintain aerial delivered ordnance.

- Unit code updated
- Content and formatting updated to comply with the new standards
- All PC transitioned from passive to active voice
- PC 1.2 removed
- PC 3.1 reworded

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and includes:

- conducting manual handling and using team lifting techniques
- conducting tests
- handling dangerous goods and hazardous substances
- identifying and selecting appropriate tools and equipment
- identifying types of aerial delivered ordnance
- using PPE.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include:

- basic knowledge of
  - legislative and regulatory requirements while maintaining aerial delivered ordnance
  - organisational safety requirements
- operational knowledge of
  - colour coding, marking and labels
  - documentation requirements
  - effects of environmental conditions
  - maintenance procedures
  - operational safety

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- operations, characteristics and limitations of aerial delivered ordnance to be maintained
- operations, characteristics and limitations of tools and equipment used in maintenance
- testing procedures.

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in simulated workplace operational situations that reflect workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or simulations
- acceptable means of simulation assessment
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and PPE currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFEXO049 Maintain mines

Modification History

Release 2. Modifications made to Foundation Skills and Assessment Conditions.

Release 1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFEO519D Maintain mines.

- Unit code updated
- Content and formatting updated to comply with the new standards
- All PC transitioned from passive to active voice
- PC 1.2 removed
- PC 3.1 reworded

Application

This unit describes the skills required to maintain mines to requirements as specified by Defence or the original equipment manufacturer. This includes the identification and selection of tools and equipment, the application of organisational safety requirements and appropriate legislative and regulatory requirements.

This unit applies to those required to maintain mines to requirements as specified by Defence or the original equipment manufacturer.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work independently and as part of a team, under direct and/or indirect supervision, use discretion and judgement, and take responsibility for the quality of their output. They would perform specific tasks in a range of contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

Explosive Ordnance

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Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS		PERFORMANCE CRITERIA	
Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Prepare for maintenance**	**1.1**	Identify, analyse and confirm maintenance requirements of mines
		1.2	Identify, acquire and confirm mines to be maintained
		1.3	Identify, acquire and prepare technical references, tools, equipment, consumables and packaging components
		1.4	Identify, calculate, assess and apply net explosive quantities and compatibility
		1.5	Monitor and maintain environmental conditions
2	**Maintain mines**	**2.1**	Inspect mines
		2.2	Conduct authorised maintenance
		2.3	Interpret emergency procedures and apply contingency plans
		2.4	Conduct and record required tests
3	**Finalise the maintenance activity**	**3.1**	Return mines to storage or transport condition
		3.2	Ensure serviceability of equipment/tools
		3.3	Conduct housekeeping procedures
		3.4	Maintain documentation and records

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit supersedes and is equivalent to DEFEO519D Maintain mines.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFEXO049 Maintain mines

Modification History

Release 2. Modifications made to Foundation Skills and Assessment Conditions.

Release 1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFEO519D Maintain mines.

- Unit code updated
- Content and formatting updated to comply with the new standards
- All PC transitioned from passive to active voice
- PC 1.2 removed
- PC 3.1 reworded

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and includes:

- conducting manual handling and using team lifting techniques
- conducting tests
- handling dangerous goods and hazardous substances
- identifying and selecting appropriate tools and equipment
- identifying types of mines
- using PPE

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and includes:

- basic knowledge of:
  - legislative and regulatory requirements while maintaining mines
  - organisational safety requirements
- operational knowledge of:
  - colour coding, marking and labels
  - documentation requirements
  - effects of environmental conditions
  - maintenance procedures
  - operational safety
  - operations, characteristics and limitations of mines to be maintained

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- operations, characteristics and limitations of tools and equipment used in maintenance
- testing procedures

Assessment Conditions

Candidates must complete assessment using live explosives.

This unit must be assessed in an authorised and licensed potential explosion site.

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises and case studies
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and PPE currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFEXO050 Maintain demolition stores

Modification History

Release 2. Modifications made to Foundation Skills and Assessment Conditions.

Release 1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFEO520D Maintain demolition stores.

- Unit code updated
- Content and formatting updated to comply with the new standards
- All PC transitioned from passive to active voice
- PC 1.2 removed
- PC 3.1 reworded

Application

This unit describes the skills required to maintain demolition stores to requirements as specified by Defence or the original equipment manufacturer. This includes the identification and selection of tools and equipment, the application of organisational safety requirements and appropriate legislative and regulatory requirements.

This unit applies to those required to maintain demolition stores to requirements as specified by Defence or the original equipment manufacturer.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work independently and as part of a team, under direct and/or indirect supervision, use discretion and judgement, and take responsibility for the quality of their output. They would perform specific tasks in a range of contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

Explosive Ordnance

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Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS		PERFORMANCE CRITERIA	
Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Prepare for maintenance**	**1.1**	Identify, analyse and confirm maintenance requirements of demolition stores
		1.2	Identify, acquire and confirm demolition stores to be maintained
		1.3	Identify, acquire and prepare technical references, tools, equipment, consumables and packaging components
		1.4	Identify, calculate, assess and apply net explosive quantities and compatibility
		1.5	Monitor and maintain environmental conditions
2	**Maintain demolition stores**	**2.1**	Inspect demolition stores
		2.2	Conduct authorised maintenance
		2.3	Interpret emergency procedures and apply contingency plans
		2.4	Conduct and record required tests
3	**Finalise the maintenance activity**	**3.1**	Return demolition stores to storage or transport condition
		3.2	Ensure serviceability of equipment/tools
		3.3	Conduct housekeeping procedures
		3.4	Maintain documentation and records

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit supersedes and is equivalent to DEFEO520D Maintain demolition stores.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFEXO050 Maintain demolition stores

Modification History

Release 2. Modifications made to Foundation Skills and Assessment Conditions.

Release 1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFEO520D Maintain demolition stores.

- Unit code updated
- Content and formatting updated to comply with the new standards
- All PC transitioned from passive to active voice
- PC 1.2 removed
- PC 3.1 reworded

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and includes:

- conducting manual handling and using team lifting techniques
- conducting tests
- handling dangerous goods and hazardous substances
- identifying and selecting appropriate tools and equipment
- identifying types of demolition stores
- using PPE

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and includes:

- basic knowledge of:
  - legislative and regulatory requirements while maintaining demolition stores
  - organisational safety requirements
- operational knowledge of:
  - colour coding, marking and labels
  - documentation requirements
  - effects of environmental conditions
  - maintenance procedures
  - operational safety

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- operations, characteristics and limitations of demolition stores to be maintained
- operations, characteristics and limitations of tools and equipment used in maintenance
- testing procedures

Assessment Conditions

Candidates must complete assessment using live explosives.

This unit must be assessed in an authorised and licensed potential explosion site.

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises and case studies
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and PPE currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFEXO051 Maintain aircraft egress systems

Modification History

Release 2. Modifications made to Foundation Skills and Assessment Conditions.

Release 1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFEO717C Maintain aircraft egress systems.

- Unit code updated
- Content and formatting updated to comply with the new standards
- All PC transitioned from passive to active voice
- PC 1.2 and 1.4 removed
- PC 3.1 reworded
- Element 1 three new PC

Application

This unit describes the skills required to maintain aircraft egress systems to requirements as specified by Defence or the original equipment manufacturer. This includes the identification and selection of tools and equipment, the application of organisational safety requirements and appropriate legislative and regulatory requirements.

This unit applies to those required to maintain aircraft egress systems to requirements as specified by Defence or the original equipment manufacturer.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work independently and as part of a team, under direct and/or indirect supervision, use discretion and judgement, and take responsibility for the quality of their output. They would perform specific tasks in a range of contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

Explosive Ordnance

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Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS		PERFORMANCE CRITERIA	
Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Prepare for maintenance**	**1.1**	Identify, analyse and confirm maintenance requirements of aircraft egress systems
		1.2	Identify, acquire and confirm aircraft egress systems to be maintained
		1.3	Identify, acquire and prepare technical references, tools, equipment, consumables and packaging components
		1.4	Identify, calculate, assess and apply net explosive quantities and compatibility
		1.5	Monitor and maintain environmental conditions
2	**Maintain aircraft egress systems**	**2.1**	Inspect aircraft egress systems
		2.2	Conduct authorised maintenance
		2.3	Interpret emergency procedures and apply contingency plans
		2.4	Conduct and record required tests
3	**Finalise the maintenance activity**	**3.1**	Return aircraft egress systems to storage or transport condition
		3.2	Ensure serviceability of equipment/tools
		3.3	Conduct housekeeping procedures
		3.4	Maintain documentation and records

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit supersedes and is equivalent to DEFEO717C Maintain aircraft egress systems.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFEXO051 Maintain aircraft egress systems

Modification History

Release 2. Modifications made to Foundation Skills and Assessment Conditions.

Release 1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFEO717C Maintain aircraft egress systems.

- Unit code updated
- Content and formatting updated to comply with the new standards
- All PC transitioned from passive to active voice
- PC 1.2 and 1.4 removed
- PC 3.1 reworded
- Element 1 three new PC

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and includes:

- conducting manual handling and using team lifting techniques
- conducting tests
- handling dangerous goods and hazardous substances
- identifying and selecting appropriate tools and equipment
- identifying types of aircraft egress systems
- using PPE

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and includes:

- basic knowledge of:
  - legislative and regulatory requirements while maintaining aircraft egress systems
  - organisational safety requirements
- operational knowledge of:
  - colour coding, marking and labels
  - documentation requirements
  - effects of environmental conditions
  - maintenance procedures

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- operational safety
- operations, characteristics and limitations of aircraft egress systems to be maintained
- operations, characteristics and limitations of tools and equipment used in maintenance
- testing procedures

Assessment Conditions

Candidates must complete assessment using live explosives.

This unit must be assessed in an authorised and licensed potential explosion site.

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises and case studies
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and PPE currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFEXO052 Maintain cartridge operated fire extinguisher systems

Modification History

Release 2. Modifications made to Foundation Skills and Assessment Conditions.

Release 1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFEO718C Maintain cartridge operated fire extinguisher systems.

- Unit code updated
- Content and formatting updated to comply with the new standards
- All PC transitioned from passive to active voice
- PC 1.2 and 1.4 removed
- PC 3.1 reworded
- Element 1 three new PC

Application

This unit describes the skills required to maintain cartridge operated fire extinguisher systems to requirements as specified by Defence or the original equipment manufacturer. This includes the identification and selection of tools and equipment, the application of organisational safety requirements and appropriate legislative and regulatory requirements.

This unit applies to those required to maintain cartridge operated fire extinguisher systems to requirements as specified by Defence or the original equipment manufacturer.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work independently and as part of a team, under direct and/or indirect supervision, use discretion and judgement, and take responsibility for the quality of their output. They would perform specific tasks in a range of contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Pre-requisite Unit

Not applicable.

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Competency Field

Explosive Ordnance

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS		PERFORMANCE CRITERIA	
Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Prepare for maintenance**	**1.1**	Identify, analyse and confirm maintenance requirements of cartridge operated fire extinguisher systems
		1.2	Identify, acquire and confirm cartridge operated fire extinguisher systems to be maintained
		1.3	Identify, acquire and prepare technical references, tools, equipment, consumables and packaging components
		1.4	Identify, calculate, assess and apply net explosive quantities and compatibility
		1.5	Monitor and maintain environmental conditions
2	**Maintain cartridge operated fire extinguisher systems**	**2.1**	Inspect cartridge operated fire extinguisher systems
		2.2	Conduct authorised maintenance
		2.3	Interpret emergency procedures and apply contingency plans
		2.4	Conduct and record required tests
3	**Finalise the maintenance activity**	**3.1**	Return cartridge operated fire extinguisher systems to storage or transport condition
		3.2	Ensure serviceability of equipment/tools
		3.3	Conduct housekeeping procedures
		3.4	Maintain documentation and records

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit supersedes and is equivalent to DEFEO718C Maintain cartridge operated fire extinguisher systems.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFEXO052 Maintain cartridge operated fire extinguisher systems

Modification History

Release 2. Modifications made to Foundation Skills and Assessment Conditions.

Release 1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFEO718C Maintain cartridge operated fire extinguisher systems.

- Unit code updated
- Content and formatting updated to comply with the new standards
- All PC transitioned from passive to active voice
- PC 1.2 and 1.4 removed
- PC 3.1 reworded
- Element 1 three new PC

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and includes:

- conducting manual handling and using team lifting techniques
- conducting tests
- handling dangerous goods and hazardous substances
- identifying and selecting appropriate tools and equipment
- identifying types of cartridge operated fire extinguisher systems
- using PPE

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and includes:

- basic knowledge of:
  - legislative and regulatory requirements while maintaining cartridge operated fire extinguisher systems
  - organisational safety requirements
- operational knowledge of:
  - colour coding, marking and labels
  - documentation requirements

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- effects of environmental conditions
- maintenance procedures
- operational safety
- operations, characteristics and limitations of cartridge operated fire extinguisher systems to be maintained
- operations, characteristics and limitations of tools and equipment used in maintenance
- testing procedures

Assessment Conditions

Candidates must complete assessment using live explosives.

This unit must be assessed in an authorised and licensed potential explosion site.

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises and case studies
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and PPE currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFEXO061 Render explosive ordnance inert

Modification History

Release 2. Modifications made to Foundation Skills and Assessment Conditions.

Release 1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFEO719A Render explosive ordnance inert.

- Unit code updated
- Content and formatting updated to comply with the new standards
- All PC transitioned from passive to active voice
- PC 1.2 and 2.4 removed
- PC 3.1 reworded

Application

This unit describes the skills required to render explosive ordnance inert. Rendering explosive ordnance inert is normally undertaken to provide a training display or model but may also be used to allow transportation of specific explosive ordnance required for testing or analysis. It does not cover the authorisation process to render explosive ordnance inert.

This unit applies to personnel who are required to render explosive ordnance inert.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work independently and/or as part of a team, under indirect supervision. They would use discretion and judgement and take responsibility for the quality of their outputs, while performing complex tasks in broad range of contexts

No licensing, legislative or certification requirements apply to unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

Explosive Ordnance

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Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS		PERFORMANCE CRITERIA	
Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Prepare to render explosive ordnance inert**	**1.1**	Identify requirement for explosive ordnance to be rendered inert from work requests/instructions
		1.2	Identify, acquire and prepare technical references, tools and equipment
		1.3	Acquire, prepare, move and position explosive ordnance to be rendered inert
		1.4	Identify, calculate, assess and apply net explosive quantities and compatibility throughout the operation
		1.5	Monitor environmental conditions
2	**Make explosive ordnance inert**	**2.1**	Break down and/or disassemble explosive ordnance into components
		2.2	Process components in accordance with the requirements
		2.3	Reassemble and label inert components in accordance with requirements
3	**Finalise the operation**	**3.1**	Ensure serviceability of equipment and tools
		3.2	Maintain documentation and records

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work

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environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit supersedes and is equivalent to DEFEO719A Render explosive ordnance inert.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFEXO061 Render explosive ordnance inert

Modification History

Release 2. Modifications made to Foundation Skills and Assessment Conditions.

Release 1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFEO719A Render explosive ordnance inert.

- Unit code updated
- Content and formatting updated to comply with the new standards
- All PC transitioned from passive to active voice
- PC 1.2 and 2.4 removed
- PC 3.1 reworded

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and includes

- applying environmental constraints
- assembling and disassembling explosive components
- breaking down explosive ordnance
- conduct housekeeping
- handling dangerous goods and hazardous substances
- using manual handling and team lifting techniques
- using PPE
- using tools and equipment

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and includes:

- operational knowledge of:
  - characteristics and limitations of explosive ordnance to be rendered inert
  - effects of environmental conditions
  - operations, characteristics and limitations of tools and equipment required to render explosive ordnance inert
  - organisational documentation requirements
  - procedures for rendering explosive ordnance inert

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Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in simulated workplace operational situations that reflect workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or simulations
- acceptable means of simulation assessment
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and PPE currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFEXO062 Operate a small quantity explosives facility

Modification History

Release 2. Modifications made to Foundation Skills and Assessment Conditions.

Release 1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFEO216A Operate a small quantity explosives facility.

- Unit code updated
- Content and formatting updated to comply with the new standards
- All PC transitioned from passive to active voice
- Unit title changed to better reflect unit outcomes
- PC 1.2, 2.2 and 2.4 removed
- PC 1.3, 2.3 and 2.6 reworded
- Element 2 one new PC

Application

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

This unit describes the skills required to operate a storage facility licensed to contain a small quantity of explosive ordnance. This includes conforming to the facility licence, calculating net explosive quantity, applying compatibility constraints, ensuring package sealing requirements are applied and maintaining a range of documentation.

This unit applies to those required to operate a small quantity explosives facility.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work independently and as part of a team, under direct and/or indirect supervision, use discretion and judgement, and take responsibility for the quality of their output. They would perform specific tasks in a broad range of contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Pre-requisite Unit

Not applicable.

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Competency Field

Explosive Ordnance

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS		PERFORMANCE CRITERIA	
Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Confirm requirements of a small quantity facility**	**1.1**	Identify small quantity facility requirements
		1.2	Manage facility in accordance with explosive limit licences
		1.3	Develop and display approved storage plans
2	**Operate the facility**	**2.1**	Identify, calculate, confirm and apply net explosive quantities and compatibility throughout the operation
		2.2	Confirm authorised packages, seals and marks comply with organisational requirements
		2.3	Issue and receipt items held in a small quantity facility
		2.4	Display hazard divisions including applicable supplementary fire symbols
		2.5	Interpret emergency procedure specific for the facility and apply contingency plans
		2.6	Monitor explosive license limit during operations using authorised record systems
3	**Maintain facility operating requirements**	**3.1**	Ensure serviceability of equipment and tools
		3.2	Ensure housekeeping procedures are adhered to
		3.3	Maintain documentation and records

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit supersedes and is equivalent to DEFEO216A Operate a small quantity explosives facility.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFEXO062 Operate a small quantity explosives facility

Modification History

Release 2. Modifications made to Foundation Skills and Assessment Conditions.

Release 1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFEO216A Operate a small quantity explosives facility.

- Unit code updated
- Content and formatting updated to comply with the new standards
- All PC transitioned from passive to active voice
- Unit title changed to better reflect unit outcomes
- PC 1.2, 2.2 and 2.4 removed
- PC 1.3, 2.3 and 2.6 reworded
- Element 2 one new PC

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and includes:

- applying operational safety
- applying storage regulations
- conducting calculations relevant to the task
- inspecting tools and equipment
- interpreting and applying explosive limit licences

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and includes:

- operational knowledge of:
- documentation requirements
- explosive licence limits
- explosive ordnance packaging and inspection requirements
- operational safety
- storage regulations
- work condition class

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Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in simulated workplace operational situations that reflect workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or simulations
- acceptable means of simulation assessment
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and PPE currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFEXO063 Operate a large quantity explosives facility

Modification History

Release 2. Modifications made to Foundation Skills and Assessment Conditions.

Release 1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFEO217A Operate a large quantity explosives facility.

- Unit code updated
- Content and formatting updated to comply with the new standards
- All PC transitioned from passive to active voice
- PC 1.2, 1.3 and 2.3 removed
- PC 1.4 and 2.5 reworded

Application

This unit describes the skills required to operate a storage facility licensed to contain a large quantity of explosive ordnance. This includes calculating net explosive quantity, applying compatibility constraints, ensuring package sealing requirements are applied and maintaining a range of documentation.

This unit applies to those required to develop and apply storage plans and operate a large quantity explosives facility.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work independently and as part of a team, under indirect supervision, use discretion and judgement, and take responsibility for the quality of their output. They would perform specific tasks in a broad range of contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

Explosive Ordnance

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Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS		PERFORMANCE CRITERIA	
Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Confirm requirements of a large quantity facility**	**1.1**	Identify large quantity facility requirements
		1.2	Manage facility in accordance with explosive limit licences
		1.3	Develop, approve and display storage plans
2	**Operate the facility**	**2.1**	Identify, calculate, confirm and apply net explosive quantities and compatibility throughout the operation
		2.2	Ensure authorised packages, seals and marks comply with organisational requirements
		2.3	Issue and receipt items held in a large quantity facility
		2.4	Display hazard divisions including applicable supplementary fire symbols
		2.5	Interpret emergency procedure specific for the facility and apply contingency plans
		2.6	Monitor explosive license limit during operations using authorised record systems
3	**Maintain facility operating requirements**	**3.1**	Ensure serviceability of equipment and tools
		3.2	Ensure housekeeping procedures are adhered to
		3.3	Maintain documentation and records

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit supersedes and is equivalent to DEFEO217A Operate a large quantity explosives facility.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFEXO063 Operate a large quantity explosives facility

Modification History

Release 2. Modifications made to Foundation Skills and Assessment Conditions.

Release 1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFEO217A Operate a large quantity explosives facility.

- Unit code updated
- Content and formatting updated to comply with the new standards
- All PC transitioned from passive to active voice
- PC 1.2, 1.3 and 2.3 removed
- PC 1.4 and 2.5 reworded

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and includes:

- applying operational safety
- applying storage regulations
- conducting calculations relevant to the task
- inspecting tools and equipment
- interpreting and applying explosive limit licences

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and includes:

- operational knowledge of:
  - documentation requirements
  - explosive licence limits
  - explosive ordnance packaging and inspection requirements
  - operational safety
  - storage regulations
  - work condition class

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Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in simulated workplace operational situations that reflect workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or simulations
- acceptable means of simulation assessment
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and PPE currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFEXO064 Load and unload platforms

Modification History

Release 2. Modifications made to Foundation Skills and Assessment Conditions.

Release 1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFEO401D Load and unload platforms.

- Unit code updated
- Content and formatting updated to comply with the new standards
- All PC transitioned from passive to active voice
- PC 3.1 removed
- PC 1.1 reworded
- Elements 2 and 3 merged

Application

This unit describes the skills required to load and unload explosive ordnance to and from sea, land and air military platforms. This includes all military operational sea, land and air systems/equipment where the explosive ordnance is designed to be used by the system/equipment in support of its offensive or defensive characteristics/capabilities.

This unit applies to those required to load and unload explosive ordnance to and from sea, land and air military platforms.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work independently and as part of a team, under direct and/or indirect supervision, use discretion and judgement, and take responsibility for the quality of their output. They would perform specific tasks in a broad range of contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

Explosive Ordnance

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Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Prepare explosive ordnance for loading/unloading	**1.1** Identify explosive ordnance and determine appropriate handling, loading/unloading and storage requirements
	1.2 Identify special to purpose handling/transport equipment and safety/emergency procedures associated with the task
	1.3 Identify additional fittings and aids for loading/unloading and ascertain their availability and serviceability
	1.4 Prepare explosive ordnance for loading/unloading
	1.5 Prepare and position lifting/transfer equipment appropriate for the loading/unloading task
2 Load/unload platform	**2.1** Lift/move/relocate explosive ordnance
	2.2 Position and utilise additional fittings and/or loading aids
	2.3 Fit or remove explosive ordnance from the platform
	2.4 Interpret emergency procedures and apply contingency plans
	2.5 Complete associated documentation and forward to relevant personnel

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit supersedes and is equivalent to DEFEO401D Load and unload platforms.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFEXO064 Load and unload platforms

Modification History

Release 2. Modifications made to Foundation Skills and Assessment Conditions.

Release 1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFEO401D Load and unload platforms.

- Unit code updated
- Content and formatting updated to comply with the new standards
- All PC transitioned from passive to active voice
- PC 3.1 removed
- PC 1.1 reworded
- Elements 2 and 3 merged

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and includes:

- ensuring the appropriate preparatory, execution, securing and documentation actions are taken
- identifying serviceability of safety systems
- inspecting explosive ordnance to confirm serviceability and configuration
- loading/unloading items of explosive ordnance to/from a platform
- preparing and inspecting items of explosive ordnance for loading/unloading
- securing and documenting the loading/unloading of items of explosive ordnance to/from a platform
- using and applying safety mechanisms including locking mechanisms and dead man brakes
- using special to purpose loading/unloading and handling equipment associated with the explosive ordnance

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and includes:

- operational knowledge of:
  - procedures for loading/unloading a specific item of explosive ordnance to/from a platform
  - relevant characteristics and requirements of the explosive ordnance to be loaded/unloaded
  - use and application of any special to purpose loading/unloading equipment to be used

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- use and capacity of lifting/transfer equipment
- WHS requirements for the operation including emergency procedures to be implemented

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in simulated workplace operational situations that reflect workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or simulations
- acceptable means of simulation assessment
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and PPE currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFEXO065 Prepare and arm weapon systems

Modification History

Release 2. Modifications made to Foundation Skills and Assessment Conditions.

Release 1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFEO710D Prepare and arm weapon systems.

- Unit code updated
- Content and formatting updated to comply with the new standards
- All PC transitioned from passive to active voice
- PC 1.2 and 2.1 removed

Application

This unit describes the skills required to arm/de-arm explosive ordnance systems during operations and in training situations. Arming explosive ordnance systems means placing the weapon system in a readiness state whereby it can then be fired without further preparation. Arming and de-arming explosive ordnance systems occurs on the land, on or below the sea and in the air. This unit can apply above and below the high water mark.

This unit applies to those who are required to arm/de-arm explosive ordnance systems during operations and in training situations.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work independently as part of a team and under indirect supervision. They would use discretion and judgement and take responsibility for the quality of their outputs while performing routine tasks in a broad range of contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Pre-requisite Unit

Not applicable

Competency Field

Explosive Ordnance

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Unit Sector

Not applicable

Elements and Performance Criteria

ELEMENTS		PERFORMANCE CRITERIA	
Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Prepare explosive ordnance system**	**1.1**	Apply explosive ordnance control and safety measures
		1.2	Prepare explosive ordnance system within current control and safety measures
		1.3	Prepare weapon platform in accordance within current control and safety instructions
2	**Arm/de arm explosive ordnance system**	**2.1**	Conduct arming/de-arming operations applying explosive ordnance technical knowledge.
		2.2	Clear malfunctioned ordnance from weapon platforms.
		2.3	Identify and react to explosive ordnance emergencies.

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit supersedes and is equivalent to DEFEO710D Prepare and arm weapon systems.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFEXO065 Prepare and arm weapon systems

Modification History

Release 2. Modifications made to Foundation Skills and Assessment Conditions.

Release 1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFEO710D Prepare and arm weapon systems.

- Unit code updated
- Content and formatting updated to comply with the new standards
- All PC transitioned from passive to active voice
- PC 1.2 and 2.1 removed

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and includes:

- applying explosive ordnance return/disposal procedures
- applying regulations and instructions
- operating specialised vehicles/equipment
- performing weapon systems safety checks
- reading, accessing, interpreting and applying technical instructions
- applying manual handling and team lifting techniques
- using PPE
- handling dangerous good and hazardous substances safely

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and includes:

- Operational knowledge of:
  - composition, safety distances, restrictions and duties within an explosive area
  - explosive ordnance documentation
  - explosive ordnance handling and transportation procedures
  - identification and purpose of markings for explosive ordnance and explosive ordnance packaging
  - malfunctioned ordnance clearance and emergency procedures
  - United Nations classification and segregation requirements of explosive ordnance and

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ammunition types
- weapons system safety checks
- weapon system malfunctions and consequences
- weapon systems safety precautions, characteristics and description

Assessment Conditions

Candidate must complete assessment using live explosives.

This unit needs to be assessed in an authorised arming/de-arming site.

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises and case studies
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and PPE currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFEXO066 Inspect explosive facilities

Modification History

Release 2. Modifications made to Foundation Skills and Assessment Conditions.

Release 1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFEO207C Inspect explosive facilities.

- Unit code updated
- Content and formatting updated to comply with the new standards
- All PC transitioned from passive to active voice
- PC 1.4, 2.4 and 3.1 removed
- PC 2.1 & 2.2 merged
- Element 1 reworded and one new PC

Application

This unit describes the skills required to prepare, conduct and follow up the formal inspection of explosive facilities. Explosive facility inspections apply to all potential explosion sites and are part of the quality and safety control processes.

This unit applies to those required to prepare, conduct and follow up the formal inspection of explosive facilities.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work independently and as part of a team, under indirect supervision, use discretion and judgement, and take responsibility for the quality of their output. They would perform routine tasks in a range of contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

Explosive Ordnance

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Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS		PERFORMANCE CRITERIA	
Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Prepare for inspection**	**1.1**	Identify, and confirm explosive facility to be inspected
		1.2	Identify and assemble documentation related to the facility
		1.3	Liaise with relevant personnel
		1.4	Review previous inspection and maintenance history documentation
2	**Conduct inspection**	**2.1**	Confirm adherence to security, safety and licensing requirements applicable to the facility
		2.2	Confirm adherence to maintenance and housekeeping standards
3	**Carry out post inspection procedures**	**3.1**	Identify and report non-compliances
		3.2	Brief relevant personnel on non-compliances
		3.3	Maintain documentation, records and reports related to the inspection

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

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Unit Mapping Information

This unit supersedes and is equivalent to DEFEO207C Inspect explosive facilities.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFEXO066 Inspect explosive facilities

Modification History

Release 2. Modifications made to Foundation Skills and Assessment Conditions.

Release 1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFEO207C Inspect explosive facilities.

- Unit code updated
- Content and formatting updated to comply with the new standards
- All PC transitioned from passive to active voice
- PC 1.4, 2.4 and 3.1 removed
- PC 2.1 & 2.2 merged
- Element 1 reworded and one new PC

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and includes:

- communicating with stakeholders effectively
- identifying problems and non-adherence to policy and standards

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and includes:

- operational knowledge of:
  - documentation requirements
  - inspection procedures
  - net explosive quantity and compatibility relevant to the facility
  - policies and procedures applicable to explosive facilities
  - reporting requirements

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory

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requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in simulated workplace operational situations that reflect workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or simulations
- acceptable means of simulation assessment
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and PPE currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFEXO068 Establish and operate an explosive field storage site

Modification History

Release 2. Modifications made to Foundation Skills and Assessment Conditions.

Release 1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFEO213A Establish and operate an explosive field storage site.

- Unit code updated
- Content and formatting updated to comply with the new standards
- All PC transitioned from passive to active voice
- PC 1.1 removed
- PC 1.3 and 1.4 merged
- PC 2.3 and 3.1 reworded

Application

This unit describes the skills required to establish and operate an explosive field storage site. It includes establishing the site maintaining all explosive safety and work health and safety (WHS) requirements, operating the site in support of the organisation and maintaining all relevant documentation. It does not cover the planning of the site.

This unit applies to those required to establish and operate an explosive field storage site to support an operational or training deployment.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work independently and as part of a team, under direct and/or indirect supervision, use discretion and judgement, and take responsibility for the quality of their output. They would perform complex tasks in a range of contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

Explosive Ordnance

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Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS		PERFORMANCE CRITERIA	
Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Establish an explosive field storage site**	**1.1**	Establish explosive field storage site layout in accordance with the authorised plan
		1.2	Identify and apply safety and security requirements
2	**Operate an explosive field storage site**	**2.1**	Issue and receive explosives in accordance with demand
		2.2	Monitor and report consumption rates
		2.3	Identify and report operational requirements
		2.4	Identify, calculate, analyse and apply net explosive quantities and compatibility throughout the operation
		2.5	Apply lifting policies
3	**Maintain documentation**	**3.1**	Action explosives documentation impacting serviceability or operational restrictions
		3.2	Maintain explosives records

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

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Unit Mapping Information

This unit supersedes and is equivalent to DEFEO213A Establish and operate an explosive field storage site.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFEXO068 Establish and operate an explosive field storage site

Modification History

Release 2. Modifications made to Foundation Skills and Assessment Conditions.

Release 1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFEO213A Establish and operate an explosive field storage site.

- Unit code updated
- Content and formatting updated to comply with the new standards
- All PC transitioned from passive to active voice
- PC 1.1 removed
- PC 1.3 and 1.4 merged
- PC 2.3 and 3.1 reworded

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and includes:

- analysing and evaluating information
- implementing emergency, safety and security procedures
- preparing and presenting reports

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and includes:

- operational knowledge of:
  - explosive field storage principles
  - explosive lifting policy, instructions and procedures
  - licensing requirements for field storage
  - quantity distances for field storage

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

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Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in simulated workplace operational situations that reflect workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or simulations
- acceptable means of simulation assessment
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and PPE currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFEXO069 Plan loading of dangerous goods

Modification History

Release 2. Modifications made to Foundation Skills and Assessment Conditions.

Release 1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFEO214A Plan loading of dangerous goods.

- Unit code updated
- Content and formatting updated to comply with the new standards
- All PC transitioned from passive to active voice
- Elements 1 and 2 merged, and PC reordered and revised
- Elements 3 and 4 merged, and all PC reordered and revised

Application

This unit describes the skills required to plan loading of dangerous goods in accordance with relevant regulatory requirements and workplace procedures. It includes assessing the goods/freight to be loaded, planning the transfer and loading operations, and completing all required documentation.

This unit applies to personnel with responsibility for resource coordination and allocation.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit work autonomously, usually managing individuals and teams. They would use discretion and judgement, and take responsibility for the quality of their output. They would perform complex tasks in a broad range of complex contexts utilising strategic and highly specialised knowledge.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

Explosive Ordnance

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Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Plan transfer/loading operations	**1.1** Coordinate and liaise with stakeholders
	1.2 Identify goods to be transported
	1.3 Assess compatibility of dangerous goods
	1.4 Determine degree of risk for transported dangerous goods
	1.5 Plan segregation and storage requirements for safe transport
	1.6 Develop plans for dangerous goods transfer/loading operations and communicate to relevant personnel
	1.7 Determine marking and placard load requirements
	1.8 Plan and coordinate delivery and pick up operations
	1.9 Identify risks and shortfalls and develop contingency plans
	1.10 Provide team briefings and coordinate resource allocations
2 Document and review procedures	**2.1** Document dangerous goods loading procedures to meet organisational requirements including completion of dangerous goods declarations
	2.2 Assess shipping documentation
	2.3 Check drivers/operators and dangerous goods licenses and insurance requirements in relation to load
	2.4 Record and report variations in load deliveries and pick-ups

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2.5 Evaluate and refine planning processes and procedures in response to operational feedback

2.6 Manage records and documents

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit supersedes and is equivalent to DEFEO214A Plan loading of dangerous goods.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFEXO069 Plan loading of dangerous goods

Modification History

Release 2. Modifications made to Foundation Skills and Assessment Conditions.

Release 1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFEO214A Plan loading of dangerous goods.

- Unit code updated
- Content and formatting updated to comply with the new standards
- All PC transitioned from passive to active voice
- Elements 1 and 2 merged, and PC reordered and revised
- Elements 3 and 4 merged, and all PC reordered and revised

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and includes:

- applying security requirements
- complying with Explosive Licence Limits
- determining required permits and compliance with relevant regulations/codes of practice
- identifying and solving problems that may arise during the planning of the loading of dangerous goods
- identifying factors in work schedules, time and resource requirements when planning the loading of dangerous goods
- identifying hazards that may exist during the loading/transferring of dangerous goods and hazardous substances and ways of controlling the risks involved
- interpreting operational and technical data, instructions and manuals
- managing and prioritising work and coordinating self and others in relation to workplace activities
- modifying activities to cater for variations in workplace contexts and environment
- providing customer/client service
- providing leadership to others
- suggesting improvements to workplace operations, and negotiating changes

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and includes:

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- strategic knowledge of:
  - application of Explosive Licences Limits
  - application of Explosive Transport Regulations and/or organisational policies and procedures for transportation of dangerous goods
  - permit and licence requirements
  - relevant aspects of AEC and ADG code and relevant Australian Standards applicable to dangerous goods and hazardous substances
  - relevant Australian and international standards and associated certification requirements
  - relevant regulations and codes concerning the handling, loading and transport of goods and freight
- in-depth knowledge of:
  - equipment applications, capacities, configurations, safety hazards and control
  - operation of maintenance systems, resources, management and workplace operating systems
  - quality and customer service standards, policies and procedures

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in simulated workplace operational situations that reflect workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or simulations
- acceptable means of simulation assessment
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and PPE currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFEXO070 Conduct technical explosive investigations

Modification History

Release 2. Modifications made to Foundation Skills and Assessment Conditions.

Release 1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFEO205C Conduct technical explosive ordnance investigations.

- Unit code updated
- Content and formatting updated to comply with the new standards
- All PC transitioned from passive to active voice
- PC 2.2, 3.2, 5.1 and 6.2 removed
- PC 4.2 & 4.3 merged
- PC 5.3 reworded
- Elements 1 & 2 merged

Application

This unit describes the skills required to conduct investigations and to prepare options and solutions in matters concerning the performance of explosives and/or their means of delivery. An investigation may be conducted into any explosive process/operation and may be undertaken at all levels within an organisation for both internal and external agencies.

Investigations may be initiated by the Terms of Reference and/or Instruments of Appointment. In the case of an explosive incident, the reporting of the incident is sufficient, with processes and procedures providing the direction for inquiry. Investigations may be either preliminary or technical in nature.

This unit applies to those required to conduct technical investigations and to prepare options and solutions in matters concerning the performance of explosive and/or their means of delivery.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work independently and as part of a team, under direct and/or indirect supervision, use discretion and judgement, and take responsibility for the quality of their output. They would perform complex tasks in a broad range of contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Pre-requisite Unit

Not applicable.

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Competency Field

Explosive Ordnance

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS		PERFORMANCE CRITERIA	
Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Liaise with customer**	**1.1**	Identify customer requirements
		1.2	Obtain methodology, coordination requirements and necessary authorisation to progress the investigation
		1.3	Determine report requirements in terms of frequency, timing and format to meet customer needs
		1.4	Establish investigation objectives
2	**Select and implement procedures**	**2.1**	Select and apply procedures that incorporate appropriate and feasible methods
		2.2	Implement procedures to enable investigation objectives to be met within budget and time constraints
3	**Examine the evidence**	**3.1**	Identify, collect and preserve evidence as required
		3.2	Consider legislative, statutory, regulatory and organisational requirements in the examination of evidence
4	**Provide and evaluate findings**	**4.1**	Evaluate findings against specified criteria
		4.2	Provide recommendations to reduce risk of reoccurrence
5	**Prepare and present investigation reports**	**5.1**	Prepare investigation reports and present to customer
		5.2	Provide evidence to inquiries/courts as required

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit supersedes and is equivalent to DEFEO205C Conduct technical explosive ordnance investigations.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFEXO070 Conduct technical explosive investigations

Modification History

Release 2. Modifications made to Foundation Skills and Assessment Conditions.

Release 1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFEO205C Conduct technical explosive ordnance investigations.

- Unit code updated
- Content and formatting updated to comply with the new standards
- All PC transitioned from passive to active voice
- PC 2.2, 3.2, 5.1 and 6.2 removed
- PC 4.2 & 4.3 merged
- PC 5.3 reworded
- Elements 1 & 2 merged

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and includes:

- conducting interviews
- conducting research
- liaising with customers

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and includes:

- operational knowledge of:
  - analytical and evaluation processes
  - characteristics, technical capabilities, effects, employment and limitations of explosive / weapons/weapon systems
  - investigative methodologies and processes
  - maintaining evidence
  - research methodologies

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Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in simulated workplace operational situations that reflect workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or simulations
- acceptable means of simulation assessment
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and PPE currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFEXO071 Test for the presence of explosive substances

Modification History

Release 2. Modifications made to Foundation Skills and Assessment Conditions.

Release 1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFEO716C Test for explosive substances.

- Unit code updated
- Content and formatting updated to comply with the new standards
- All PC transitioned from passive to active voice
- PC 1.2 and 1.6 removed

Application

This unit describes the skills required to conduct material testing to determine the presence of an explosive substance. It includes the requirements for planning tests, carrying out tests, performing analysis, and recording and reporting test results.

This unit applies to those required to conduct material testing to determine the presence of an explosive substance.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work independently and/or as part of a team, under indirect supervision. They would use discretion and judgement and take responsibility for the quality of their outputs, while performing routine tasks in a range of contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

Explosive Ordnance

Unit Sector

Not applicable.

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Elements and Performance Criteria

ELEMENTS		PERFORMANCE CRITERIA	
Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Plan and prepare for testing**	**1.1**	Identify requirement for substances testing from work requests/instructions
		1.2	Select appropriate testing methods
		1.3	Identify, acquire and prepare technical references, testing tools and equipment
		1.4	Confirm security of the test site
2	**Conduct tests**	**2.1**	Perform tests to identify properties of the substances
		2.2	Compare test results with standards, charts and tables in order to identify unknown materials
		2.3	Interpret emergency procedures and apply contingency plans
3	**Finalise the testing procedures**	**3.1**	Determine and carry out sentencing action
		3.2	Complete and maintain documentation, records and related reports

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit supersedes and is equivalent to DEFEO716C Test for explosive substances.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFEXO071 Test for the presence of explosive substances

Modification History

Release 2. Modifications made to Foundation Skills and Assessment Conditions.

Release 1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFEO716C Test for explosive substances.

- Unit code updated
- Content and formatting updated to comply with the new standards
- All PC transitioned from passive to active voice
- PC 1.2 and 1.6 removed

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and includes:

- applying analysis techniques and technologies
- applying safety policies and structures
- handling dangerous goods and hazardous substances
- using manual handling and team lifting techniques
- using PPE
- using testing tools and equipment

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and includes:

- operational knowledge of:
  - characteristics and limitations of testing equipment
  - explosive chemistry
  - organisational documentation requirements
  - properties and characteristics of explosives
  - properties and characteristics of testing chemicals

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training

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Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in simulated workplace operational situations that reflect workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or simulations
- acceptable means of simulation assessment
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and PPE currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFEXO081 Apply a knowledge of the service environment

Modification History

Release 2. Modifications made to Foundation Skills and Assessment Conditions.

Release 1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFEO206C Apply a knowledge of the service environment.

- Unit code updated
- Content and formatting updated to comply with the new standards.
- All PC transitioned from passive to active voice
- PC 2.1, 2.2 and 2.3 merged
- Element 2 two new PC

Application

This unit describes the skills required to apply knowledge of the service environment to the development and implementation of current work practice, procedures and policy. An understanding of the service environment in which the explosive ordnance and/or weapons systems are to be deployed and used is an essential consideration in the development and implementation of policy, reports, instruction or advice related to them.

This unit applies to those required to develop and implement an explosive ordnance and/or weapons systems policy, report, instruction or advice.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work independently and as part of a team, under direct and/or indirect supervision, use discretion and judgement, and take responsibility for the quality of their output. They would perform complex tasks in a broad range of contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

Explosive Ordnance

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Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS		PERFORMANCE CRITERIA	
Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Determine service environments**	**1.1**	Identify service environments in accordance with operational requirements
		1.2	Research and identify environmental extremes related to the service environments
2	**Use knowledge of service environments to assist in work and to guide problem solving**	**2.1**	Identify service environmental effects on explosive ordnance and/or weapons systems and consider when developing options or recommendations and providing advice
		2.2	Use service environment knowledge when providing recommendations or advice
		2.3	Use service environment knowledge when writing policy, instructions or reports

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit supersedes and is equivalent to DEFEO206C Apply a knowledge of the service environment.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFEXO081 Apply a knowledge of the service environment

Modification History

Release 2. Modifications made to Foundation Skills and Assessment Conditions.

Release 1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFEO206C Apply a knowledge of the service environment.

- Unit code updated
- Content and formatting updated to comply with the new standards.
- All PC transitioned from passive to active voice
- PC 2.1, 2.2 and 2.3 merged
- Element 2 two new PC

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and includes:

- interpreting environmental effects relevant to explosive ordnance
- providing recommendations or advice
- researching environmental extremes in service operating environment from recognised industry resources
- writing of policy, reports, or instructions

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and includes:

- operational knowledge of:
  - awareness of recognised industry resources
  - environmental effects relevant to explosive ordnance
  - environmental extremes in service operating environment

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the

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time of assessment.

Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in simulated workplace operational situations that reflect workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or simulations
- acceptable means of simulation assessment
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and PPE currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFEXO082 Apply a knowledge of explosives

Modification History

Release 2. Modifications made to Foundation Skills and Assessment Conditions.

Release 1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFEO211D Apply a knowledge of explosive ordnance.

- Unit code updated
- Content and formatting updated to comply with the new standards
- All PC transitioned from passive to active voice
- PC 2.1 removed
- PC 1.3 and 2.2 reworded
- PC 2.3 & 2.4 merged
- Element 2 reworded

Application

This unit describes the skills required to analyse and apply knowledge of explosives to support a variety of applications including acquisitions, audits, inspections, policy implementation, technical manual development, platform integration, configuration, staff processes, transport, disposal, trials and inter-operability.

This unit applies to those required to analyse and apply knowledge of explosives. The candidate would often hold technical skills that would need to be contextualised to the explosive environment.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work independently and as part of a team, under direct and/or indirect supervision, use discretion and judgement, and take responsibility for the quality of their output. They would perform complex tasks in a broad range of contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Pre-requisite Unit

Not applicable.

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Competency Field

Explosive Ordnance

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS		PERFORMANCE CRITERIA	
Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Access and analyse explosives information**	**1.1**	Identify and analyse relevant explosives safety, legislative, statutory, regulatory and organisational requirements
		1.2	Determine the relevance and application to the organisation
		1.3	Identify and analyse explosives relevant to specific work process
2	**Apply explosives knowledge to work practice**	**2.1**	Plan processes in accordance with explosives safety, legislative, statutory, regulatory and organisational requirements
		2.2	Assess, review and record effectiveness of work process, and adjust as required

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

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Unit Mapping Information

This unit supersedes and is equivalent to DEFEO211D Apply a knowledge of explosive ordnance.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFEXO082 Apply a knowledge of explosives

Modification History

Release 2. Modifications made to Foundation Skills and Assessment Conditions.

Release 1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFEO211D Apply a knowledge of explosive ordnance.

- Unit code updated
- Content and formatting updated to comply with the new standards
- All PC transitioned from passive to active voice
- PC 2.1 removed
- PC 1.3 and 2.2 reworded
- PC 2.3 & 2.4 merged
- Element 2 reworded

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and includes:

- adhering to relevant WHS requirements and operational safety
- analysing information
- developing work plans that incorporate explosives knowledge
- developing workplace documentation including reports
- solving problems

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and includes:

basic knowledge of:

- design principles of explosives
- explosives audit and inspections requirements
- inter-operability of explosives
- organisational role relevant to explosives
- specific properties of explosives including:
  - chemical properties

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  - material and structural properties
  - physical properties
- weapon system and platform integration

Operational knowledge of:

- application of explosives
- effects of explosives
- explosives maintenance procedures
- explosives storage, handling and transportation requirements
- general properties of explosives
- safety, legislative and statutory requirements relevant to explosives

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in simulated workplace operational situations that reflect workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or simulations
- acceptable means of simulation assessment
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and PPE currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFEXO083 Apply explosive ordnance design principles

Modification History

Release 2. Modifications made to Foundation Skills and Assessment Conditions.

Release 1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFEO709D Apply explosive ordnance design principles.

- Unit code updated
- Content and formatting updated to comply with the new standards
- All PC transitioned from passive to active voice
- All Elements and PC rewritten with operational outcome of the unit maintained

Application

This unit describes the skills required to apply design principles of explosive ordnance in the conduct of various explosive ordnance operations and processes, such as demolition operations, improvised explosive device disposal operations, trials, technical investigations, platform integration, configuration, maintenance and interoperability.

This unit applies to those required to apply design principles of explosive ordnance in the conduct of various explosive ordnance operations and processes.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work independently and/or as part of a team, under indirect supervision, performing sophisticated tasks in a broad range of contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

Explosive Ordnance

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Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Research and analyse design principles	**1.1** Identify and acquire references relevant to the design principles of explosive ordnance, components and associated weapons systems
	1.2 Analyse design principle requirements within research material to develop weapons systems design criteria
	1.3 Determine performance characteristics from the analysis of the design criteria and technical data
2 Apply design criteria	**2.1** Determine explosives, explosive components and associated non-explosive components to achieve weapons design solutions
	2.2 Design and prove a weapon solution
	2.3 Complete documentation associated with the tasks

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit supersedes and is equivalent to DEFEO709D Apply explosive ordnance design principles.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFEXO083 Apply explosive ordnance design principles

Modification History

Release 2. Modifications made to Foundation Skills and Assessment Conditions.

Release 1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFEO709D Apply explosive ordnance design principles.

- Unit code updated
- Content and formatting updated to comply with the new standards
- All PC transitioned from passive to active voice
- All Elements and PC rewritten with operational outcome of the unit maintained

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and includes:

- accessing, interpreting and applying technical information
- applying quantitative and qualitative analysis
- applying research techniques
- determining the characteristics and the performance characteristics of explosive ordnance, components and associated weapons systems

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and includes:

- operational knowledge of:
  - analysis processes and techniques
  - characteristics, technical capabilities and limitations of explosive ordnance, components and associated weapons systems
  - design principles of explosive ordnance, components and associated weapons systems
  - explosions and terminal effects
  - explosive chemistry, physics and materials
  - methods of explosive ordnance deployment
  - weaponeering

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Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in simulated workplace operational situations that reflect workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or simulations
- acceptable means of simulation assessment
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and PPE currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFEXO084 Apply knowledge of explosive chemistry

Modification History

Release 2. Modifications made to Foundation Skills and Assessment Conditions.

Release 1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFEO001 Apply knowledge of explosive ordnance chemistry.

- Unit code updated
- Content and formatting updated to comply with the new standards
- All PC transitioned from passive to active voice
- PC 2.1 removed

Application

This unit describes the skills required to analyse and apply knowledge of the chemistry of explosives. The application of the knowledge of explosive chemistry is specific to the work being undertaken by individuals involved within a variety of applications including manufacturing, policy development, technical manual development, platform integration, configuration, staff processes, transport, disposal, trials and inter-operability.

This unit applies to those required to analyse the chemistry of explosives in the context of their work environment and in relation to their workplace functions.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would make high level, fully independent judgements, applying functional knowledge of the chemistry of explosives, analysing complex data and producing specific documents detailing the outcomes of highly specialised technical functions. They would perform sophisticated tasks in a broad range of specialised contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

Explosive Ordnance

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Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Access and analyse relevant explosive chemical information	**1.1** Identify the purpose of the required analysis, including the relevance of the chemistry of explosives
	1.2 Identify and obtain explosives safety, legislative and statutory requirements
	1.3 Analyse the information obtained to determine the relevance within its application and in the context of the organisation
	1.4 Formulate outcomes of the analysis and provide recommendations
2 Implement recommendations specific to explosives	**2.1** Establish work being undertaken and apply the relevant recommendations
	2.2 Assess, review and record effectiveness of the recommendations
	2.3 Adjust recommendations if required and document for future application

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

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Unit Mapping Information

This unit supersedes and is equivalent to DEFEO001 Apply knowledge of explosive ordnance chemistry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFEXO084 Apply knowledge of explosive chemistry

Modification History

Release 2. Modifications made to Foundation Skills and Assessment Conditions.

Release 1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFEO001 Apply knowledge of explosive ordnance chemistry.

- Unit code updated
- Content and formatting updated to comply with the new standards
- All PC transitioned from passive to active voice
- PC 2.1 removed

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and includes:

- adhering to relevant work health and safety requirements and operational safety
- analysing and evaluating information
- applying safety, legislative and statutory requirements relevant to explosive chemistry
- conducting research
- identifying relevant information
- interpreting organisation role relevant to explosive chemistry
- using appropriate information technology and software
- writing research reports including recommendations

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and includes:

operational knowledge of:

- decomposition mechanisms of explosives, including:
  - atmospheric effects on the rate of degradation of an explosive
  - signs of degradation in explosive fills
- explosive process
- insensitive munitions
- principles of thermodynamics, including:

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  - heats of formation
  - oxygen balance of explosives
  - products of detonation
- principles of atomic theory, chemical bonding and organic chemistry
- properties of explosives and explosive compounds
- toxicology of explosives

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in simulated workplace operational situations that reflect workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or simulations
- acceptable means of simulation assessment
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and PPE currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFEXO085 Apply knowledge of explosive physics

Modification History

Release 2. Modifications made to Foundation Skills and Assessment Conditions.

Release 1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFEO002 Apply knowledge of explosive ordnance physics.

- Unit code updated
- Content and formatting updated to comply with the new standards
- All PC transitioned from passive to active voice
- PC 2.1 removed

Application

This unit describes the skills required to analyse and apply knowledge of the physics of explosives. The application of the knowledge of explosive physics is specific to the work being undertaken by individuals involved within a variety of applications including manufacturing, policy development, technical manual development, platform integration, configuration, staff processes, transport, disposal, trials and inter-operability.

This unit applies to those required to analyse the physics of explosives in the context of their work environment and in relation to their workplace functions.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would make high level, fully independent judgements, applying a detailed knowledge of the physics of explosives, analysing complex data and producing specific documents detailing the outcomes of highly specialised technical functions. They would perform sophisticated tasks in a broad range of specialised contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

Explosive Ordnance

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Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Access and analyse relevant explosive physics information	**1.1** Identify the purpose of the required analysis, including the relevance of the physics of explosives
	1.2 Identify and obtain explosives safety, legislative and statutory requirements
	1.3 Analyse the information obtained to determine the relevance within its application and in the context of the organisation
	1.4 Formulate outcomes of the analysis and provide recommendations
2 Implement recommendations specific to explosive physics	**2.1** Establish work being undertaken and apply the relevant recommendations
	2.2 Assess, review and record effectiveness of the recommendations
	2.3 Adjust recommendations if required and document for future application

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

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Unit Mapping Information

This unit supersedes and is equivalent to DEFEO002 Apply knowledge of explosive ordnance physics.

Links

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Assessment Requirements for DEFEXO085 Apply knowledge of explosive physics

Modification History

Release 2. Modifications made to Foundation Skills and Assessment Conditions.

Release 1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFEO002 Apply knowledge of explosive ordnance physics.

- Unit code updated
- Content and formatting updated to comply with the new standards
- All PC transitioned from passive to active voice
- PC 2.1 removed

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and includes:

- adhering to relevant work health and safety requirements and operational safety
- analysing and evaluating information
- applying safety, legislative and statutory requirements relevant to explosive physics
- conducting research
- identifying relevant information
- interpreting organisation role relevant to explosive physics
- using appropriate information technology and software
- writing research reports including recommendations

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and includes:

operational knowledge of:

- comparative measures of an explosive, including:
  - brisance
  - compatibility
  - critical diameter
  - detonation pressure
  - figure of insensitivity

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  - gas volume
  - heat of explosion
  - power index
  - power of explosive
  - rate of burning
  - sensitiveness
  - sensitivity
  - stability
  - temperature of explosion
  - TNT equivalence
  - velocity of detonation
- electro explosive hazards (EEH) protection
- generic design principles to the design and selection of a weapon system, including:
  - aerodynamics
  - ballistics
  - bombs
  - egress systems
  - electronic protection measures
  - fuze systems
  - guidance and seeker systems
  - gun systems
  - hydrodynamics
  - platform integration
  - propulsion systems
  - pyrotechnics
  - warheads

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in simulated workplace operational situations that reflect workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

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- a range of relevant exercises, case studies and/or simulations
- acceptable means of simulation assessment
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and PPE currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFEXO086 Apply knowledge of explosive materials

Modification History

Release 2. Modifications made to Foundation Skills and Assessment Conditions.

Release 1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFEO003 Apply knowledge of explosive ordnance materials.

- Unit code updated
- Content and formatting updated to comply with the new standards
- All PC transitioned from passive to active voice
- PC 2.1 removed

Application

This unit describes the skills required to analyse and apply knowledge of explosives, structures and materials used in the manufacture of explosives, structures and targets. The application of the knowledge of explosive materials is specific to the work being undertaken by individuals involved within a variety of applications including manufacturing, targeting, policy development, technical manual development, platform integration, configuration, staff processes, transport, disposal, trials and inter-operability.

This unit applies to those required to analyse explosive materials in the context of their work environment and in relation to their workplace functions.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would make high level, fully independent judgements, applying a detailed knowledge of explosive materials, analysing complex data and producing specific documents detailing the outcomes of highly specialised technical functions. They would perform sophisticated tasks in a broad range of specialised contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

Explosive Ordnance

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Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Access and analyse relevant explosive materials information	**1.1** Identify the purpose of the required analysis, including the relevance of the explosive materials involved
	1.2 Identify and obtain explosive safety, legislative and statutory requirements
	1.3 Analyse the information obtained to determine the relevance within its application and in the context of the organisation
	1.4 Formulate outcomes of the analysis and provide recommendations
2 Implement recommendations specific to explosive materials	**2.1** Establish work being undertaken and apply the relevant recommendations
	2.2 Assess, review and record effectiveness of the recommendations
	2.3 Adjust recommendations if required and document for future application

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

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Unit Mapping Information

This unit supersedes and is equivalent to DEFEO003 Apply knowledge of explosive ordnance materials.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFEXO086 Apply knowledge of explosive materials

Modification History

Release 2. Modifications made to Foundation Skills and Assessment Conditions.

Release 1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFEO003 Apply knowledge of explosive ordnance materials.

- Unit code updated
- Content and formatting updated to comply with the new standards
- All PC transitioned from passive to active voice
- PC 2.1 removed

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and includes:

- adhering to relevant work health and safety requirements and operational safety
- analysing and evaluating information
- applying safety, legislative and statutory requirements relevant to explosive materials
- conducting research
- identifying relevant information
- interpreting organisation role relevant to explosive materials
- using appropriate information technology and software
- writing research reports including recommendations

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and includes:

- basic knowledge of:
  - metallurgy relevant to explosives
- operational knowledge of:
  - explosive design and construction principles
  - principles of a weapon fuzing design
  - target identification
  - target/structure design and construction principles

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Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in simulated workplace operational situations that reflect workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or simulations
- acceptable means of simulation assessment
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and PPE currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFEXO087 Assess the safety and suitability for service of explosives

Modification History

Release 2. Modifications made to Foundation Skills and Assessment Conditions.

Release 1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFEO004 Assess the safety and suitability for service of explosive ordnance.

- Unit code updated
- Content and formatting updated to comply with the new standards
- All PC transitioned from passive to active voice
- PC 1.1 and 3.1 reworded

Application

This unit describes the skills required to assess if the explosives will present an unacceptable hazard to the lives of Defence personnel or the public while being transported, stored or operated in a defined environment. It will also assess if explosives will function as designed and are not unacceptably degraded by the service environments encountered during the service life. It includes the requirement to identify the scope of the assessment process and to determine the requirement for any testing or trials prior to introduction into service.

The assessment is complex due to:

- scope
- degree of risk
- environmental, political, cultural and social factors that apply
- consequences of failure
- degree of control

This unit applies to those required to conduct an analysis of identified explosives for the purpose of determining their safety and suitability for service.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would make high level, fully independent judgements, applying a detailed knowledge of explosives, analysing complex data and producing specific documents detailing the outcomes of highly specialised technical functions. They would perform sophisticated tasks in highly specialised operational contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

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Pre-requisite Unit

Not applicable.

Competency Field

Explosive Ordnance

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS		PERFORMANCE CRITERIA	
Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Prepare for a safety and suitability for service assessment of explosives**	**1.1**	Receive and confirm assessment requirements and the agreed customer requirements
		1.2	Identify the design precedents and safety principles of the explosives
		1.3	Identify and confirm life cycle events for the explosives
		1.4	Identify and define the predicted service environment for the explosives
2	**Conduct explosive hazard assessment**	**2.1**	Identify hazards associated with the explosives
		2.2	Evaluate hazards and determine the risk index for the explosives
		2.3	Identify system hazards for the explosives
		2.4	Identify and record actions to eliminate or control the hazards for stakeholder consideration
3	**Conduct explosive design assessment**	**3.1**	Identify explosive chemistry
		3.2	Identify and assess explosive train components

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		3.3	Identify and assess the environmental conditions for the explosives
		3.4	Evaluate the usage and disposal requirements of the explosives
4	**Determine the requirement of explosive trials or tests**	**4.1**	Determine the requirement for conduct of trials and/or evaluation of explosives
		4.2	Provide written instructions for trials and/or evaluation to the appropriate testing authority
		4.3	Conduct analysis of trials and/or evaluation outcomes
		4.4	Incorporate trial and/or evaluation outcomes in relevant reports and other documentation
5	**Report and provide guidance on explosive safety and suitability for service**	**5.1**	Record and report outcomes to all relevant stakeholders
		5.2	Finalise relevant safety and suitability for service certification and documentation

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit supersedes and is equivalent to DEFEO004 Assess the safety and suitability for service of explosive ordnance.

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Assessment Requirements for DEFEXO087 Assess the safety and suitability for service of explosives

Modification History

Release 2. Modifications made to Foundation Skills and Assessment Conditions.

Release 1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFEO004 Assess the safety and suitability for service of explosive ordnance.

- Unit code updated
- Content and formatting updated to comply with the new standards
- All PC transitioned from passive to active voice
- PC 1.1 and 3.1 reworded

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and includes:

- accessing and preparing information electronically or in hard copy
- applying risk management techniques
- communicating with stakeholders using a range of communication styles to suit different audiences and purposes
- scheduling multiple agencies
- writing recommendations and preparing plans requiring precision of expression
- conducting hazard and design assessments
- determining the requirements for trials or testing
- defining and documenting the Manufacture to Disposal Sequence (MTDS)
- providing technical advice to authorities

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and includes:

- Operational knowledge of:
  - integrated logistics support requirements for explosives
- In-depth knowledge of:
  - management tools suited to implementing safety and suitability for service evaluation processes
  - principles relating to the implementation of safety and suitability for service evaluation

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processes
- explosive chemistry/physics/materials/design principles

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in simulated workplace operational situations that reflect workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or simulations
- acceptable means of simulation assessment
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and PPE currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFEXO088 Conduct explosive capability analysis

Modification History

Release 2. Modifications made to Foundation Skills and Assessment Conditions.

Release 1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFEO005 Conduct explosive ordnance capability analysis.

- Unit code updated
- Content and formatting updated to comply with the new standards
- All PC transitioned from passive to active voice
- Unit title changed to better reflect unit outcomes
- PC 1.1 and 1.2 merged
- Element 1 reworded

Application

This unit describes the skills required to undertake a technical analysis to identify the explosive capability to satisfy a requirement. The capability analysis is a process that is undertaken because of requirements identified by the customer. It involves the requirement to analyse the operational outcomes, identify the target characteristics and detail the design specifications for explosive to satisfy the explosive capability required.

This unit applies to those required to analyse an explosive capability requirement then match the requirement to known explosives or identify the capability required.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would make high level, fully independent judgements, applying a detailed knowledge of explosives, analysing complex data and producing specific documents detailing the outcomes of highly specialised technical functions. They would perform sophisticated tasks in highly specialised operational contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Pre-requisite Unit

Not applicable.

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Competency Field

Explosive Ordnance

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Prepare for analysis	**1.1** Identify and apply safety and security requirements
	1.2 Identify and confirm target characteristics
	1.3 Identify and confirm required explosive effects
	1.4 Seek specialist advice when issues are beyond own capability
2 Analyse the data	**2.1** Identify the purpose of the analysis
	2.2 Assemble relevant data to undertake the analysis
	2.3 Conduct research to fill information gaps as required
	2.4 Conduct analysis of data
	2.5 Draw conclusions in accordance with analysis purposes
3 Develop explosive design solutions	**3.1** Develop explosive design requirements in accordance with required effects
	3.2 Consider comparisons between requirements and known explosive characteristics
	3.3 Develop options and determine and document impacts, risks and costs
	3.4 Consult with stakeholders to ensure design meets requirements
4 Produce requirement documents	**4.1** Prepare design solutions

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4.2 Present explosive design solutions and explain recommendations to required stakeholders

4.3 Finalise and distribute design solutions

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit supersedes and is equivalent to DEFEO005 Conduct explosive ordnance capability analysis

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFEXO088 Conduct explosive capability analysis

Modification History

Release 2. Modifications made to Foundation Skills and Assessment Conditions.

Release 1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFEO005 Conduct explosive ordnance capability analysis.

- Unit code updated
- Content and formatting updated to comply with the new standards
- All PC transitioned from passive to active voice
- Unit title changed to better reflect unit outcomes
- PC 1.1 and 1.2 merged
- Element 1 reworded

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and includes:

- applying explosive design principles
- applying weaponeering
- applying weapons design cycle
- identifying and confirming explosive effects
- interpreting and applying technical instructions

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and includes:

- in-depth knowledge of:
  - analysis and research techniques
  - characteristics and limitations of explosive
- operational knowledge of:
  - explosive chemistry, physics, materials and structures
  - theory of explosive design
  - weapons design cycle

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Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in simulated workplace operational situations that reflect workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or simulations
- acceptable means of simulation assessment
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and PPE currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFEXO089 Assess specific explosives as being safe and suitable for transport

Modification History

Release 2. Modification made to Foundation Skills and Assessment Conditions.

Release 1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFEO007 Assess specific explosive ordnance as being safe and suitable for transport.

- Unit code updated
- Content and formatting updated to comply with the new standards
- All PC transitioned from passive to active voice
- Unit title changed to better reflect unit outcomes
- PC 4.1 removed
- Element 1 reworded
- Element 1 all PC reworded and reordered
- Elements 2 and 3 merged and all PC reworded and reordered

Application

This unit describes the skills required to assess specific explosive as being safe and suitable for transport. The assessment is a process that is normally undertaken with explosives which are damaged, misfired or of an unknown origin and are required to be transported rather than destroyed or otherwise disposed of. It involves the necessity to identify the transportation requirements, assess the explosive to determine its suitability for transportation and to document the assessment process and outcomes.

This unit applies to those required to assess explosives as being safe and suitable for transport.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would make high level, fully independent judgements, applying a detailed knowledge of explosives, analysing complex data and producing specific documents detailing the outcomes of highly specialised technical functions. They would perform sophisticated tasks in highly specialised operational contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Pre-requisite Unit

Not applicable.

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Competency Field

Explosive Ordnance

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS		PERFORMANCE CRITERIA	
Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Prepare for assessment**	**1.1**	Identify and confirm explosives to be transported
		1.2	Identify and apply safety and security requirements
2	**Assess the explosive**	**2.1**	Inspect the explosives
		2.2	Conduct research to fill information gaps
		2.3	Determine the condition of the explosives
		2.4	Conduct a transportation risk assessment
		2.5	Conduct checks and inspections to ensure actions to eliminate or mitigate the hazards are completed
		2.6	Select and confirm transportation requirements
3	**Produce requirement documents**	**3.1**	Produce a report on the transportation of specific explosives
		3.2	Distribute report and communicate decisions

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

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Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit supersedes and is equivalent to DEFEO007 Assess specific explosive ordnance as being safe and suitable for transport.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFEXO089 Assess specific explosives as being safe and suitable for transport

Modification History

Release 2. Modification made to Foundation Skills and Assessment Conditions.

Release 1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFEO007 Assess specific explosive ordnance as being safe and suitable for transport.

- Unit code updated
- Content and formatting updated to comply with the new standards
- All PC transitioned from passive to active voice
- Unit title changed to better reflect unit outcomes
- PC 4.1 removed
- Element 1 reworded
- Element 1 all PC reworded and reordered
- Elements 2 and 3 merged and all PC reworded and reordered

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and includes:

- analysing data
- applying explosive design principles
- applying operational safety
- identifying and confirming explosive characteristics
- interpreting and applying technical instructions

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and includes:

- in-depth knowledge of:
  - characteristics and limitations of explosive
  - explosive chemistry/physics
  - theory of explosive design

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Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in simulated workplace operational situations that reflect workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or simulations
- acceptable means of simulation assessment
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and PPE currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFEXO101 Dispose of explosives

Modification History

Release 2. Modifications made to Foundation Skills and Assessment Conditions.

Release 1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFEO701C Dispose of explosive ordnance.

- Unit code updated
- Content and formatting updated to comply with the new standards
- All PC transitioned from passive to active voice
- PC 1.2 and 1.4 removed
- PC 2.1 renumbered
- Element 1 reworded

Application

This unit describes the skills required to prepare a disposal site and to dispose of explosives by burning, detonation or by functioning on a licensed demolition range under controlled conditions. This unit specifically precludes the destruction of unexploded ordnance that has malfunctioned/failed to function. The disposal of explosives may be undertaken for a variety of reasons such as expired shelf life, defectiveness or surplus to requirement, or if the explosive has been otherwise compromised while being handled during storage, transportation or maintenance.

This unit applies to those required to prepare a disposal site and to dispose of explosives on a licensed demolition range under controlled conditions.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work independently and under direct or indirect supervision, use discretion and judgement, and take responsibility for the quality of their output. They would perform routine tasks in a range of contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

Explosive Ordnance

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Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS		PERFORMANCE CRITERIA	
Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Prepare for disposal**	**1.1**	Identify requirement for disposal of explosives from work requests/instructions
		1.2	Confirm explosive items to be disposed of and disposal methods to be used
		1.3	Liaise with parties affected by the disposal
		1.4	Complete site and equipment preparation
		1.5	Identify, calculate, and apply net explosive quantities and compatibility throughout the operation
		1.6	Prepare and test explosive disposal initiation
2	**Dispose of explosives**	**2.1**	Dispose of explosives using the identified disposal method
		2.2	Interpret emergency procedures and apply contingency plans
		2.3	Inspect residue to ensure all items have been disposed of
3	**Finalise disposal process**	**3.1**	Refurbish site and equipment
		3.2	Maintain documentation and records

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work

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environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit supersedes and is equivalent to DEFEO701C Dispose of explosive ordnance.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFEXO101 Dispose of explosives

Modification History

Release 2. Modifications made to Foundation Skills and Assessment Conditions.

Release 1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFEO701C Dispose of explosive ordnance.

- Unit code updated
- Content and formatting updated to comply with the new standards
- All PC transitioned from passive to active voice
- PC 1.2 and 1.4 removed
- PC 2.1 renumbered
- Element 1 reworded

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and includes:

- applying range requirements
- calculating and applying time and safety distance
- complying with operational safety
- conducting calculations
- conducting risk assessment
- handling dangerous goods and hazardous substances
- using manual handling and team lifting techniques
- using PPE

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and includes:

- operational knowledge of:
  - characteristics and limitations of the explosive to be disposed of
  - compatibility, site, documentation, range and environment requirements
  - effects of environmental conditions
  - operational safety
  - risk analysis

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Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in simulated workplace operational situations that reflect workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or simulations
- acceptable means of simulation assessment
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and PPE currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFEXO102 Destroy unexploded ordnance

Modification History

Release 2. Modifications made to Foundation Skills and Assessment Conditions.

Release 1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFEO702D Destroy unexploded ordnance.

- Unit code updated
- Content and formatting updated to comply with the new standards
- All PC transitioned from passive to active voice
- PC 1.2 and 1.4 removed
- PC 2.1 renumbered
- Element 1 one new PC

Application

This unit describes the skills required to destroy unexploded ordnance (UXO) by detonation. Unexploded ordnance includes any authorised explosive ordnance or explosive ordnance that has failed to function as designed while in use on a licensed range. Destruction is normally carried out by explosives in the location of the unexploded ordnance. Explosive ordnance in this competency includes that which has malfunctioned/failed to function following attempted firing or ignition. This unit can apply above and below the high water mark.

This unit applies to those required to prepare for and destroy UXO by detonation and undertake appropriate site/equipment maintenance and/or refurbishment.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work independently under direct or indirect supervision, use discretion and judgement, and take responsibility for the quality of their output. They would perform routine tasks in a range of contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

Explosive Ordnance

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Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS		PERFORMANCE CRITERIA	
Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Prepare for destruction**	**1.1**	Identify requirement for the destruction of unexploded ordnance from work requests/instructions
		1.2	Locate item(s) to be destroyed
		1.3	Confirm characteristics of item(s) to be destroyed and destruction method(s)
		1.4	Liaise with parties affected by the destruction
		1.5	Complete site and equipment preparation
		1.6	Prepare and test unexploded ordnance and destruction means
2	**Destroy unexploded ordnance**	**2.1**	Destroy unexploded ordnance
		2.2	Interpret emergency procedures and apply contingency plans
		2.3	Inspect residue to ensure all items have been destroyed
3	**Finalise the destruction process**	**3.1**	Refurbish site and equipment
		3.2	Maintain documentation and records

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit supersedes and is equivalent to DEFEO702D Destroy unexploded ordnance.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFEXO102 Destroy unexploded ordnance

Modification History

Release 2. Modifications made to Foundation Skills and Assessment Conditions.

Release 1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFEO702D Destroy unexploded ordnance.

- Unit code updated
- Content and formatting updated to comply with the new standards
- All PC transitioned from passive to active voice
- PC 1.2 and 1.4 removed
- PC 2.1 renumbered
- Element 1 one new PC

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and includes:

- applying range requirements
- calculating and applying time and safety distance
- complying with operational safety
- conducting calculations
- conducting risk assessment
- handling dangerous goods and hazardous substances
- using manual handling and team lifting techniques
- using PPE

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and includes:

- operational knowledge of:
  - characteristics and limitations of the explosive to be disposed of
  - compatibility, site, documentation, range and environment requirements
  - effects of environmental conditions
  - operational safety
  - risk analysis

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Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in simulated workplace operational situations that reflect workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or simulations
- acceptable means of simulation assessment
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and PPE currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFEXO103 Dispose of non-explosive dangerous goods

Modification History

Release 2. Modifications made to Foundation Skills and Assessment Conditions.

Release 1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFEO203C Dispose of non-explosive dangerous goods.

- Unit code updated
- Content and formatting updated to comply with the new standards
- All PC transitioned from passive to active voice
- PC 1.2 removed
- PC 2.1 reworded

Application

This unit describes the skills required to dispose of non-explosive dangerous goods using authorised disposal methods. Where disposal is by destruction or burning, a licensed range is used.

This unit applies to those required to dispose of non-explosive dangerous goods using authorised disposal methods.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work independently and as part of a team, under direct and/or indirect supervision, use discretion and judgement, and take responsibility for the quality of their output. They would perform specific tasks in a broad range of contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

Explosive Ordnance

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Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS		PERFORMANCE CRITERIA	
Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Prepare for disposal**	**1.1**	Identify requirements for disposal of non-explosive dangerous goods
		1.2	Confirm non-explosive dangerous goods to be disposed of and disposal method
		1.3	Identify and apply documentation and instructions
		1.4	Notify and liaise with stakeholders
		1.5	Complete disposal preparation
2	**Dispose of non-explosive dangerous goods**	**2.1**	Prepare and test disposal equipment
		2.2	Dispose of non-explosive dangerous goods
		2.3	Apply emergency and contingency procedures
		2.4	Inspect residue to ensure all items have been destroyed
3	**Finalise the destruction process**	**3.1**	Maintain and refurbish site and/or equipment
		3.2	Maintain documentation and records

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

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Non-essential conditions may be found in the Companion Volume Implementation Guide.

Disposal methods include:

- burning
- destruction
- functioning
- mutilation
- neutralisation

Unit Mapping Information

This unit supersedes and is equivalent to DEFEO203C Dispose of non-explosive dangerous goods.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFEXO103 Dispose of non-explosive dangerous goods

Modification History

Release 2. Modifications made to Foundation Skills and Assessment Conditions.

Release 1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFEO203C Dispose of non-explosive dangerous goods.

- Unit code updated
- Content and formatting updated to comply with the new standards
- All PC transitioned from passive to active voice
- PC 1.2 removed
- PC 2.1 reworded

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and includes:

- adhering to operational safety requirements, including risk analysis
- applying operational safety
- conducting site preparation and refurbishment
- disposing of non-explosive dangerous goods using at least two of the methods listed in Range of conditions
- interpreting and applying technical instructions related to the disposal of non-explosive dangerous goods

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and includes:

- operational knowledge of:
  - characteristics and limitations of non-explosive dangerous goods
  - disposal procedures and requirements
  - documentation requirements
  - operational safety
  - relevant testing procedures
  - site preparation and refurbishment requirements

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Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in simulated workplace operational situations that reflect workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or simulations
- acceptable means of simulation assessment
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and PPE currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFEXO104 Operate an in-service remote positioning vehicle

Modification History

Release 2. Modifications made to Foundation Skills and Assessment Conditions.

Release 1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFCM314A Operate an in-service remote positioning vehicle.

- Unit code updated
- Content and formatting updated to comply with the new standards
- All PC transitioned from passive to active voice
- PC 1.6 and 2.1 removed

Application

This unit describes the skills required to plan and prepare for remote positioning vehicle (RPV) operations, operate an RPV and associated components, carry out operator maintenance, and complete related housekeeping activities.

This unit applies to those operating and maintaining a RPV as part of a task.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work independently and under indirect supervision while performing routine tasks in a broad range of contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

Explosive Ordnance

Unit Sector

Not applicable.

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Elements and Performance Criteria

ELEMENTS		PERFORMANCE CRITERIA	
Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Plan and prepare for RPV operations**	**1.1**	Identify and confirm requirements to operate an in-service RPV
		1.2	Identify and consider potential risks and hazards related to the operation of the RPV
		1.3	Determine the requirements for an RPV control area location
		1.4	Identify safe routes to and from control area to the task location
		1.5	Apply RPV start up procedures
2	**Operate remote positioning vehicle**	**2.1**	Operate RPV in accordance with operational requirements
		2.2	Operate fixed component tools in accordance with task requirements
		2.3	Monitor control panel warning indicators throughout the task
		2.4	React to faults
		2.5	Apply RPV shut down procedures
3	**Carry out operator maintenance**	**3.1**	Conduct inspections and checks to maintain remote positioning vehicle
		3.2	Conduct operator maintenance
		3.3	Test, adjust or replace fixed component tools
4	**Complete housekeeping activities**	**4.1**	Clean and store RPV
		4.2	Finalise records and documentation

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of

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competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit supersedes and is equivalent to DEFCM314A Operate an in-service remote positioning vehicle.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFEXO104 Operate an in-service remote positioning vehicle

Modification History

Release 2. Modifications made to Foundation Skills and Assessment Conditions.

Release 1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFCM314A Operate an in-service remote positioning vehicle.

- Unit code updated
- Content and formatting updated to comply with the new standards
- All PC transitioned from passive to active voice
- PC 1.6 and 2.1 removed

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and includes:

- applying workplace instructions and procedures
- displaying sufficient hand and eye coordination to operate an RPV
- identifying potential risks and hazards and ways of controlling the risks and hazards involved
- identifying problems that may occur during the task and action that can be taken to report or resolve the problems
- modifying activities to cater for variations in workplace contexts and environment
- operating fibre optic control
- operating radio controlled transmitter/receiver
- reading and interpreting operational and technical data, instructions and manuals
- testing and identifying remote control faults

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and includes:

- operational knowledge of:
  - fixed component tools technical capability and limitations
  - operational procedures and checks
  - remote operational procedures
  - RPV technical capability and limitations

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- standard procedures, operational requirements and instructions to operate an RPV
- storage procedures

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in simulated workplace operational situations that reflect workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or simulations
- acceptable means of simulation assessment
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and PPE currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFEXO105 Contribute to disposal of explosive ordnance

Modification History

Release 2. Modifications made to Foundation Skills and Assessment Conditions.

Release1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFEO706D Participate in the conduct of explosive ordnance disposal operations.

- Unit code updated
- Content and formatting updated to comply with the new standards
- All PC transitioned from passive to active voice
- Unit title changed to better reflect unit outcomes
- PC 3.2 removed
- PC 2.3 reworded
- Element 4 one new PC

Application

This unit describes the skills required to participate as a member of a team that is conducting explosive ordnance disposal operations. Explosive ordnance disposal operations can be conducted under a variety of conditions, including wartime, peacekeeping, in support of the civilian community/authority and also in training. This unit can apply above and below the high water mark.

This unit applies to those who are required to contribute to explosive ordnance disposal operations. The individual is required to locate and identify explosive ordnance, prepare and refurbish the incident site or equipment, calculate and maintain safety distances and cordons, apply consequent mitigation principles, gather and secure evidence, and maintain documentation.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work independently as part of a team, under indirect supervision, while performing complex tasks in a broad range of contexts that could be unpredictable.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Pre-requisite Unit

Not applicable

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Competency Field

Explosive Ordnance

Unit Sector

Not applicable

Elements and Performance Criteria

ELEMENTS		PERFORMANCE CRITERIA	
Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Prepare for operations**	**1.1**	Identify and confirm requirement for participation in explosive ordnance disposal operations from briefings/instructions
		1.2	Collect, store and check for presence and serviceability of equipment, tools and stores required for explosive ordnance disposal operations
		1.3	Conduct planning prior to arrival at scene
2	**Contribute to locating and identifying explosive ordnance and associated components**	**2.1**	Identify and locate explosive ordnance and associated components
		2.2	Determine safety and evacuation requirements
		2.3	Determine if the item can be blown in place or requires a render-safe operation
3	**Contribute to the conduct of disposal procedures**	**3.1**	Identify and prepare for use of equipment, tools and stores required to dispose of explosive ordnance
		3.2	Operate equipment in accordance with current instructions
4	**Finalise activities**	**4.1**	Conduct handover brief to relevant personnel
		4.2	Recover, refurbish and secure equipment
		4.3	Conduct post explosive ordnance demolition clearance

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4.4 Complete and process post explosive ordnance demolition reports

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit supersedes and is equivalent to DEFEO706D Participate in the conduct of explosive ordnance disposal operations.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFEXO105 Contribute to disposal of explosive ordnance

Modification History

Release 2. Modifications made to Foundation Skills and Assessment Conditions.

Release1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFEO706D Participate in the conduct of explosive ordnance disposal operations.

- Unit code updated
- Content and formatting updated to comply with the new standards
- All PC transitioned from passive to active voice
- Unit title changed to better reflect unit outcomes
- PC 3.2 removed
- PC 2.3 reworded
- Element 4 one new PC

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and includes:

- applying safety template requirements
- applying the theory of explosive ordnance design
- applying time management
- calculating and applying time and safety distance
- conducting area search
- conducting calculations
- maintaining documentation
- reading, accessing, interpreting and applying technical instructions
- applying consequent mitigation principles
- applying manual handling and team lifting techniques
- using PPE
- handling dangerous good and hazardous substances safely

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and includes:

- Operational knowledge of:

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- blast/fragmentation/thermal mitigation
- characteristics, technical capabilities, effects and limitations of explosive ordnance to be destroyed
- characteristics, technical capabilities, effects and limitations of explosive ordnance disposal store and equipment
- composition of teams and roles and responsibility of team members
- documentation requirements
- equipment operating requirements
- initiation procedures
- net explosive quantity estimations
- principles of team work and teams aims and objectives
- relevant testing procedures
- safety distance calculation procedures
- site preparation and refurbishment requirements
- techniques for supporting others/team members
- theory of explosive ordnance design

Assessment Conditions

Candidate needs to complete at least one assessment using live explosives.

This unit needs to be assessed in an authorised and licensed potential explosion site.

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises and case studies
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and PPE currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFEXO106 Conduct explosive ordnance disposal operations

Modification History

Release 2. Modifications made to Foundation Skills and Assessment Conditions.

Release 1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFEO707C Conduct explosive ordnance disposal operations.

- Unit code updated
- Content and formatting updated to comply with the new standards
- All PC transitioned from passive to active voice
- PC 3.3 removed

Application

This unit describes the skills required to conduct explosive ordnance location, identification and disposal operations. Explosive ordnance disposal operations can be conducted under a variety of conditions, including wartime, peacekeeping, in support of the civilian community/ authority, as part of a joint services and/or coalition operation and also in training. This unit can apply above and below the high water mark.

This unit applies to those who are required to conduct explosive ordnance location, identification and disposal operations.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work independently and supervise others, using discretion and judgement and taking responsibility for the quality of their outputs. They would perform complex tasks in a broad range of contexts that could be unpredictable.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Pre-requisite Unit

Not applicable

Competency Field

Explosive Ordnance

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Unit Sector

Not applicable

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Prepare for operations	**1.1** Collect, store and check for presence and serviceability equipment, tools and stores required for explosive ordnance demolitions operations
	1.2 Brief personnel required to participate on their duties and requirements
	1.3 Establish and maintain contact and liaison with other agencies
	1.4 Conduct planning prior to arrival at scene
2 Locate and identify explosive ordnance and associated components	**2.1** Locate explosive ordnance and associated components
	2.2 Identify explosive ordnance and associated components
	2.3 Advise controlling authority of safety and evacuation requirements
	2.4 Determine and plan method of conducting disposal/render safe procedure
3 Conduct render safe procedures and/or dispose of explosive ordnance	**3.1** Identify and prepare for use equipment, tools and stores to dispose of and/or render explosive ordnance safe
	3.2 Operate equipment
	3.3 Inspect explosive ordnance and immediate area and declare safe or plan alternate disposal operation
4 Finalise activities	**4.1** Recover, refurbish and secure equipment
	4.2 Conduct post explosive ordnance disposal clearance

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4.3 Complete and process explosive ordnance disposal reports

4.4 Provide technical evidence to inquiries/courts

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit supersedes and is equivalent to DEFEO707C Conduct explosive ordnance disposal operations.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFEXO106 Conduct explosive ordnance disposal operations

Modification History

Release 2. Modifications made to Foundation Skills and Assessment Conditions.

Release 1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFEO707C Conduct explosive ordnance disposal operations.

- Unit code updated
- Content and formatting updated to comply with the new standards
- All PC transitioned from passive to active voice
- PC 3.3 removed

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and includes:

- applying consequent mitigation principles
- applying safety template requirements
- applying time management
- calculating and applying time and safety distance
- maintaining documentation
- operating specialist explosive ordnance disposal vehicle
- reading, accessing, interpreting and applying technical instructions
- liaising with other agencies
- preparing and operating equipment, tools and stores
- gathering and securing evidence
- applying manual handling and team lifting techniques
- using PPE
- handling dangerous good and hazardous substances safely

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and includes:

- Operational knowledge of:
  - blast/fragmentation/thermal mitigation
  - characteristics, technical capabilities, effects and limitations of explosive ordnance to be

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disposed of/rendered safe
- characteristics, technical capabilities, effects and limitations of explosive ordnance disposal stores and equipment
- documentation requirements
- equipment handling and safety requirements
- initiation procedures
- net explosive quantity estimations
- operational safety
- relevant testing procedures
- render safe/disposal methods
- safety distance calculation procedures
- theory of explosive ordnance design

Assessment Conditions

Candidate needs to complete at least one assessment using live explosives.

This unit needs to be assessed in an authorised and licensed potential explosion site.

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises and case studies
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and PPE currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFEXO107 Conduct improvised explosive device disposal operations

Modification History

Release 2. Modifications made to Foundation Skills and Assessment Conditions.

Release 1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFEO708C Conduct improvised explosive device disposal operations.

- Unit code updated
- Content and formatting updated to comply with the new standards
- All PC transitioned from passive to active voice
- PC 3.2 removed

Application

This unit describes the skills required to conduct improvised explosive device disposal operations. Improvised explosive devices are those placed or fabricated in an improvised manner that incorporate destructive, lethal, noxious, explosive, pyrotechnic or incendiary chemicals designed to destroy, disfigure, distract or harass. Improvised explosive device disposal operations are conducted primarily in support of the civilian community/authority, but may also be conducted under a variety of conditions, including wartime, peacekeeping and in training. This unit can apply above and below the high water mark.

This unit applies to those who are required to conduct improvised explosive device location, identification and disposal operations.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work independently and supervise others, using discretion and judgement and taking responsibility for the quality of their outputs. They would conduct complex tasks in a broad range of contexts that could be unpredictable.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Pre-requisite Unit

Not applicable

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Competency Field

Explosive Ordnance

Unit Sector

Not applicable

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Prepare for operations	**1.1** Collect, store and check for presence and serviceability equipment, tools and stores required for responses to improvised explosive device reports
	1.2 Brief personnel required to respond to callout on their duties and response requirements
	1.3 Establish and maintain contact and liaison with other emergency services
	1.4 Conduct planning prior to arrival at scene in response to call out
2 Locate, assess and identify improvised explosive device	**2.1** Establish contact with other attending emergency services
	2.2 Advise controlling authority of safety and evacuation requirements
	2.3 Locate device and identify components
	2.4 Confirm area security
	2.5 Investigate and identify improvised explosive device construction
	2.6 Determine and plan method of conducting disposal/render safe procedure
3 Conduct render safe procedure and/or dispose of improvised explosive	**3.1** Identify and prepare to use equipment required to render safe/dispose of improvised explosive device

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	device		
		3.2	Operate equipment in accordance with current instructions
		3.3	Inspect device and immediate area and declare safe or plan alternate disposal operation/render safe procedure
4	**Finalise activities**	**4.1**	Recover, refurbish and secure equipment
		4.2	Conduct post improvised explosive device disposal clearance
		4.3	Complete and process improvised explosive device disposal reports
		4.4	Provide technical evidence to inquiries/courts

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit supersedes and is equivalent to DEFEO708C Conduct improvised explosive device disposal operations.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFEXO107 Conduct improvised explosive device disposal operations

Modification History

Release 2. Modifications made to Foundation Skills and Assessment Conditions.

Release 1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFEO708C Conduct improvised explosive device disposal operations.

- Unit code updated
- Content and formatting updated to comply with the new standards
- All PC transitioned from passive to active voice
- PC 3.2 removed

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and includes:

- applying consequent mitigation principles
- applying safety template requirements
- applying time management
- calculating and applying time and safety distance
- conducting site preparation and refurbishment
- operating specialist explosive ordnance disposal vehicle
- maintaining documentation
- reading, accessing, interpreting and applying technical instructions
- liaising with other agencies
- preparing and operating equipment, tools and stores
- gathering and securing evidence
- interpreting photos and x-ray imaging
- applying manual handling and team lifting techniques
- using PPE
- handling dangerous good and hazardous substances safely

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and includes:

- Operational knowledge of:

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- blast/fragmentation/thermal mitigation
- construction, characteristics and limitations of improvised explosive device to be disposed/rendered safe
- characteristics and limitations of improvised explosive device to be disposed/rendered safe
- documentation requirements
- equipment handling requirements
- initiation procedures
- net explosive quantity estimations
- operational safety
- relevant testing procedures
- safety distance calculation procedures

Assessment Conditions

Candidate needs to complete at least one assessment using live explosives.

This unit needs to be assessed in an authorised and licensed potential explosion site.

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises and case studies
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and PPE currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFEXO108 Conduct military demolition operations

Modification History

Release 2. Modifications made to Foundation Skills and Assessment Conditions.

Release 1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFEO711C Conduct military demolition operations.

- Unit code updated
- Content and formatting updated to comply with the new standards
- All PC transitioned from passive to active voice
- PC 1.3 and 2.7 removed

Application

This unit describes the skills required to conduct military demolition operations. This unit can apply above and below the high water mark.

This unit applies to those required to identify, test and prepare explosives, accessories and equipment, to place and fix explosive charges and to initiate them on lawful command in order to demolish/damage military targets.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work independently as part of a team, under indirect supervision. They would use discretion and judgement and take responsibility for the quality of their outputs while performing specific tasks in a broad range of contexts that could be unpredictable.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Pre-requisite Unit

Not applicable

Competency Field

Explosive Ordnance

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Unit Sector

Not applicable

Elements and Performance Criteria

ELEMENTS		PERFORMANCE CRITERIA	
Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Prepare service explosive accessories and equipment**	**1.1**	Identify, segregate and protect explosives and explosive accessories
		1.2	Test explosives, accessories and equipment
2	**Prepare and fire a military demolition using service explosives and accessories**	**2.1**	Assemble explosive charges and associated equipment
		2.2	Attach explosive charges to military targets
		2.3	Assemble firing circuits and initiation means
		2.4	Apply precautions to protect against accidental initiation or damage
		2.5	Conduct state of readiness change procedures and drills
		2.6	Apply procedures granting authority to fire a military demolition
3	**Finalise the military demolition**	**3.1**	Inspect demolition site to ensure all explosive items have been initiated
		3.2	Maintain and/or refurbish site/equipment
		3.3	Maintain documentation and records

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit supersedes and is equivalent to DEFEO711C Conduct military demolition operations.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFEXO108 Conduct military demolition operations

Modification History

Release 2. Modifications made to Foundation Skills and Assessment Conditions.

Release 1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFEO711C Conduct military demolition operations.

- Unit code updated
- Content and formatting updated to comply with the new standards
- All PC transitioned from passive to active voice
- PC 1.3 and 2.7 removed

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and includes:

- displaying mechanical advantage
- testing and preparing explosives, accessories and equipment
- using tools
- ensuring there is no injury to personnel, no damage to equipment, no breach of safety procedures and a charge initiates
- reporting/discarding faulty components
- segregating explosives types as required
- applying manual handling and team lifting techniques
- using PPE
- handling dangerous good and hazardous substances safely

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and includes:

Operational knowledge of:

- composition of teams and roles and responsibilities of team members
- composition, safety distances and restrictions related to approved explosives
- explosives handling and transportation procedures
- identification and purpose of markings for explosive ordnance and explosive ordnance packaging

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- mathematical calculations related to demolition operations
- safety precautions related to demolition operations
- United Nations classification and segregation requirements of explosive ordnance
- construction, characteristics and limitations of military targets

Assessment Conditions

Candidate needs to complete at least one assessment using live explosives.

This unit needs to be assessed in an authorised and licensed potential explosion site.

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises and case studies
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and PPE currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Confidential Content

Confidential - content not available

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Confidential Content

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Confidential Content

Confidential - content not available

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Confidential Content

Confidential - content not available

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DEFEXO111 Conduct underwater explosive demolitions

Modification History

Release 2. Modifications made to Foundation Skills and Assessment Conditions.

Release 1. This unit was released in DEFTP Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFEO714C Conduct underwater explosive demolitions.

- Unit code updated
- Content and formatting updated to comply with the new standards
- All PC transitioned from passive to active voice

Application

This unit describes the skills required to conduct explosive demolitions in an underwater environment. The unit also covers the conduct of maintenance on the established demolition circuits and includes the requirement to disarm and disassemble the demolition. The individual is also required to handle, transport and protect explosives in an underwater environment.

This unit applies to those required to assemble and disassemble firing circuits, and to fix detonators, primers, firing devices and explosive charges in accordance with the demolition supervising officer’s plan in an underwater environment.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work individually and as part of a team, under indirect supervision. They would use discretion and judgement and take responsibility for the quality of their outputs, conducting routine tasks in a range of complex contexts that could be unpredictable.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

Explosive Ordnance

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Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS		PERFORMANCE CRITERIA	
Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Prepare for underwater demolitions**	**1.1**	Analyse work task and worksite data to determine the specific requirements for the explosive demolition
		1.2	Develop a work plan consistent with the dive plan
		1.3	Select, inspect and prepare explosives, associated equipment and protective equipment
		1.4	Secure explosives and associated equipment to/from the dive site
		1.5	Assess access obstructions and other hazards and take action to remove/reduce the risk
2	**Conduct underwater demolition**	**2.1**	Secure explosives and associated equipment on self
		2.2	Establish work-safe area at the demolition site and confirm location of divers prior to commencing demolition task/s
		2.3	Identify and manage hazards relevant to the application of explosives and associated equipment
		2.4	Fix and place demolition charges, lay line, set timing devices, establish firing point and connect and test circuit
		2.5	Confirm location and safety of personnel prior to firing the demolition charge
		2.6	Fire demolition charge
3	**Conduct post-demolition procedures**	**3.1**	Minimise environmental impact from use of explosives and recover waste products
		3.2	Disassemble demolition circuit

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3.3 Recover, de-service and store for re-use explosives and associated equipment, or dispose

3.4 Record usage of explosives and associated equipment

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit supersedes and is equivalent to DEFEO714C Conduct underwater explosive demolitions.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFEXO111 Conduct underwater explosive demolitions

Modification History

Release 2. Modifications made to Foundation Skills and Assessment Conditions.

Release 1. This unit was released in DEFTP Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFEO714C Conduct underwater explosive demolitions.

- Unit code updated
- Content and formatting updated to comply with the new standards
- All PC transitioned from passive to active voice

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and includes:

- conducting demolition operations
- diving using self-contained underwater breathing apparatus in open water to 30 metres
- handling explosives
- implementing diving safety awareness strategies
- operating specialist equipment
- setting up explosive circuits

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and includes:

- basic knowledge of:
  - oceanography
- operational knowledge of:
  - dive equipment
  - dive physics
  - environmental effects on explosives
  - explosive charge design
  - explosive initiation techniques
  - general occupational/diving safety awareness
  - land-based explosive demolitions

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Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in simulated workplace operational situations that reflect workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or simulations
- acceptable means of simulation assessment
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and PPE currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFEXO112 Detect, record and collect evidence

Modification History

Release 2. Modifications made to Foundation Skills and Assessment Conditions.

Release 1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFEO722A Detect, record and collect evidence.

- Unit code updated
- Content and formatting updated to comply with the new standards
- All PC transitioned from passive to active voice
- PC 3.2 removed
- PC 1.4 and 1.5 merged
- Elements 2 and 3 merged

Application

This unit describes the skills required to detect, record and collect physical evidence resulting from an explosive incident. These activities can be conducted under a variety of conditions, including wartime, peacekeeping, training, in support of the civilian community/authority, as part of a joint services and/or coalition operation. The explosive incident may be an act of aggression or an accident.

This unit was developed for personnel who are required to detect, record and collect physical evidence resulting from an explosive incident.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work individually and/or as part of a team, under indirect supervision. They would use discretion and judgement and take responsibility for the quality of their outputs, performing routine tasks in a range of contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

Explosive Ordnance

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Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Detect and record physical evidence	**1.1** Detect physical evidence using observation techniques and appropriate technological methods
	1.2 Detect latent evidence by physical or chemical means
	1.3 Record evidence prior to examination
	1.4 Document evidence using recording methods within resource limitations
2 Collect and package physical evidence	**2.1** Collect evidence to prevent contamination or loss
	2.2 Collect sufficient samples to allow for further examination/analysis, where possible
	2.3 Collect sufficient samples to represent the natural variation that occurs in the evidence
	2.4 Collect control reference samples where available and appropriate
	2.5 Package and store evidence to maintain custody of evidence and prevent degradation or contamination

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

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Unit Mapping Information

This unit supersedes and is equivalent to DEFEO722A Detect, record and collect evidence.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFEXO112 Detect, record and collect evidence

Modification History

Release 2. Modifications made to Foundation Skills and Assessment Conditions.

Release 1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFEO722A Detect, record and collect evidence.

- Unit code updated
- Content and formatting updated to comply with the new standards
- All PC transitioned from passive to active voice
- PC 3.2 removed
- PC 1.4 and 1.5 merged
- Elements 2 and 3 merged

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and includes:

- applying resource management
- applying time management
- handling exhibits and preserving continuity of evidence
- making decisions and solving problems in relation to items of evidence
- using specialised evidence recording equipment

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and includes:

- basic knowledge of:
  - application and limitations of forensic investigative techniques
  - legislative, policy, and quality system context in which forensic examinations are conducted
  - legislative, policy, and quality system requirements for the collection, preservation, continuity and disposal of evidence
  - role and functions of other forensic discipline specialists in recording, collecting, preserving and continuity of physical evidence
- Operational knowledge of:
  - legislative, policy and quality system requirements for the security, protection and

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preservation of the evidence
- legislative, policy, and quality system requirements for search and the seizure of evidence
- range of techniques available for recording, collecting, packaging and preserving evidence
- required documentation for recording and collecting of evidence

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in simulated workplace operational situations that reflect workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or simulations
- acceptable means of simulation assessment
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and PPE currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFEXO113 Remove explosive ordnance from damaged aircraft

Modification History

Release 2. Modifications made to Foundation Skills and Assessment Conditions.

Release 1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFEO721A Remove explosive ordnance from damaged aircraft.

- Unit code updated
- Content and formatting updated to comply with the new standards
- All PC transitioned from passive to active voice. Unit title changed to better reflect unit outcomes
- PC 2.6 removed

Application

This unit describes the skills required to remove explosive ordnance from damaged aircraft. These removal operations can be conducted under a variety of conditions, including wartime, peacekeeping, in support of the civilian community/authority, as part of a joint services and/or coalition operation and also in training. The damaged aircraft can be friendly, enemy or of unknown origin.

This unit applies to those required to remove explosive ordnance from damaged aircraft.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work independently and supervise others, using discretion and judgement and taking responsibility for the quality of their outputs. They would perform complex tasks in a range of contexts that could be unpredictable.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

Explosive Ordnance

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Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Prepare for removal operations	**1.1** Collect, store and check for presence and serviceability equipment, tools and stores required for removal operations
	1.2 Brief personnel required to participate on their duties and advise of their responsibilities
	1.3 Establish and maintain liaison with other agencies
	1.4 Conduct planning prior to arrival at scene
2 Conduct render-safe procedures/disposal and removal of explosive ordnance	**2.1** Locate and identify explosive ordnance and associated components
	2.2 Identify and prepare equipment, tools and stores required to remove, dispose of/render explosive ordnance safe
	2.3 Advise controlling authority of safety and evacuation requirements
	2.4 Determine and plan method of conducting removal, disposal/render-safe procedure
	2.5 Operate equipment in accordance with current instructions
	2.6 Inspect explosive ordnance and immediate area and declare safe or plan alternate disposal operation
3 Finalise activities	**3.1** Recover, refurbish and secure equipment
	3.2 Conduct post explosive ordnance removal clearance
	3.3 Complete and process explosive ordnance removal reports

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3.4 Provide technical evidence to investigations, inquiries and courts as required

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit supersedes and is equivalent to DEFEO721A Remove explosive ordnance from damaged aircraft.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFEXO113 Remove explosive ordnance from damaged aircraft

Modification History

Release 2. Modifications made to Foundation Skills and Assessment Conditions.

Release 1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFEO721A Remove explosive ordnance from damaged aircraft.

- Unit code updated
- Content and formatting updated to comply with the new standards
- All PC transitioned from passive to active voice. Unit title changed to better reflect unit outcomes
- PC 2.6 removed

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and includes:

- applying consequent mitigation principles
- applying safety template requirements
- applying time management
- calculating and applying time and safety distance
- identifying aircraft types
- identifying explosive ordnance types
- maintaining documentation
- operating specialist explosive ordnance disposal vehicle
- reading, accessing, interpreting and applying technical instructions
- locating and identifying explosive ordnance to be removed
- gathering and securing evidence
- applying manual handling and team lifting techniques
- using PPE
- handling dangerous good and hazardous substances safely

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and includes:

- operational knowledge of:

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- aircraft systems
- blast/fragmentation/thermal effects and mitigation
- characteristics, technical capabilities and explosive ordnance loads of damaged aircraft
- characteristics, technical capabilities, effects and limitations of explosive ordnance to be removed, disposed of/rendered safe
- characteristics, technical capabilities, effects and limitations of tools and equipment
- documentation requirements
- equipment handling requirements
- initiation procedures
- net explosive quantity estimations
- operational safety
- relevant testing procedures
- removal procedures
- render-safe/disposal methods
- safety distance calculation procedures
- site preparation and refurbishment requirements
- theory of explosive ordnance design

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in simulated workplace operational situations that reflect workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or simulations
- acceptable means of simulation assessment
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and PPE currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFEXO114 Develop explosive ordnance disposal techniques and render safe procedures

Modification History

Release 2. Modifications made to Foundation Skills and Assessment Conditions.

Release 1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFEO900A Develop explosive ordnance disposal techniques and render-safe procedures.

- Unit code updated
- Content and formatting updated to comply with the new standards
- All PC transitioned from passive to active voice

Application

This unit describes the skills required to develop explosive ordnance disposal (EOD) techniques and render safe procedures (RSPs). The development of EOD techniques and RSPs is a process that would not normally be undertaken except in an operational environment where time was of essence and normal techniques were not feasible or possible. The development of explosive ordnance disposal techniques and RSPs is a process primarily in support of the civilian community/authority but may also be conducted under a variety of conditions, including wartime and peacekeeping.

This unit applies to those required to develop explosive ordnance disposal techniques and RSPs as a consequence of an operational requirement.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work independently and as part of a team, under indirect supervision, conducting complex tasks in a broad range of contexts that could be unpredictable.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

Explosive Ordnance

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Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Locate, assess and identify explosive device	**1.1** Locate explosive device and identify its components
	1.2 Identify and investigate explosive device construction
	1.3 Advise controlling authority of safety and evacuation requirements
	1.4 Confirm area security
	1.5 Establish contact and liaison with other emergency services on arrival and maintain throughout
	1.6 Seek specialist advice in accordance with assessment requirements
2 Determine RSP/dispose of explosive device	**2.1** Determine RSP /disposal method after considering situation
	2.2 Identify and prepare for use equipment, tools and stores required to render safe/dispose of explosive device
	2.3 Conduct RSP in accordance with developed process and recognised safety precautions
	2.4 Operate equipment in accordance with current instructions
	2.5 Inspect device and immediate area and declare them to be safe or plan alternate RSP/disposal operation
3 Finalise activities	**3.1** Document and distribute RSP/disposal method
	3.2 Recover, refurbish and secure equipment
	3.3 Conduct post-explosive device disposal clearance
	3.4 Complete and process explosive device disposal reports

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3.5 Provide technical evidence to inquiries/courts as required

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit supersedes and is equivalent to DEFEO900A Develop explosive ordnance disposal techniques and render-safe procedures.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFEXO114 Develop explosive ordnance disposal techniques and render safe procedures

Modification History

Release 2. Modifications made to Foundation Skills and Assessment Conditions.

Release 1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFEO900A Develop explosive ordnance disposal techniques and render-safe procedures.

- Unit code updated
- Content and formatting updated to comply with the new standards
- All PC transitioned from passive to active voice

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and includes:

- applying consequent mitigation principles
- applying manual handling and team lifting techniques
- applying operational safety
- applying safety template requirements
- applying time management
- calculating and applying time and safety distance and cordons
- complying with recognised safety precautions
- conducting explosive ordnance disposal operations
- developing RSPs/disposal methods
- gathering and securing evidence
- handling dangerous good and hazardous substances safely
- liaising with other agencies
- locating explosive device
- operating specialist explosive ordnance disposal vehicle
- performing RSP/disposal in a manner which maximises individual safety and the safety of others
- reading, accessing, interpreting and applying technical instructions
- using PPE

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of

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the requirements of the elements and performance criteria and includes:

- operational knowledge of:
  - blast/fragmentation/thermal mitigation
  - characteristics and limitations of explosive device to be disposed/rendered safe
  - characteristics and limitations of specialised disposal/render safe tools, equipment and procedures
  - conduct of explosive ordnance disposal operations
  - consequent mitigation principles
  - documentation requirements
  - equipment handling requirements
  - net explosive quantity estimations
  - operational safety
  - relevant testing procedures
  - safety distance calculation procedures
  - site preparation and refurbishment requirements
  - theory of explosive ordnance design

Assessment Conditions

Candidates must complete assessment using live explosives.

This unit must be assessed in an authorised and licensed potential explosion site.

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises and case studies
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and PPE currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFEXO115 Supervise military explosive task

Modification History

Release 2. Modifications made to Foundation Skills and Assessment Conditions.

Release 1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFEO703C Supervise military explosive ordnance task.

- Unit code updated
- Content and formatting updated to comply with the new standards
- All PC transitioned from passive to active voice
- PC 2.3 and 2.6 removed
- PC 1.2 and 3.1 revised

Application

This unit describes the skills required to supervise a team involved in a military explosive task. Military explosive tasks are normally conducted on operations, they can however be conducted in peacekeeping, in support of the civilian community/ authority and also in training. It includes planning the explosive task, applying safety precautions, identifying requirements and resources, and supervising the performance of the task.

This unit was developed for Defence personnel who are required to supervise a team involved in a military explosive task.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work independently and supervise small teams, using discretion and judgement and taking responsibility for the quality of their outputs. They would perform complex tasks in a range of contexts that could be unpredictable.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

Explosive Ordnance

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Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Identify task requirement and allocated resources	**1.1** Receive task and resources and determine constraints imposed and any special requirements
	1.2 Identify doctrine, policies and procedures applying to the task
	1.3 Analyse the task to identify issues of concern and shortfalls
	1.4 Report identified concerns and shortfalls to the chain of command
2 Plan and prepare for explosive task	**2.1** Plan method of performing the task, including contingency arrangements
	2.2 Conduct reconnaissance of the task site
	2.3 Acquire resources required for the task
	2.4 Assess resources for suitability and report defects/shortfalls
	2.5 Conduct task briefings
	2.6 Conduct rehearsals and/or trial runs where practical
3 Supervise explosive task	**3.1** Oversee observance of appropriate operational and WHS requirements/safety precautions
	3.2 Ensure efficiency in performance and mission is achieved
	3.3 Liaise and coordinate with personnel conducting concurrent activities
	3.4 Refer issues that cannot be resolved to the chain of command

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4	**Finalise explosive task**	**4.1** Refurbish task area, tools, materials and equipment
		4.2 Conduct debriefing
		4.3 Complete documentation associated with the task

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit supersedes and is equivalent to DEFEO703C Supervise military explosive ordnance task.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFEXO115 Supervise military explosive task

Modification History

Release 2. Modifications made to Foundation Skills and Assessment Conditions.

Release 1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFEO703C Supervise military explosive ordnance task.

- Unit code updated
- Content and formatting updated to comply with the new standards
- All PC transitioned from passive to active voice
- PC 2.3 and 2.6 removed
- PC 1.2 and 3.1 revised

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and includes:

- allocating appropriate resources
- directing, briefing, coordinating and monitoring personnel
- handling dangerous goods and hazardous substances
- providing reports and appropriate documentation
- using manual handling and team lifting techniques
- using PPE

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and includes:

- operational knowledge of:
  - activities in the explosive task to be performed
  - characteristics, technical capabilities, effects, employment and limitations of explosives associated with the task
  - command and control procedures
  - disposal methods
  - explosive initiation method
  - personnel skill requirements for each activity within the task

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- reporting requirements and procedures associated with the task

Assessment Conditions

Candidates must complete assessment using live explosives.

This unit must be assessed in an authorised and licensed potential explosion site.

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises and case studies
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and PPE currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFEXO116 Control military explosive operations

Modification History

Release 2. Modifications made to Foundation Skills and Assessment Conditions.

Release 1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFEO704C Control military explosive ordnance operations.

- Unit code updated
- Content and formatting updated to comply with the new standards
- All PC transitioned from passive to active voice
- Unit title changed to better reflect unit outcomes
- PC 2.3, 2.7, 3.5 and 4.1 removed
- PC 1.2 revised, PC 2.6 and 3.3 reworded
- Element 4 two new PC

Application

This unit describes the skills required to control military teams involved in military explosive operations. Military explosive tasks are normally conducted on operations, they can however be conducted in peacekeeping, in support of the civilian community/ authority and also in training. This involves planning the explosive task, applying safety precautions, identifying requirements and resources, and controlling the performance of the task.

This unit applies to Defence personnel who are required to control military teams involved in military explosive operations.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work independently and supervise small teams, using discretion and judgement and taking responsibility for the quality of their outputs. They would perform complex tasks in a range of contexts that could be unpredictable.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Pre-requisite Unit

Not applicable.

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Competency Field

Explosive Ordnance

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Identify operational requirement and allocated resources	**1.1** Allocate tasks and resources and determine constraints imposed and any special requirements
	1.2 Identify doctrine, policies and procedures applying to the task
	1.3 Analyse the task to identify issues of concern and shortfalls
	1.4 Report identified concerns and shortfalls to the chain of command
2 Plan for operation	**2.1** Plan method of performing the operation including contingency arrangements
	2.2 Gather information and intelligence and conduct reconnaissance of the site
	2.3 Acquire resources required for the task
	2.4 Assess resources for suitability and report defects/shortfalls
	2.5 Conduct task briefings
3 Control the operation	**3.1** Ensure efficiency of performance and objectives are achieved
	3.2 Liaise and coordinate with personnel conducting concurrent activities
	3.3 Refer issues that cannot be resolved to the chain of

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		command
	3.4	Action reported problems
4 Conclude processes	**4.1**	Refurbish task area, tools, materials and equipment
	4.2	Conduct debriefing
	4.3	Complete documentation associated with the task
	4.4	Adjust future operations to reflect any impact of the completed operations

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit supersedes and is equivalent to DEFEO704C Control military explosive ordnance operations.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFEXO116 Control military explosive operations

Modification History

Release 2. Modifications made to Foundation Skills and Assessment Conditions.

Release 1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFEO704C Control military explosive ordnance operations.

- Unit code updated
- Content and formatting updated to comply with the new standards
- All PC transitioned from passive to active voice
- Unit title changed to better reflect unit outcomes
- PC 2.3, 2.7, 3.5 and 4.1 removed
- PC 1.2 revised, PC 2.6 and 3.3 reworded
- Element 4 two new PC

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and includes:

- allocating appropriate resources
- directing, briefing, coordinating and monitoring personnel
- handling dangerous goods and hazardous substances
- providing reports and appropriate documentation
- using manual handling and team lifting techniques
- using PPE

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and includes:

- operational knowledge of:
  - characteristics, technical capabilities, effects, employment and limitations of explosives
  - characteristics, technical capabilities, effects, employment and limitations of relevant equipment
  - explosive operation to be performed
  - material, personnel skills and other requirements for the operations

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- operational environment
- reporting requirements and procedures associated with the operations

Assessment Conditions

Candidates must complete assessment using live explosives.

This unit must be assessed in an authorised and licensed potential explosion site.

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises and case studies
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and PPE currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFEXO117 Manage military explosive operations

Modification History

Release 2. Modifications made to Foundation Skills and Assessment Conditions.

Release 1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFEO705C Manage military explosive ordnance operations.

- Unit code updated
- Content and formatting updated to comply with the new standards
- All PC transitioned from passive to active voice
- Unit title changed to better reflect unit outcomes
- PC 1.1, 1.2, 2.3, 2.8, 3.8 and 4.1 removed
- Element 1 all PC reordered
- Element 2 reworded
- Element 1 two new PC
- Element 2 three new PC
- Element 4 one new PC

Application

This unit describes the skills required to plan and manage military explosive operations. Military explosive tasks are normally conducted on operations, they can however be conducted in peacekeeping, in support of the civilian community/authority and also in training. It involves developing and delivering orders and instructions, identifying the application of legislative requirements, coordinating multiple activities and providing debriefing, reports and appropriate documentation associated with the operations.

This unit applies to those required to plan and manage military explosive operations.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work independently and supervise small teams, using discretion and judgement and taking responsibility for the quality of their outputs. They would perform complex tasks in a range of contexts that could be unpredictable.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Pre-requisite Unit

Not applicable.

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Competency Field

Explosive Ordnance

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Identify operational requirement and feasibility	**1.1** Allocate task and resources and determine constraints imposed and any special requirements
	1.2 Identify doctrine, policies and procedures applying to the task
	1.3 Analyse the task to identify issues of concern and shortfalls
	1.4 Report identified concerns and shortfalls to the chain of command
	1.5 Assess feasibility of the operations to be undertaken, identifying areas of coordination and impact on others
2 Plan and prepare for conduct of operations	**2.1** Plan method of conducting operations, including contingency arrangements
	2.2 Conduct reconnaissance of the operations site and assemble information and intelligence in support of operations
	2.3 Acquire resources required for the operations
	2.4 Assess resources for suitability and report defects/shortfalls
	2.5 Adjust plans to accord with resource availability
	2.6 Conduct task briefings
	2.7 Conduct rehearsals and/or trial runs where practical

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	2.8	Identify and procure/earmark operational and support materials to conform with operational planning
	2.9	Identify and advise elements to perform explosive operations and raise orders to address the operations
	2.10	Finalise, authorise and issue plans
3 Manage operations	**3.1**	Issue orders to participating elements indicating their missions, tasks, resources and constraints/limitations
	3.2	Manage and monitor operations to ensure efficiency of their conduct and achievement of the mission
	3.3	Modify plans to reflect requirements in effort, resources and support
	3.4	Coordinate operations, reallocating/adjusting resources to meet operational requirements
	3.5	Liaise with superiors, subordinates, supporting organisations and other operations as required, ensuring feedback and performance is addressed
	3.6	Action reported problems
	3.7	Address requested support requirements
4 Conclude operations	**4.1**	Conduct debriefing
	4.2	Complete documentation associated with the task
	4.3	Adjust future operations to reflect any impact of the completed operations

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

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Unit Mapping Information

This unit supersedes and is equivalent to DEFEO705C Manage military explosive ordnance operations.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFEXO117 Manage military explosive operations

Modification History

Release 2. Modifications made to Foundation Skills and Assessment Conditions.

Release 1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFEO705C Manage military explosive ordnance operations.

- Unit code updated
- Content and formatting updated to comply with the new standards
- All PC transitioned from passive to active voice
- Unit title changed to better reflect unit outcomes
- PC 1.1, 1.2, 2.3, 2.8, 3.8 and 4.1 removed
- Element 1 all PC reordered
- Element 2 reworded
- Element 1 two new PC
- Element 2 three new PC
- Element 4 one new PC

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and includes:

- allocating appropriate resources
- directing, briefing, coordinating and monitoring personnel
- handling dangerous goods and hazardous substances
- providing reports and appropriate documentation
- using manual handling and team lifting techniques
- using PPE

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and includes:

- operational knowledge of:
  - characteristics, technical capabilities, effects, employment and limitations of explosives and relevant equipment
  - material, personnel skills and other requirements operational environment

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- reporting requirements and procedures associated with the operations

Assessment Conditions

As a minimum, assessors and assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

Candidates must complete assessment using live explosives.

This unit must be assessed in an authorised and licensed potential explosion site.

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises and case studies
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and PPE currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFEXO121 Assess explosive firings

Modification History

Release 2. Modifications made to Foundation Skills and Assessment Conditions.

Release 1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFEO601D Assess explosive ordnance firings.

- Unit code updated
- Content and formatting updated to comply with the new standards
- All PC transitioned from passive to active voice
- Unit title changed to better reflect unit outcomes
- PC 1.2 removed

Application

This unit describes the skills required to prepare and fire explosives and to conduct an assessment of the explosive firing in support of explosive assessment without using sophisticated measuring or tracking equipment. Assessment of explosives is a process used to determine whether the explosive is performing within specified tolerances.

This unit applies to Defence personnel who are required to prepare and fire explosives and conduct an assessment of the explosive firing in support of explosive assessment.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work as part of a team under indirect supervision, using discretion and judgement and taking responsibility for the quality of their outputs. They would conduct complex tasks in a range of contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

Explosive Ordnance

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Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Prepare for firing	**1.1** Identify and clarify requirements for firing of explosives
	1.2 Confirm firing methods
	1.3 Liaise with and notify parties affected by the firing
	1.4 Prepare site/equipment
	1.5 Identify, calculate and monitor net explosive quantities throughout the operation
	1.6 Identify, analyse and apply compatibility throughout the operation
	1.7 Set up test equipment in accordance with instructions
2 Fire explosive	**2.1** Prepare and test explosives and firing mechanisms
	2.2 Conduct firings
	2.3 Inspect residue to ensure all explosives have been fired
	2.4 Take and record measurements in accordance with instructions
3 Finalise the firing process	**3.1** Assess recorded measurements against standards and results and document
	3.2 Maintain and/or refurbish site and equipment
	3.3 Maintain documentation and records

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit supersedes and is equivalent to DEFEO601D Assess explosive ordnance firings.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFEXO121 Assess explosive firings

Modification History

Release 2. Modifications made to Foundation Skills and Assessment Conditions.

Release 1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFEO601D Assess explosive ordnance firings.

- Unit code updated
- Content and formatting updated to comply with the new standards
- All PC transitioned from passive to active voice
- Unit title changed to better reflect unit outcomes
- PC 1.2 removed

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and includes:

- accessing, interpreting and applying technical information related to ordnance to be assessed
- assessing measured results
- identifying firing requirements and constraints
- maintaining documentation and records
- recording results in accordance with firing instructions

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and includes:

- operational knowledge of:
  - characteristics, technical capabilities and limitations of explosives to be assessed
  - measuring and recording processes
  - reporting and documentation requirements

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory

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requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in simulated workplace operational situations that reflect workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or simulations
- acceptable means of simulation assessment
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and PPE currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFEXO122 Plan explosive trials

Modification History

Release 2. Modifications made to Foundation Skills and Assessment Conditions.

Release 1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFEO602C Plan explosive ordnance trials.

- Unit code updated
- Content and formatting updated to comply with the new standards
- All PC transitioned from passive to active voice
- Unit title changed to better reflect unit outcomes
- PC 2.4 removed

Application

This unit describes the skills required to plan trials in the explosive research environment. Explosive trials are normally conducted to select new weapons systems or explosives. Trials are a common component of explosive research and involve a number of personnel both in their planning and implementation.

This unit applies to personnel who are required to prepare, plan and monitor/amend trials in the explosive research environment.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work independently using discretion and judgement and taking responsibility for the quality of their outputs. They would perform complex tasks in a range of contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

Explosive Ordnance

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Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Develop approach to trials	**1.1** Identify and analyse trial requirements and confirm details by follow up consultation
	1.2 Identify, analyse and select trial methodologies
	1.3 Identify, analyse and select trial evaluation procedures
	1.4 Identify, analyse and select task requirements
2 Plan for trials	**2.1** Obtain or confirm information on resource requirements and availability
	2.2 Plan information support systems for the trial in accordance with the identified requirements, including achievable reporting and recording processes
	2.3 Negotiate and resolve coordination issues
	2.4 Produce trial plan including appropriate resource requirements and documentation and forward to relevant parties
3 Monitor trials	**3.1** Monitor trial plan and amend based on changing circumstances
	3.2 Liaise with those conducting the trial
4 Analyse and report on trial results	**4.1** Collect and report data generated by the trial in accordance with the agreed methodology
	4.2 Provide options and recommendations resulting from the trial in a clear and comprehensive format
	4.3 Produce and maintain post-trial reports, statistical reports and other records in accordance with requirements

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit supersedes and is equivalent to DEFEO602C Plan explosive ordnance trials.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFEXO122 Plan explosive trials

Modification History

Release 2. Modifications made to Foundation Skills and Assessment Conditions.

Release 1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFEO602C Plan explosive ordnance trials.

- Unit code updated
- Content and formatting updated to comply with the new standards
- All PC transitioned from passive to active voice
- Unit title changed to better reflect unit outcomes
- PC 2.4 removed

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and includes:

- allocating resources
- analysing trial outcomes
- assessing risks
- communicating clearly and effectively
- coordinating activities
- evaluating information
- identifying and selecting trial methodologies and procedures and trial evaluation procedures where these are not provided
- planning the trial
- writing reports

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and includes:

- operational knowledge of:
  - disposal procedures
  - evaluation processes
  - explosives use in trials
  - initiation systems
  - planning processes

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- reporting procedures
- resource allocation procedures
- risk assessment
- trialling methodologies

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in simulated workplace operational situations that reflect workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or simulations
- acceptable means of simulation assessment
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and PPE currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFEXO123 Conduct explosive trials

Modification History

Release 2. Modifications made to Foundation Skills and Assessment Conditions.

Release 1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFEO603C Conduct explosive ordnance trials.

- Unit code updated
- Content and formatting updated to comply with the new standards
- All PC transitioned from passive to active voice
- Unit title changed to better reflect unit outcomes
- PC 1.4 removed

Application

This unit describes the skills required to conduct trials in an explosive research environment. Explosive trials are normally conducted to select new weapons systems or explosives and are a common component of explosive research. They involve a number of personnel both in their planning and implementation.

This unit applies to those required to prepare and conduct trials in the explosive research environment.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work as part of a team with supervising responsibilities, using discretion and judgement and taking responsibility for the quality of their outputs. They would conduct complex tasks in a range of contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

Explosive Ordnance

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Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Prepare for trials	**1.1** Obtain and confirm information on resource requirements and availability
	1.2 Prepare information support systems for the trial, including achievable reporting and recording processes
	1.3 Negotiate and resolve coordination issues with others affected by the trial
2 Conduct trials	**2.1** Identify and liaise with trial planners
	2.2 Implement, monitor and amend trial plan based on changing circumstances
	2.3 Allocate resources to trial tasks in accordance with the plan and resource availability
	2.4 Collect and record data generated by the trial in accordance with the agreed methodology
3 Report on results of trials	**3.1** Report data generated by the trial
	3.2 Provide options and recommendations resulting from the trial in a clear and comprehensive format
	3.3 Produce and maintain post-trial reports, statistical reports and other records in accordance with requirements

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit supersedes and is equivalent to DEFEO603C Conduct explosive ordnance trials.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFEXO123 Conduct explosive trials

Modification History

Release 2. Modifications made to Foundation Skills and Assessment Conditions.

Release 1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFEO603C Conduct explosive ordnance trials.

- Unit code updated
- Content and formatting updated to comply with the new standards
- All PC transitioned from passive to active voice
- Unit title changed to better reflect unit outcomes
- PC 1.4 removed

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and includes:

- allocating resources
- assessing risks
- communicating clearly and effectively
- coordinating activities
- documenting trial results
- evaluating information
- identifying and coordinating trial resources
- implementing trial methodologies and procedures
- recording trial data
- writing reports

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and includes:

- operational knowledge of:
  - evaluation processes
  - reporting procedures
  - resource allocation procedures
  - resource requirements

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- risk assessment
- trialling methodologies

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in simulated workplace operational situations that reflect workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or simulations
- acceptable means of simulation assessment
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and PPE currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFEXO124 Perform explosive tests, measurements and analyses

Modification History

Release 2. Modifications made to Foundation Skills and Assessment Conditions.

Release 1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFEO604C Perform explosive tests, measurements and analyses.

- Unit code updated
- Content and formatting updated to comply with the new standards
- All PC transitioned from passive to active voice
- PC 1.4 removed

Application

This unit describes the skills required to conduct explosive material tests and/or experiments in an explosive research environment. It includes planning the tests or analyses, carrying out tests and measurements, performing quantitative and qualitative analysis, documenting and evaluating new procedures, and recording and validating the test results.

This unit applies to those required to conduct explosive material tests and/or experiments in an explosive research environment.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work as part of a team under indirect supervision, using discretion and judgement and taking responsibility for the quality of their outputs. They would perform complex tasks in a range of contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

Explosive Ordnance

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Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS		PERFORMANCE CRITERIA	
Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Plan tests or analyses**	**1.1**	Identify explosive sample and determine test or analysis requirements
		1.2	Select appropriate methods and assemble, set up and calibrate the required testing apparatus
		1.3	Perform routine standardisation procedures prior to the test or analysis and record results
2	**Develop specialised tests or analyses**	**2.1**	Locate, discuss and confirm relevant technical information with other staff
		2.2	Develop experimental design in liaison with other staff
		2.3	Arrange the building or purchase of necessary equipment given project constraints and available skills and materials
		2.4	Trial, document and evaluate new procedures
3	**Perform qualitative analysis**	**3.1**	Perform qualitative tests to observe explosive properties
		3.2	Compare data with standards, charts, tables, and spectra in order to identify known or unknown materials and their properties
		3.3	Perform tests or analyses efficiently and within the timeframe
4	**Perform quantitative analysis**	**4.1**	Perform quantitative tests to measure explosive properties
		4.2	Use available computer technology to control instruments or acquire/translate/convert data to optimise test accuracy
		4.3	Check samples and analyses when non-standard results

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		are obtained
	4.4	Complete tests or analyses within the timeframe
5 Record and validate results	**5.1**	Record data using appropriate worksheets and/or information management systems
	5.2	Analyse data for anomalies and 'out of control' conditions and accept or reject
	5.3	Assess data for validity against quantity and compatibility information, known standards and reference materials
	5.4	Modify test procedures, if necessary, under supervision

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit supersedes and is equivalent to DEFEO604C Perform explosive tests, measurements and analyses.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFEXO124 Perform explosive tests, measurements and analyses

Modification History

Release 2. Modifications made to Foundation Skills and Assessment Conditions.

Release 1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFEO604C Perform explosive tests, measurements and analyses.

- Unit code updated
- Content and formatting updated to comply with the new standards
- All PC transitioned from passive to active voice
- PC 1.4 removed

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and includes:

- accessing, interpreting and applying technical information
- conducting quantitative and qualitative analysis
- developing new explosive testing processes and techniques
- maintaining documentation and records
- recording and validating results
- trialling, documenting and evaluating new procedures
- using explosive testing processes and techniques
- using laboratory and testing equipment

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and includes:

- operational knowledge of:
  - calibration procedures and their basis
  - characteristics, technical capabilities and limitations of laboratory and testing equipment
  - chemical processes involved in testing
  - documentation and records requirements
  - properties and characteristics of relevant explosives
  - quantitative and qualitative analysis processes and techniques

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- validation processes

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in simulated workplace operational situations that reflect workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or simulations
- acceptable means of simulation assessment
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and PPE currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFEXO125 Determine the properties of explosives

Modification History

Release 2. Modifications made to Foundation Skills and Assessment Conditions.

Release 1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFEO607C Determine the properties of explosive ordnance.

- Unit code updated
- Content and formatting updated to comply with the new standards
- All PC transitioned from passive to active voice
- Unit title changed to better reflect unit outcomes
- PC 1.5 removed
- Element 4 one new PC

Application

This unit describes the skills required to determine the properties of explosives through the process of measuring and recording during initiation or firing, in a research environment.

This unit applies to those required to determine the properties of explosives independently or may contribute to the determination of the properties of explosives as a member of a collaborative team.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work independently or as part of a team, under indirect or direct supervision, using discretion and judgement and taking responsibility for the quality of their outputs. They would perform complex tasks in a range of contexts that could be unpredictable.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

Explosive Ordnance

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Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Plan for explosive testing	**1.1** Identify and confirm type of explosive and required test or analysis
	1.2 Identify nature and type of effects or properties to be determined
	1.3 Investigate and select appropriate methods of measuring and recording the desired effects or properties
	1.4 Investigate and select appropriate firing or initiation techniques and methods
	1.5 Prepare and review the test plan
2 Prepare for explosive testing	**2.1** Test and validate models, simulation and/or prototypes
	2.2 Incorporate modifications or alterations into the testing processes based on validation results
	2.3 Arrange building or purchase of necessary equipment given project constraints and available skills and materials
	2.4 Develop experimental designs in liaison with other staff
	2.5 Assemble, set up and calibrate apparatus
	2.6 Perform routine standardisation procedures prior to the test, and record results
3 Perform explosive test	**3.1** Test instrumentation required for data collection for functionality
	3.2 Prepare and test explosive initiation or firing mechanisms
4 Recover equipment and	**4.1** Recover measurement and recording equipment and

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validate results	extract required data
	4.2 Analyse data for anomalies and 'out of control' conditions and accept or reject
	4.3 Assess data for validity against required information, known previous test results and/or relevant reference materials
	4.4 Record test procedures and, if necessary, recommend modifications to test procedures
	4.5 Determine properties and or effects from data and measurements collected

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit supersedes and is equivalent to DEFEO607C Determine the properties of explosive ordnance.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFEXO125 Determine the properties of explosives

Modification History

Release 2. Modifications made to Foundation Skills and Assessment Conditions.

Release 1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFEO607C Determine the properties of explosive ordnance.

- Unit code updated
- Content and formatting updated to comply with the new standards
- All PC transitioned from passive to active voice
- Unit title changed to better reflect unit outcomes
- PC 1.5 removed
- Element 4 one new PC

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and includes:

- accessing, interpreting and applying technical information related to explosives and measuring and recording.
- carrying out tests and measurements
- developing and applying explosive testing processes and techniques
- developing and using computer programs related to testing
- handling explosives and explosive ordnance
- maintaining documentation and records
- planning and preparing for tests
- recording and validating results

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and includes:

- operational knowledge of:
  - analysis processes and techniques
  - characteristics, technical capabilities and limitations of explosives
  - characteristics, technical capabilities and limitations of measuring and recording equipment

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- physics of explosions
- properties and characteristics of relevant explosives
- validation processes

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in simulated workplace operational situations that reflect workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or simulations
- acceptable means of simulation assessment
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and PPE currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFEXO126 Conduct post blast analysis

Modification History

Release 2. Modifications made to Foundation Skills and Assessment Conditions.

Release 1. This unit was released in DEFTP Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFEO720A Conduct post blast analysis.

- Unit code updated
- Content and formatting updated to comply with the new standards
- All PC transitioned from passive to active voice
- PC 3.1 removed
- PC 1.2 and 1.3 merged
- PC 3.2 reworded

Application

This unit describes the skills required to analyse a blast site following an incident involving explosive ordnance. The individual would examine the site to identify the nature of the blast and provide advice to authorities on the incident. The incident may include accidents or intentional blasts using explosive ordnance or improvised explosive devices.

This unit applies to those required to conduct an analysis of a site following an explosive ordnance incident.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work independently and/or as part of a team, under indirect supervision. They would use discretion and judgement and take responsibility for the quality of their outputs while performing complex tasks in a broad range of contexts that could be unpredictable.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Pre-requisite Unit

Not applicable.

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Competency Field

Explosive Ordnance

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS		PERFORMANCE CRITERIA	
Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Prepare for post-blast analysis**	**1.1**	Conduct planning prior to arrival at scene
		1.2	Identify and apply safety and security requirements
		1.3	Identify and prepare for use equipment, tools and stores required for post-blast analysis
2	**Examine blast site**	**2.1**	Establish and maintain liaison with other agencies
		2.2	Examine blast site
		2.3	Document data recording, within resource limitations
3	**Analyse the data and determine incident cause**	**3.1**	Analyse incident data
		3.2	Seek specialist advice in accordance with analysis requirements
		3.3	Draw conclusions from analysis to determine the cause of the incident
4	**Maintain documentation and share information**	**4.1**	Document analysis process
		4.2	Provide information related to the cause of the incident to authorities
		4.3	Provide evidence to inquiries/courts as required

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit supersedes and is equivalent to DEFEO720A Conduct post blast analysis.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFEXO126 Conduct post blast analysis

Modification History

Release 2. Modifications made to Foundation Skills and Assessment Conditions.

Release 1. This unit was released in DEFTP Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFEO720A Conduct post blast analysis.

- Unit code updated
- Content and formatting updated to comply with the new standards
- All PC transitioned from passive to active voice
- PC 3.1 removed
- PC 1.2 and 1.3 merged
- PC 3.2 reworded

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and includes:

- analysing and evaluating information
- applying knowledge of explosive ordnance
- applying manual handling and team lifting techniques
- applying time management
- conducting appropriate tests
- handling dangerous good and hazardous substances safely
- interpreting test methods/procedures
- maintaining security, integrity, traceability of samples, sub-samples, test data and results, and documentation
- operating specialist explosive ordnance disposal vehicle
- operating test equipment
- reading, accessing, interpreting and applying technical instructions
- using PPE

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and includes:

- operational knowledge of:

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- analysis process
- characteristics, technical capabilities, effects and limitations of explosive ordnance
- chemical principles and concepts underpinning explosive ordnance
- documentation requirements
- initiation procedures
- organisation and/or legal traceability requirements
- physics principles and concepts underpinning explosive ordnance
- relevant testing procedures
- security procedures
- theory of explosive ordnance design
- use of instruments for qualitative and/or quantitative analysis

Assessment Conditions

Candidates must complete assessment using live explosives.

This unit must be assessed in an authorised and licensed potential explosion site.

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises and case studies
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and PPE currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFEXO127 Predict and confirm explosive effects

Modification History

Release 2. Modifications made to Foundation Skills and Assessment Conditions.

Release 1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFEO006 Predict and confirm explosive ordnance effects.

- Unit code updated
- Content and formatting updated to comply with the new standards
- All PC transitioned from passive to active voice
- Unit title changed to better reflect unit outcomes
- PC 1.3, 1.4, 2.1, 2.3 and 3.1 removed
- PC 1.1 and 1.2 merged
- PC 4.1 and 4.2 merged
- PC 3.4 and 3.5 merged and revised
- Element 1 reworded and one new PC
- Elements 2 and 3 and 4 merged and reworded

Application

This unit describes the skills required to predict and confirm explosive effects. It includes the requirement to identify the explosive, predict its effects through analysis and identify the explosive. The activity will generally include the test detonation of the explosive using the actual conditions or simulation to confirm the prognosis.

This unit applies to those required to predict the likely effect of the detonation of explosives and then confirm the prognosis.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to

Those undertaking this unit would make high level, fully independent judgements, applying a detailed knowledge of explosives, analysing complex data and producing specific documents detailing the outcomes of highly specialised technical functions. They would perform sophisticated tasks in highly specialised operational contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Pre-requisite Unit

Not applicable

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Competency Field

Explosive Ordnance

Unit Sector

Not applicable

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Gather information for activity	**1.1** Receive and confirm customer requirements
	1.2 Identify and apply safety and security requirements
	1.3 Research explosives to identify known effects for constituents and combinations
	1.4 Identify combinations that produce required effects
2 Identify, analyse and report explosive effects	**2.1** Predict probable effects of explosive detonation in required environment
	2.2 Develop tests to evaluate effect of explosive detonation in required environment
	2.3 Identify and prepare equipment, tools and stores required for post blast analysis
	2.4 Conduct tests
	2.5 Conduct and record post blast analysis
	2.6 Analyse and match the explosive effects to those predicted
	2.7 Refine the prediction and/or repeat the tests where discrepancies occur
	2.8 Seek specialist advice when discrepancies remain in analysis results
	2.9 Document and process test outcomes

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit supersedes and is equivalent to DEFEO006 Predict and confirm explosive ordnance effects.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFEXO127 Predict and confirm explosive effects

Modification History

Release 2. Modifications made to Foundation Skills and Assessment Conditions.

Release 1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFEO006 Predict and confirm explosive ordnance effects.

- Unit code updated
- Content and formatting updated to comply with the new standards
- All PC transitioned from passive to active voice
- Unit title changed to better reflect unit outcomes
- PC 1.3, 1.4, 2.1, 2.3 and 3.1 removed
- PC 1.1 and 1.2 merged
- PC 4.1 and 4.2 merged
- PC 3.4 and 3.5 merged and revised
- Element 1 reworded and one new PC
- Elements 2 and 3 and 4 merged and reworded

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and includes:

- interpreting and applying technical instructions
- operating test equipment
- conducting appropriate tests
- interpreting test methods/procedures
- maintaining security, integrity, traceability of samples, sub-samples, test data and results and documentation

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and includes:

- In-depth knowledge of:
  - characteristics, technical capabilities, effects and limitations of explosives
  - chemical/physical principles and concepts of explosives

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  - initiation procedures
  - comparative measures of an explosive
- Operational knowledge of:
  - theory of explosive design:
  - instruments for qualitative and/or quantitative analysis
  - traceability requirements
  - armour design and deployment principles

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in simulated workplace operational situations that reflect workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or simulations
- acceptable means of simulation assessment
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and PPE currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFEXO128 Conduct explosive firings

Modification History

Release 2. Modifications made to Foundation Skills and Assessment Conditions.

Release 1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFEO605D Conduct explosive ordnance firings.

- Unit code updated
- Content and formatting updated to comply with the new standards
- All PC transitioned from passive to active voice
- Unit title changed to better reflect unit outcomes
- PC 1.2 removed
- PC 1.6 and 1.7 merged

Application

This unit describes the skills required to prepare and fire explosives in support of explosive research and proofing. Firing of explosives is a process used in the research or proofing environment to determine research outcomes. It involves the setting up of scientific measuring and recording instruments, in order to record the results of the firing for scientific analysis.

This unit applies to personnel who are required to prepare and fire explosives in support of explosive research and proofing.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work individually or as part of a team, under indirect supervision, using discretion and judgement and taking responsibility for the quality of their outputs. They would conduct complex tasks in range of contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

Explosive Ordnance

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Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS		PERFORMANCE CRITERIA	
Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Prepare for firing**	**1.1**	Identify and clarify requirements for firing of explosives and the tests to be conducted
		1.2	Confirm explosives to be fired and firing methods
		1.3	Liaise with and notify parties affected by the firing
		1.4	Prepare site and equipment
		1.5	Identify, calculate, and apply net explosive quantities and compatibility throughout the operation
		1.6	Set up test equipment
2	**Fire explosive**	**2.1**	Prepare and test explosives and firing mechanisms
		2.2	Conduct firings
		2.3	Inspect residue to ensure all explosives have been fired
		2.4	Take and record measurements
3	**Finalise the firing process**	**3.1**	Refurbish site and equipment
		3.2	Maintain documentation and records

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

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Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit supersedes and is equivalent to DEFEO605D Conduct explosive ordnance firings.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFEXO128 Conduct explosive firings

Modification History

Release 2. Modifications made to Foundation Skills and Assessment Conditions.

Release 1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFEO605D Conduct explosive ordnance firings.

- Unit code updated
- Content and formatting updated to comply with the new standards
- All PC transitioned from passive to active voice
- Unit title changed to better reflect unit outcomes
- PC 1.2 removed
- PC 1.6 and 1.7 merged

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and includes:

- accessing, interpreting and applying technical information related to explosives
- applying firing processes
- applying testing protocols and techniques
- conducting measuring and recording processes
- identifying firing requirements and constraints
- maintaining documentation and records
- recording results in accordance with firing instructions

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and includes:

- operational knowledge of:
  - characteristics, technical capabilities and limitations of explosives
  - firing processes
  - measuring and recording processes
  - organisational reporting and documentation requirements
  - testing protocols and techniques

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Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in simulated workplace operational situations that reflect workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or simulations
- acceptable means of simulation assessment
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and PPE currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFEXO129 Develop unique explosives

Modification History

Release 2. Modifications made to Foundation Skills and Assessment Conditions.

Release 1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFEO606D Develop unique explosives.

- Unit code updated
- Content and formatting updated to comply with the new standards
- All PC transitioned from passive to active voice
- PC 1.4 removed
- PC 1.6 and 1.7 merged

Application

This unit describes the skills required to develop unique explosives within the research environment. Unique explosives are explosives that may be required for a specific function, they are developed when explosives that are commonly available do not meet this requirement and are generally produced to client specifications.

This unit applies to those required to develop, test and manufacture unique explosives within the research environment.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work individually or as part of a team, using discretion and judgement and taking responsibility for the quality of their outputs. They would conduct complex tasks in a range of contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Pre-requisite Unit

Not applicable

Competency Field

Explosive Ordnance

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Unit Sector

Not applicable

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Plan and prepare for explosives development	**1.1** Identify and clarify development requirements and specifications in consultation with the customer
	1.2 Identify, clarify and incorporate into the plan constraints on development
	1.3 Conduct research and analysis on explosives requirements and specifications
	1.4 Prepare and review development plan
	1.5 Identify, calculate, and apply net explosive quantities and compatibility throughout the operation
	1.6 Monitor and maintain environmental conditions
2 Develop unique explosives	**2.1** Test and validate explosive models, simulation and/or prototypes in accordance with established scientific principles
	2.2 Produce a sample of unique explosives in accordance with specifications
	2.3 Incorporate modifications or alterations into development processes based on validation results
3 Conduct qualitative analysis	**3.1** Perform established qualitative tests to observe explosive properties
	3.2 Compare data with specifications, standards, charts, knowledge/experience, tables, and spectra in order to confirm explosive properties
	3.3 Perform tests or analyses efficiently and within the required timeframe
4 Conduct quantitative analysis	**4.1** Perform quantitative tests to measure properties

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	4.2	Use available computer technology to control instruments or acquire/translate/convert data to optimise test accuracy
	4.3	Check samples and analyses when non-standard results are obtained
	4.4	Complete tests or analyses within the required timeframe
5 Produce explosives	**5.1**	Manufacture unique explosives in accordance with specifications
	5.2	Establish compliance and compatibility with requirements
	5.3	Provide unique explosives to client in accordance with requirements
	5.4	Complete supporting documentation on the development of unique explosives

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit supersedes and is equivalent to DEFEO606D Develop unique explosives.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFEXO129 Develop unique explosives

Modification History

Release 2. Modifications made to Foundation Skills and Assessment Conditions.

Release 1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFEO606D Develop unique explosives.

- Unit code updated
- Content and formatting updated to comply with the new standards
- All PC transitioned from passive to active voice
- PC 1.4 removed
- PC 1.6 and 1.7 merged

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and includes:

- accessing, interpreting and applying technical information related to explosives
- applying computer modelling
- applying diagnostic techniques
- commissioning unique explosives
- maintaining documentation and records
- planning development processes
- conducting research and analysis
- testing unique explosives and analysing results
- identifying design requirements and constraints

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and includes:

- Operational knowledge of:
  - analysis processes and techniques
  - characteristics and properties of chemicals used in explosives
  - characteristics, technical capabilities and limitations of explosives
  - computer modelling relevant to explosives
  - reporting and documentation requirements

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- testing protocols and techniques
- validation processes

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in simulated workplace operational situations that reflect workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or simulations
- acceptable means of simulation assessment
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and PPE currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFEXO141 Prepare firing points

Modification History

Release 2. Modifications made to Foundation Skills and Assessment Conditions.

Release 1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFEO800A Prepare proof firing points.

- Unit code updated
- Content and formatting updated to comply with the new standards
- All PC transitioned from passive to active voice
- PC 1.3 and 3.3 removed
- Element 1 reworded

Application

This unit describes the skills required to prepare proof, trial and experimental firing points to support proof, experimental and trial testing of munitions and weapon systems. The practitioner is responsible for ensuring the available firing point technologies and equipment best meet the design outcomes of the required test.

This unit was developed for personnel who are firing point specialists working within proof, experimental and trials organisations or original equipment manufacturers, but is applicable to any individual in this field of work.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work independently as part of a team under indirect supervision, use discretion and judgement, and take responsibility for the quality of their output. They would perform routine tasks in known contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

Explosive Ordnance

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Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS		PERFORMANCE CRITERIA	
Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Prepare for proof, trial and experimental firing**	**1.1**	Read and clarify proof, trial and experimental instructions
		1.2	Identify and apply relevant range regulations
		1.3	Identify and resource required stores and equipment and check for calibration, serviceability and safety
		1.4	Liaise with relevant parties
		1.5	Obtain agreement on firing point preparation in consultation with stakeholders
2	**Establish firing point**	**2.1**	Install equipment in accordance with the proof, trial and experimental instruction
		2.2	Monitor installation of data acquisition equipment
		2.3	Check safety traces against the set-up
		2.4	Check functionality of equipment and record identification data, condition and calibration
3	**Monitor firing point equipment**	**3.1**	Monitor performance of equipment
		3.2	Document performance of equipment
4	**Recondition firing point**	**4.1**	Undertake safety checks
		4.2	Confirm and record equipment calibration
		4.3	Record and report equipment condition
		4.4	Recondition firing point

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit supersedes and is equivalent to DEFEO800A Prepare proof firing points.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFEXO141 Prepare firing points

Modification History

Release 2. Modifications made to Foundation Skills and Assessment Conditions.

Release 1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFEO800A Prepare proof firing points.

- Unit code updated
- Content and formatting updated to comply with the new standards
- All PC transitioned from passive to active voice
- PC 1.3 and 3.3 removed
- Element 1 reworded

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and includes:

- analysing and evaluating information
- handling dangerous goods and hazardous substances
- preparing and installing the equipment necessary to prepare proof, trial and experimental firing points
- preparing and presenting simple reports
- using manual handling and team lifting techniques
- using PPE

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and includes:

- effect of small arms, other calibre and explosive fire/detonation
- explosive ordnance or weapon systems undergoing testing
- licensing requirements
- organisational guidelines and standards
- proof, trial and experimental tests involving explosive ordnance and weapon systems
- regulatory requirements

Assessment Conditions

This unit needs to be assessed in an authorised and licensed potential explosion site or authorised

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test facility.

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises and case studies
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and PPE currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFEXO142 Undertake firings of small arms

Modification History

Release 2. Modifications made to Foundation Skills and Assessment Conditions.

Release 1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFEO801A Undertake proof firings of small arms.

- Unit code updated
- Content and formatting updated to comply with the new standards
- All PC transitioned from passive to active voice
- PC 1.1 removed

Application

This unit describes the skills required to undertake proof, trial and experimental firings of small arms.

This unit was developed for specialists working within proof, trial and experimental organisations, but may be applicable to any individual in this field of work.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work independently or as part of a team under direct and/or indirect supervision, and would use discretion and judgement, and take responsibility for the quality of their output. They would perform routine tasks in known contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

Explosive Ordnance

Unit Sector

Not applicable.

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Prepare for firing	**1.1** Carry and handle small arms weapon system
	1.2 Identify, select and handle ammunition
	1.3 Conduct weapons drills
	1.4 Adopt fire positions in accordance with the proof, trial and experimental requirement
	1.5 Prepare and secure static fired weapons
	1.6 Secure ammunition
2 Fire small arms	**2.1** Fire small arms in a person fired or static fired mode
	2.2 Employ weapon sighting systems and associated equipment
	2.3 Identify and engage targets
	2.4 Report incidents
3 Finalise firing and maintain stores and equipment	**3.1** Undertake operator maintenance
	3.2 Identify and report defects
	3.3 Refurbish ranges
	3.4 Complete post-range practice administration
	3.5 Record and report observations on the firing

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit supersedes and is equivalent to DEFEO801A Undertake proof firings of small arms.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFEXO142 Undertake firings of small arms

Modification History

Release 2. Modifications made to Foundation Skills and Assessment Conditions.

Release 1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFEO801A Undertake proof firings of small arms.

- Unit code updated
- Content and formatting updated to comply with the new standards
- All PC transitioned from passive to active voice
- PC 1.1 removed

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least two occasions and includes:

- completing at least one assessment with person fired and one assessment with static fired
- handling and operating small arms weapons systems
- identifying ammunition defects (including corrosion, cracks, damaged packing, damaged weapon parts, dented cartridge cases, fluting on cartridge case, incorrect propellants, proud or recessed primer, rust, weeping)
- operating the range of small arms used in the test/trial to conduct all firearm drills

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and includes:

- operational knowledge of:
  - firing operation and effect of small arms weapon systems
  - organisational guidelines and standards
  - range safety
  - small arms ballistics

Assessment Conditions

Candidates must complete assessment using live explosives.

This unit must be assessed in an authorised and licensed potential explosion site.

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Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises and case studies
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and PPE currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFEXO143 Undertake firings of other calibre weapons

Modification History

Release 2. Modifications made to Foundation Skills and Assessment Conditions.

Release 1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFEO802A Undertake proof firings of other calibre weapons.

- Unit code updated
- Content and formatting updated to comply with the new standards
- All PC transitioned from passive to active voice
- PC 1.1 removed
- Element 1 one new PC

Application

This unit describes the skills required to undertake proof, trial and experimental firings of other calibre weapons.

This unit was developed for Defence personnel who are specialists working within proof, trial and experimental organisations, but may be applicable to any individual in this field of work.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work independently or as part of a weapon crew under direct and/or indirect supervision, and would use discretion and judgement, and take responsibility for the quality of their output. They would perform routine tasks in known contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

Explosive Ordnance

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Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Prepare for firing	**1.1** Carry and handle other calibre weapon system
	1.2 Identify, select and handle ammunition
	1.3 Conduct weapons drills
	1.4 Adopt fire positions in accordance with the proof, trial and experimental requirement
	1.5 Prepare and secure static fired weapons
	1.6 Secure ammunition
2 Fire weapons	**2.1** Fire weapons in a person fired or static fired mode
	2.2 Employ weapon sighting systems and associated equipment
	2.3 Identify and engage targets
	2.4 Report incidents
3 Finalise firing and maintain stores and equipment	**3.1** Undertake operator maintenance
	3.2 Identify and report defects
	3.3 Refurbish ranges
	3.4 Complete post-range practice administration
	3.5 Record and report observations on the firing

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit supersedes and is equivalent to DEFEO802A Undertake proof firings of other calibre weapons.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFEXO143 Undertake firings of other calibre weapons

Modification History

Release 2. Modifications made to Foundation Skills and Assessment Conditions.

Release 1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFEO802A Undertake proof firings of other calibre weapons.

- Unit code updated
- Content and formatting updated to comply with the new standards
- All PC transitioned from passive to active voice
- PC 1.1 removed
- Element 1 one new PC

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least two occasions and includes:

- handling and operating weapons systems
- identifying ammunition defects (corrosion, cracks, damaged packing, damaged weapon parts, dented cartridge cases, fluting on cartridge case, incorrect propellants, proud or recessed primer, rust, weeping)
- one assessment with person fired and one assessment with static fired
- operating the range of weapons used in the test/trial to conduct all firearm drills

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and includes:

- operational knowledge of:
  - firing operation and effect of weapon systems
  - organisational guidelines and standards
  - range safety
  - weapons ballistics

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Assessment Conditions

Candidates must complete assessment using live explosives.

This unit must be assessed in an authorised and licensed potential explosion site.

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises and case studies
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and PPE currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFEXO144 Conduct static tests

Modification History

Release 2. Modifications made to Foundation Skills and Assessment Conditions.

Release 1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFEO803A Conduct static proof tests.

- Unit code updated
- Content and formatting updated to comply with the new standards
- All PC transitioned from passive to active voice
- PC 1.7 removed
- Element 1 one new PC, Element 2 one new PC

Application

This unit describes the skills required to conduct static proof, trial and experimental tests in the explosive ordnance environment. Explosive static tests are conducted to ensure weapons systems or explosives meet the required standards. The static tests are a common component of explosive quality assurance.

This unit was developed for personnel who are testing specialists working within proof, trial and experimental organisations or original equipment manufacturer facilities, but is applicable to any individual in this field of work.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work as individuals and as part of a team under direct and/or indirect supervision, use discretion and judgement, and take responsibility for the quality of their output. They would perform routine tasks in range of contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

Explosive Ordnance

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Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Prepare for static proof, trial and experimental tests	**1.1** Obtain and confirm test plan
	1.2 Brief stakeholders and test participants in accordance with test plan
	1.3 Check and initiate safety systems and procedures in accordance with test plan
	1.4 Obtain and confirm information on resource requirements and availability
	1.5 Prepare information support systems for static tests, including achievable reporting and recording processes, in accordance with resource requirements
	1.6 Negotiate and resolve coordination issues with others affected by the tests
	1.7 Construct required safety traces
2 Conduct tests	**2.1** Identify and liaise with static test planners
	2.2 Implement, monitor and amend test plan based on changing circumstances
	2.3 Conduct tests in accordance with testing requirements
	2.4 Allocate resources to testing tasks in accordance with the test plan and resource availability
	2.5 Collect and record data generated by tests in accordance with agreed methodology
3 Report on test results	**3.1** Report data generated by the test
	3.2 Provide options and recommendations resulting from the

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test in a clear and comprehensive format

3.3 Produce and maintain post-testing reports, statistical reports and other records

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit supersedes and is equivalent to DEFEO803A Conduct static proof tests.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFEXO144 Conduct static tests

Modification History

Release 2. Modifications made to Foundation Skills and Assessment Conditions.

Release 1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFEO803A Conduct static proof tests.

- Unit code updated
- Content and formatting updated to comply with the new standards
- All PC transitioned from passive to active voice
- PC 1.7 removed
- Element 1 one new PC, Element 2 one new PC

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and includes:

- assessing risks
- communicating and liaising effectively with stakeholders
- coordinating activities
- evaluating information
- writing reports

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and includes:

- operational knowledge of:
  - evaluation processes
  - organisational WHS requirements
  - reporting procedures
  - risk assessment
  - static testing methodologies

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

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Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in simulated workplace operational situations that reflect workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or simulations
- acceptable means of simulation assessment
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and PPE currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFEXO145 Conduct dynamic small arms tests

Modification History

Release 2. Modifications made to Foundation Skills and Assessment Conditions.

Release 1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFEO804A Conduct dynamic small arms proof tests.

- Unit code updated
- Content and formatting updated to comply with the new standards
- All PC transitioned from passive to active voice
- PC 1.7 removed
- Element 1 one new PC

Application

This unit describes the skills required to conduct dynamic small arms proof, trial and experimental tests in the explosive ordnance environment. Explosive ordnance dynamic small arms tests are conducted to ensure weapons systems or small arms ammunition in service meet the required standards. The dynamic small arms proof tests are a common component of explosive ordnance quality assurance.

This unit was developed for proof, trial and experimental testing specialists working within proof, trial and experimental organisations in Defence, but is applicable to any individual in this field of work.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work independently and as part of a team, under direct and/or indirect supervision. They would use discretion and judgement, and take responsibility for the quality of their output. They would perform routine tasks in range of contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

Explosive Ordnance

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Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Prepare for dynamic small arms tests	**1.1** Obtain and confirm test plan
	1.2 Brief stakeholders and test participants in accordance with test plan
	1.3 Check and initiate safety systems and procedures in accordance with test plan
	1.4 Obtain and confirm information on resource requirements and availability
	1.5 Prepare information support systems for dynamic small arms tests, including achievable reporting and recording processes, in accordance with resource requirements
	1.6 Negotiate and resolve coordination issues with others affected by the tests
	1.7 Construct required safety traces
2 Conduct tests	**2.1** Identify and liaise with dynamic small arms test planners
	2.2 Implement, monitor and amend test plan based on changing circumstances
	2.3 Conduct tests in accordance with testing requirements
	2.4 Allocate resources to testing tasks in accordance with the test plan and resource availability
	2.5 Collect and record data generated by tests in accordance with agreed methodology
3 Report on test results	**3.1** Report data generated by the test
	3.2 Provide options and recommendations resulting from the

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test in a clear and comprehensive format

3.3 Produce and maintain post-testing reports, statistical reports and other records

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit supersedes and is equivalent to DEFEO804A Conduct dynamic small arms proof tests.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFEXO145 Conduct dynamic small arms tests

Modification History

Release 2. Modifications made to Foundation Skills and Assessment Conditions.

Release 1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFEO804A Conduct dynamic small arms proof tests.

- Unit code updated
- Content and formatting updated to comply with the new standards
- All PC transitioned from passive to active voice
- PC 1.7 removed
- Element 1 one new PC

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and includes:

- assessing risks
- communicating and liaising effectively with stakeholders
- coordinating activities
- evaluating information
- writing reports

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and includes:

- operational knowledge of:
  - dynamic small arms proof, trial and experimental testing methodologies
  - evaluation processes
  - organisational WHS requirements
  - reporting procedures
  - risk assessment

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training

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Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in simulated workplace operational situations that reflect workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or simulations
- acceptable means of simulation assessment
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and PPE currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFEXO146 Conduct dynamic other calibre tests

Modification History

Release 2. Modifications made to Foundation Skills and Assessment Conditions.

Release 1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFEO805A Conduct dynamic other calibre proof tests.

- Unit code updated
- Content and formatting updated to comply with the new standards
- All PC transitioned from passive to active voice
- PC 1.7 removed
- Element 1 one new PC

Application

This unit describes the skills required to conduct dynamic other calibre proof, trials and experimental tests in the explosive ordnance environment. Explosive ordnance dynamic other calibre tests are conducted to ensure weapons systems or other calibre ammunition in service meet the required standards. The dynamic other calibre tests are a common component of explosive ordnance quality assurance.

This unit was developed for proof, trials and experimental testing specialists working within proof, trials and experimental organisations in Defence, but is applicable to any individual in this field of work.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work independently and as part of a team, under direct and/or indirect supervision. They would use discretion and judgement, and take responsibility for the quality of their output. They would perform routine tasks in range of contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

Explosive Ordnance

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Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS		PERFORMANCE CRITERIA	
Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Prepare for dynamic other calibre tests**	**1.1**	Obtain and confirm test plan
		1.2	Brief stakeholders and test participants in accordance with test plan
		1.3	Check and initiate safety systems and procedures in accordance with test plan
		1.4	Obtain and confirm information on resource requirements and availability
		1.5	Prepare information support systems for dynamic other calibre tests, including achievable reporting and recording processes, in accordance with resource requirements
		1.6	Negotiate and resolve coordination issues with others affected by the tests
		1.7	Construct required safety traces
2	**Conduct tests**	**2.1**	Identify and liaise with dynamic other calibre test planners
		2.2	Implement, monitor and amend test plan based on changing circumstances
		2.3	Conduct tests in accordance with testing requirements
		2.4	Allocate resources to testing tasks in accordance with the test plan and resource availability
		2.5	Collect and record data generated by tests in accordance with agreed methodology
3	**Report on test results**	**3.1**	Report data generated by the test

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3.2 Provide options and recommendations resulting from the test in a clear and comprehensive format

3.3 Produce and maintain post-testing reports, statistical reports and other records

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit supersedes and is equivalent to DEFEO805A Conduct dynamic other calibre proof tests.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFEXO146 Conduct dynamic other calibre tests

Modification History

Release 2. Modifications made to Foundation Skills and Assessment Conditions.

Release 1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFEO805A Conduct dynamic other calibre proof tests.

- Unit code updated
- Content and formatting updated to comply with the new standards
- All PC transitioned from passive to active voice
- PC 1.7 removed
- Element 1 one new PC

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and includes:

- assessing risks
- communicating and liaising effectively with stakeholders
- coordinating activities
- evaluating information
- writing reports

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and includes:

- operational knowledge of:
  - dynamic other calibre proof, trials and experimental testing methodologies
  - evaluation processes
  - organisational WHS requirements
  - reporting procedures
  - risk assessment

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Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in simulated workplace operational situations that reflect workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or simulations
- acceptable means of simulation assessment
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and PPE currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFEXO147 Conduct environmental tests

Modification History

Release 2. Modifications made to Foundation Skills and Assessment Conditions.

Release 1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFEO806A Conduct environmental tests.

- Unit code updated
- Content and formatting updated to comply with the new standards
- All PC transitioned from passive to active voice.
- PC 1.7 removed
- Element 1 one new PC

Application

This unit describes the skills required to conduct environmental tests in the explosive ordnance environment. Explosive ordnance environmental tests are conducted to ensure weapons systems or small arms ammunition in service meet the required standards. The environmental tests are a common component of explosive ordnance quality assurance. The environmental tests can be conducted as a component of the assessment of safety and suitability for service (S3 process) or as an in-service survey.

This unit was developed for proof, trials and experimental testing specialists working within proof, trials and experimental organisations in Defence, but is applicable to any individual in this field of work.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work independently and as part of a team under direct and/or indirect supervision. They would use discretion and judgement, and take responsibility for the quality of their output. They would perform routine tasks in range of contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

Explosive Ordnance

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Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Prepare for environmental tests	**1.1** Obtain and confirm test plan
	1.2 Brief stakeholders and test participants in accordance with test plan
	1.3 Check and initiate safety systems and procedures in accordance with test plan
	1.4 Obtain and confirm information on resource requirements and availability
	1.5 Prepare information support systems for environmental tests, including achievable reporting and recording processes, in accordance with resource requirements
	1.6 Negotiate and resolve coordination issues with others affected by the tests
	1.7 Construct required safety traces
2 Conduct tests	**2.1** Identify and liaise with environmental test planners
	2.2 Implement, monitor and amend test plan based on changing circumstances
	2.3 Conduct tests in accordance with testing requirements
	2.4 Allocate resources to testing tasks in accordance with the test plan and resource availability
	2.5 Collect and record data generated by tests in accordance with agreed methodology
3 Report on test results	**3.1** Report data generated by the test
	3.2 Provide options and recommendations resulting from the test in a clear and comprehensive format

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3.3 Produce and maintain post-testing reports, statistical reports and other records

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit supersedes and is equivalent to DEFEO806A Conduct environmental tests.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFEXO147 Conduct environmental tests

Modification History

Release 2. Modifications made to Foundation Skills and Assessment Conditions.

Release 1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFEO806A Conduct environmental tests.

- Unit code updated
- Content and formatting updated to comply with the new standards
- All PC transitioned from passive to active voice.
- PC 1.7 removed
- Element 1 one new PC

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and includes:

- assessing risks
- communicating and liaising effectively with stakeholders
- coordinating activities
- evaluating information
- writing reports

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and includes:

- operational knowledge of:
    - environmental testing methodologies
    - evaluation processes
    - organisational WHS requirements
    - reporting procedures
    - risk assessment

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training

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Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in simulated workplace operational situations that reflect workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or simulations
- acceptable means of simulation assessment
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and PPE currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFEXO148 Prepare explosives for proof tests

Modification History

Release 2. Modifications made to Foundation Skills and Assessment Conditions.

Release 1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFEO807A Prepare explosive ordnance for proof tests.

- Unit code updated
- Content and formatting updated to comply with the new standards
- All PC transitioned from passive to active voice
- Unit title changed to better reflect unit outcomes
- PC 1.2 and 1.4 removed

Application

This unit describes the skills required to prepare explosives for proof, trials and experimental tests. The preparation of explosives is a normal component of this testing. The preparation includes a range of alterations and modifications required to meet the proof testing process.

This unit was developed for personnel who are specialists working within proof, trials and experimental organisations, but may be applicable to any individual in this field of work.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work independently or as part of a team under indirect supervision, use discretion and judgement, and take responsibility for the quality of their output. They would conduct routine tasks in known contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

Explosive Ordnance

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Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS		PERFORMANCE CRITERIA	
Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Identify the trial and proof test requirements**	**1.1**	Read and clarify proof, experimental or trial instructions
		1.2	Acquire required resources and check for serviceability
2	**Conduct the preparation activities**	**2.1**	Monitor and adhere to environmental requirements
		2.2	Prepare explosives within proof, experimental or trial parameters
		2.3	Maintain records throughout the process to ensure traceability of preparation activities
3	**Finalise preparation**	**3.1**	Return to store or dispose of excess explosives
		3.2	Make area safe
		3.3	Maintain documentation appropriate to the task

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit supersedes and is equivalent to DEFEO807A Prepare explosive ordnance for proof

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tests.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFEXO148 Prepare explosives for proof tests

Modification History

Release 2. Modifications made to Foundation Skills and Assessment Conditions.

Release 1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFEO807A Prepare explosive ordnance for proof tests.

- Unit code updated
- Content and formatting updated to comply with the new standards
- All PC transitioned from passive to active voice
- Unit title changed to better reflect unit outcomes
- PC 1.2 and 1.4 removed

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and includes:

- analysing and evaluating information
- machining or moulding or extruding or pressing or stamping explosives

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and includes:

- operational knowledge of:
  - explosive shapes
  - explosives mixture and compounds
  - figure of sensitivity
  - insensitiveness
  - licensing requirements
  - sensitivity of explosives
  - wave shaping

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training

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Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in simulated workplace operational situations that reflect workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or simulations
- acceptable means of simulation assessment
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and PPE currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFEXO149 Prepare explosives for metal hardening

Modification History

Release 2. Modifications made to Foundation Skills and Assessment Conditions.

Release 1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFEO808B Prepare explosives for metal hardening.

- Unit code updated
- Content and formatting updated to comply with the new standards
- All PC transitioned from passive to active voice
- PC 1.1 and 4.1 removed
- Element 1 one new PC
- Element 4 two new PC
- Element 2 three new PC
- All PC reordered

Application

This unit describes the skills required to prepare explosives for metal hardening. Metal hardening using sheet explosives is a specialised application of explosives and is used to harden metals such as rail points.

This unit was developed for personnel who are specialists working within proof and trials organisations, but may be applicable to any individual in this field of work.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work independently or as part of a team under indirect supervision. They would use discretion and judgement, and take responsibility for the quality of their output. They would conduct routine tasks in known contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

Explosive Ordnance

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Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS		PERFORMANCE CRITERIA	
Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Identify metal hardening requirements**	**1.1**	Read and clarify metal hardening instructions
		1.2	Acquire required resources and check for serviceability
		1.3	Identify explosives to meet measured hardening requirements
		1.4	Identify and prepare templates used in association with the cutting of the sheet explosives
2	**Prepare sheet explosives**	**2.1**	Monitor and adhere to environmental requirements
		2.2	Prepare explosives within proof or trial parameters
		2.3	Maintain records throughout the process to ensure traceability of preparation activities
		2.4	Inspect sheet explosives to ensure serviceability and safety
		2.5	Cut and label sheet explosives to the required length and shape
		2.6	Prepare sheet explosives for transport to the range
3	**Prepare detonators**	**3.1**	Identify detonators
		3.2	Check detonators for continuity and repack for transport
4	**Finalise activity**	**4.1**	Return to store or dispose of excess explosives
		4.2	Make area safe
		4.3	Maintain documentation appropriate to the task

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit supersedes and is equivalent to DEFEO808B Prepare explosives for metal hardening.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFEXO149 Prepare explosives for metal hardening

Modification History

Release 2. Modifications made to Foundation Skills and Assessment Conditions.

Release 1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFEO808B Prepare explosives for metal hardening.

- Unit code updated
- Content and formatting updated to comply with the new standards
- All PC transitioned from passive to active voice
- PC 1.1 and 4.1 removed
- Element 1 one new PC
- Element 4 two new PC
- Element 2 three new PC
- All PC reordered

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and includes:

- analysing and evaluating information
- preparing explosives for metal hardening

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and includes:

- operational knowledge of:
  - explosive ordnance in relation to hardening steel
  - explosive shapes
  - explosives mixture and compounds
  - figure of sensitivity
  - insensitiveness
  - licensing requirements
  - sensitivity of explosives
  - wave shaping

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Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in simulated workplace operational situations that reflect workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or simulations
- acceptable means of simulation assessment
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and PPE currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFEXO150 Acquire data related to velocity

Modification History

Release 2. Modifications made to Foundation Skills and Assessment Conditions.

Release 1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFEO809A Acquire data related to velocity.

- Unit code updated
- Content and formatting updated to comply with the new standards
- All PC transitioned from passive to active voice
- PC 1.5 and 2.5 removed
- PC 3.1 and 3.2 merged
- Element 1 one new PC

Application

This unit describes the skills required to acquire data related to velocity in a proof and experimental environment. Explosive proof tests are conducted to ensure weapons systems or explosives meet the required standards. The acquisition of data related to velocity is a common component of proof tests.

This unit applies in a physical science or engineering environment where product undergoes testing to establish that it meets established standards and/or specifications related to velocity.

This unit was developed for data acquisition specialists working within proof and experimental organisations in Defence or original equipment manufacturer, but is applicable to any individual in this field of work.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit must demonstrate the ability to work independently and as part of a team under direct and/or indirect supervision, use discretion and judgement, and take responsibility for the quality of their output. They would perform complex tasks in a range of known contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Pre-requisite Unit

Not applicable.

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Competency Field

Explosive Ordnance

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Prepare for data collection	**1.1** Obtain and confirm test plan
	1.2 Brief stakeholders and test participants in accordance with test plan
	1.3 Check and initiate safety systems and procedures in accordance with test plan
	1.4 Schedule key activities and timelines with full consideration to the specification and available resources
	1.5 Comply with and record administrative and legal requirements for data collection
	1.6 Communicate responsibilities to staff to ensure clarity of understanding of the work and to provide a basis for ongoing assessment
	1.7 Select and install data collection equipment in accordance with the data collection plan
2 Gather data	**2.1** Operate equipment according to manufacturer's specification, statutory and organisational policies and guidelines
	2.2 Collect data using methodologies detailed in the data collection plan
	2.3 Document metadata according to accepted industry standards

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		2.4	Identify and plan for discrepancies between specification and actual activities
3	**Finalise the collection process**	**3.1**	Complete and store data and documentation
		3.2	Check data integrity in accordance with the validation plan

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit supersedes and is equivalent to DEFEO809A Acquire data related to velocity.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFEXO150 Acquire data related to velocity

Modification History

Release 2. Modifications made to Foundation Skills and Assessment Conditions.

Release 1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFEO809A Acquire data related to velocity.

- Unit code updated
- Content and formatting updated to comply with the new standards
- All PC transitioned from passive to active voice
- PC 1.5 and 2.5 removed
- PC 3.1 and 3.2 merged
- Element 1 one new PC

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and includes:

- analysing and evaluating information
- communicating effectively with stakeholders
- performing complex calculations and analysing data related to velocity
- rectifying collection faults
- solving problems

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and includes:

- operational knowledge of:
  - analysis process
  - data acquisition methodologies
  - information sources
  - organisational guidelines and standards
  - regulatory requirements
  - relevant legislation
  - research techniques

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Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in simulated workplace operational situations that reflect workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or simulations
- acceptable means of simulation assessment
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and PPE currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFEXO151 Acquire data related to pressure

Modification History

Release 2. Modifications made to Foundation Skills and Assessment Conditions.

Release 1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFEO810A Acquire data related to pressure.

- Unit code updated
- Content and formatting updated to comply with the new standards
- All PC transitioned from passive to active voice
- PC 1.5 and 2.5 removed
- PC 3.1 and 3.2 merged
- Element 1 one new PC

Application

This unit describes the skills required to acquire data related to pressure in a proof and experimental environment. Explosive ordnance proof tests are conducted to ensure weapons systems or explosive ordnance in service with Defence meets the required standards. The acquisition of data related to pressure is a common component of proof tests.

This unit was developed for personnel involved in a physical science or engineering environment where products undergo testing to establish that they meet established standards and/or specifications in respect to pressure, but is applicable to any individual in this field of work.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit must demonstrate the ability to work independently and as part of a team under direct and/or indirect supervision, use discretion and judgement, and take responsibility for the quality of their output. They would perform complex tasks in a range of known contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

Explosive Ordnance

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Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Prepare for data collection	**1.1** Obtain and confirm test plan
	1.2 Brief stakeholders and test participants in accordance with the test plan
	1.3 Check and initiate safety systems and procedures in accordance with test plan
	1.4 Schedule key activities and timelines with full consideration to the specification and available resources
	1.5 Comply with and record administrative and legal requirements for data collection
	1.6 Communicate responsibilities to staff to ensure clarity of understanding of the work and to provide a basis for ongoing assessment
	1.7 Select and install data collection equipment in accordance with the data collection plan
2 Gather data	**2.1** Operate equipment according to manufacturer's specification, statutory and organisational policies and guidelines
	2.2 Collect data using methodologies detailed in the data collection plan
	2.3 Document metadata according to accepted industry standards
	2.4 Identify and plan for discrepancies between specification and actual activities

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3	**Finalise the collection process**	**3.1**	Complete and store data and documentation
		3.2	Check data integrity in accordance with the validation plan

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit supersedes and is equivalent to DEFEO810A Acquire data related to pressure.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFEXO151 Acquire data related to pressure

Modification History

Release 2. Modifications made to Foundation Skills and Assessment Conditions.

Release 1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFEO810A Acquire data related to pressure.

- Unit code updated
- Content and formatting updated to comply with the new standards
- All PC transitioned from passive to active voice
- PC 1.5 and 2.5 removed
- PC 3.1 and 3.2 merged
- Element 1 one new PC

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and includes:

- analysing and evaluating information
- communicating effectively with stakeholders
- performing complex calculations and analysing data related to pressure
- rectifying collection faults
- solving problems

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and includes:

- operational knowledge of:
  - analysis process
  - data acquisition methodologies
  - information sources
  - organisational guidelines and standards
  - regulatory requirements
  - relevant legislation
  - research techniques

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Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in simulated workplace operational situations that reflect workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or simulations
- acceptable means of simulation assessment
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and PPE currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFEXO152 Acquire data related to time

Modification History

Release 2. Modifications made to Foundation Skills and Assessment Conditions.

Release 1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFEO811A Acquire data related to time.

- Unit code updated
- Content and formatting updated to comply with the new standards
- All PC transitioned from passive to active voice
- PC 1.5 and 2.5 removed
- PC 3.1 and 3.2 merged
- Element 1 one new PC

Application

This unit describes the skills required to acquire data related to time in a proof and experimental environment. Explosive ordnance proof tests are conducted to ensure weapons systems or explosive ordnance, in service with Defence, meet the required standards. The acquisition of data related to time is a common component of proof tests.

This unit was developed for personnel involved in a physical science or engineering environment where products undergo testing to establish that they meet established standards and/or specifications in respect to time, but is applicable to any individual in this field of work.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit must demonstrate the ability to work independently and as part of a team under direct and/or indirect supervision, use discretion and judgement, and take responsibility for the quality of their output. They would perform complex tasks in a range of known contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

Explosive Ordnance

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Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Prepare for data collection	**1.1** Obtain and confirm test plan
	1.2 Brief stakeholders and test participants in accordance with test plan
	1.3 Check and initiate safety systems and procedures in accordance with test plan
	1.4 Schedule key activities and timelines with full consideration to the specification and available resources
	1.5 Comply with and record administrative and legal requirements for data collection
	1.6 Communicate responsibilities to staff to ensure clarity of understanding and to provide a basis for ongoing assessment
	1.7 Select and install data collection equipment in accordance with the data collection plan
2 Gather data	**2.1** Operate equipment according to manufacturer's specification, statutory and organisational policies and guidelines
	2.2 Collect data using methodologies detailed in the data collection plan
	2.3 Document metadata according to accepted industry standards
	2.4 Identify and plan for discrepancies between specification and actual activities

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3	**Finalise the collection process**	**3.1**	Complete and store data and documentation
		3.2	Check data integrity in accordance with the validation plan

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit supersedes and is equivalent to DEFEO811A Acquire data related to time.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFEXO152 Acquire data related to time

Modification History

Release 2. Modifications made to Foundation Skills and Assessment Conditions.

Release 1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFEO811A Acquire data related to time.

- Unit code updated
- Content and formatting updated to comply with the new standards
- All PC transitioned from passive to active voice
- PC 1.5 and 2.5 removed
- PC 3.1 and 3.2 merged
- Element 1 one new PC

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and includes:

- analysing and evaluating information
- communicating effectively with stakeholders
- performing complex calculations and analysing data related to time
- rectifying collection faults
- solving problems

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and includes:

- operational knowledge of:
  - analysis process
  - data acquisition methodologies
  - information sources
  - organisational guidelines and standards
  - regulatory requirements
  - relevant legislation
  - research techniques

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Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in simulated workplace operational situations that reflect workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or simulations
- acceptable means of simulation assessment
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and PPE currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFEXO153 Acquire data related to environment

Modification History

Release 2. Modifications made to Foundation Skills and Assessment Conditions.

Release 1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFEO812A Acquire data related to environment.

- Unit code updated
- Content and formatting updated to comply with the new standards
- All PC transitioned from passive to active voice
- PC 1.5 and 2.6 removed
- PC 3.2 and 3.3 merged
- Element 1 two new PC

Application

This unit describes the skills required to acquire data related to the environment in a proof and experimental environment. Explosive ordnance proof tests are conducted to ensure weapons systems or explosive ordnance, in service with Defence, meet the required standards. The acquisition of data related to the environment is a common component of proof tests.

This unit was developed for personnel involved in a physical science or engineering environment where products undergo testing to establish that they meet established standards and/or specifications related to environment, but is applicable to any individual in this field of work.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit must demonstrate the ability to work independently and as part of a team, under direct and/or indirect supervision, use discretion and judgement, and take responsibility for the quality of their output. They would perform complex tasks in a range of known contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

Explosive Ordnance

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Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Prepare for data collection	**1.1** Obtain and confirm test plan
	1.2 Brief stakeholders and test participants in accordance test plan
	1.3 Check and initiate safety systems and procedures in accordance with test plan
	1.4 Schedule key activities and timelines with full consideration to the specification and available resources
	1.5 Comply with and record administrative and legal requirements for data collection
	1.6 Communicate responsibilities to staff to ensure clarity of understanding of the work and to provide a basis for ongoing assessment
	1.7 Select and install data collection equipment in accordance with the data collection plan
2 Gather data	**2.1** Operate equipment according to manufacturer's specification, statutory and organisational policies and guidelines
	2.2 Relate entities to a reference system based on the specifications
	2.3 Collect data using methodologies detailed in the data collection plan
	2.4 Document metadata according to accepted industry standards

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		2.5	Identify and plan for discrepancies between specification and actual activities
3	**Finalise the collection process**	**3.1**	Add attributes and topological structures to spatial data according to specifications
		3.2	Complete and store data and documentation
		3.3	Check data integrity in accordance with the validation plan

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit supersedes and is equivalent to DEFEO812A Acquire data related to environment.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFEXO153 Acquire data related to environment

Modification History

Release 2. Modifications made to Foundation Skills and Assessment Conditions.

Release 1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFEO812A Acquire data related to environment.

- Unit code updated
- Content and formatting updated to comply with the new standards
- All PC transitioned from passive to active voice
- PC 1.5 and 2.6 removed
- PC 3.2 and 3.3 merged
- Element 1 two new PC

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and includes:

- analysing and evaluating information
- communicating effectively with stakeholders
- performing complex calculations and analysing data related to environment
- rectifying collection faults
- solving problems

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and includes:

- operational knowledge of:
  - analysis process
  - data acquisition methodologies
  - information sources
  - organisational guidelines and standards
  - regulatory requirements
  - relevant legislation
  - research techniques

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Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in simulated workplace operational situations that reflect workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or simulations
- acceptable means of simulation assessment
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and PPE currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFEXO154 Acquire data related to imagery

Modification History

Release 2. Modifications made to Foundation Skills and Assessment Conditions.

Release 1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFEO813A Acquire data related to imagery.

- Unit code updated
- Content and formatting updated to comply with the new standards
- All PC transitioned from passive to active voice
- PC 1.5 and 2.5 removed
- PC 3.1 & 3.2 merged
- Element 1 one new PC

Application

This unit describes the skills required to acquire data related to imagery (film, video and digital) in a proof and experimental environment. Explosive ordnance proof tests are conducted to ensure weapons systems or explosive ordnance, in service with Defence, meet the required standards. The acquisition of data related to imagery is a common component of proof tests.

This unit was developed for data acquisition specialists working within proof and experimental organisations in Defence or original equipment manufacturer, but is applicable to any individual in this field of work.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit must demonstrate the ability to work as individuals and as part of a team under direct and/or indirect supervision, use discretion and judgement, and take responsibility for the quality of their output. They would perform complex tasks in a range of known contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

Explosive Ordnance

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Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Prepare for data collection	**1.1** Obtain and confirm test plan
	1.2 Brief stakeholders and test participants in accordance with the test plan
	1.3 Check and initiate safety systems and procedures in accordance with test plan
	1.4 Schedule key activities and timelines with full consideration to the specification and available resources
	1.5 Comply with and record administrative and legal requirements for data collection
	1.6 Communicate responsibilities to staff to ensure clarity of understanding of the work and to provide a basis for ongoing assessment
	1.7 Select and install data collection equipment in accordance with the data collection plan
2 Gather data	**2.1** Operate equipment according to manufacturer's specification, statutory and organisational policies and guidelines
	2.2 Collect data using methodologies detailed in the data collection plan
	2.3 Document metadata according to accepted industry standards
	2.4 Identify and plan for discrepancies between specification and actual activities

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3	**Finalise the collection process**	**3.1**	Complete and store data and documentation
		3.2	Check data integrity in accordance with the validation plan

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit supersedes and is equivalent to DEFEO813A Acquire data related to imagery.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFEXO154 Acquire data related to imagery

Modification History

Release 2. Modifications made to Foundation Skills and Assessment Conditions.

Release 1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFEO813A Acquire data related to imagery.

- Unit code updated
- Content and formatting updated to comply with the new standards
- All PC transitioned from passive to active voice
- PC 1.5 and 2.5 removed
- PC 3.1 & 3.2 merged
- Element 1 one new PC

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and includes:

- analysing and evaluating information
- communicating effectively with stakeholders
- performing complex calculations and analysing data related to imagery
- rectifying collection faults
- solving problems

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and includes:

- operational knowledge of:
  - analysis process
  - data acquisition methodologies
  - information sources
  - organisational guidelines and standards
  - regulatory requirements
  - relevant legislation
  - research techniques

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Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in simulated workplace operational situations that reflect workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or simulations
- acceptable means of simulation assessment
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and PPE currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFEXO155 Provide survey data for proof and experimental firing

Modification History

Release 2. Modifications made to Foundation Skills and Assessment Conditions.

Release 1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFEO814A Provide survey data for proof and experimental firing.

- Unit code updated
- Content and formatting updated to comply with the new standards
- All PC transitioned from passive to active voice
- PC 3.1 and 3.2 merged

Application

This unit describes the skills required to conduct surveys and to produce survey data in support of proof and experimental firings. This survey can be conducted by two people; one person being the observer and the other recording data – this unit of competency covers both roles. The production of survey data is crucial in the setting up and validation of a number of these proof tests. It applies in a physical science or engineering environment where a product undergoes testing to establish that it meets established standards and/or specifications.

This unit was developed for survey specialists working within proof and experimental organisations in Defence, but is applicable to any individual in this field of work.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would typically work independently and as part of a team under direct and/or indirect supervision. They use discretion and judgement, and take responsibility for the quality of their output. They would perform complex tasks in known contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

Explosive Ordnance

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Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Prepare for survey	**1.1** Brief stakeholders and test participants in accordance with test plan
	1.2 Check and initiate safety systems and procedures in accordance with test plan
	1.3 Identify purpose and requirements of survey from written or oral instruction
	1.4 Confirm and clarify survey specifications
	1.5 Select and check for serviceability equipment required for survey in accordance with manufacturers' instructions
2 Conduct survey tasks	**2.1** Operate survey equipment to determine orientation, fixation and other requirements as determined by the survey scheme
	2.2 Record survey data
	2.3 Check visual clues in measurements or data for omissions or errors
	2.4 Communicate survey data
	2.5 Establish and record survey control points
	2.6 Communicate regularly with supervisor and colleagues
	2.7 Maintain survey equipment
3 Finalise survey tasks	**3.1** Complete and store survey data and documentation
	3.2 Check survey data integrity in accordance with the test plan

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit supersedes and is equivalent to DEFEO814A Provide survey data for proof and experimental firing.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFEXO155 Provide survey data for proof and experimental firing

Modification History

Release 2. Modifications made to Foundation Skills and Assessment Conditions.

Release 1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFEO814A Provide survey data for proof and experimental firing.

- Unit code updated
- Content and formatting updated to comply with the new standards
- All PC transitioned from passive to active voice
- PC 3.1 and 3.2 merged

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and includes:

- interpreting data
- maintaining survey data and documentation
- providing survey data required to conduct proof firings
- recording information
- using communication systems

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and includes:

- operational knowledge of:
  - analytical processes
  - characteristics, tabulated data and limitations of the survey equipment
  - communication procedures
  - principles of survey

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

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Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in simulated workplace operational situations that reflect workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or simulations
- acceptable means of simulation assessment
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and PPE currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFEXO156 Operate small watercraft

Modification History

Release 2. Modifications made to Foundation Skills and Assessment Conditions.

Release 1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFEO815A Operate small watercraft.

- Unit code updated
- Content and formatting updated to comply with the new standards
- All PC transitioned from passive to active voice

Application

This unit describes the skills required to operate small watercraft. It includes the requirement to prepare the watercraft for operations, to conduct buoyancy calculations, to carry out appropriate tasks, and to clean and maintain the watercraft. While the technical aspects of this competency are concerned with ‘operating a boat’, the specialisation of the skill, and safety issues associated with waterborne operations confer additional responsibilities upon the operator. For all watercraft operations the individual may need to provide directions to personnel within the boat concerning specific safety matters such as seating, movement and actions on incidents such as man overboard and capsize.

The watercraft will normally be operated:

- in protected or calm waters
- day or night
- in training, on exercise and on operations

This unit applies to those required to operate small watercraft to conduct a range of tasks including:

- transporting personnel and/or equipment across water
- assisting mounting and maintaining wet crossing activities
- patrolling range boundaries
- recovering proof ordnance

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit will usually work independently under indirect supervision, demonstrating sound judgement in the use of authority and making independent decisions. They would perform routine tasks in a range of contexts that are sometimes unfamiliar and unpredictable.

No licensing, legislative or certification requirements apply to unit at the time of publication.

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Pre-requisite Unit

Not applicable.

Competency Field

Explosive Ordnance

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Prepare for watercraft operations	**1.1** Determine the task, cargo, destination and route and compile navigation data
	1.2 Calculate buoyancy/floatation to ensure passengers and cargo are safe to move
	1.3 Select equipment and check for serviceability, replace or reject unserviceable items and report to the supervisor
	1.4 Conduct shore preparation and ready watercraft for launch
	1.5 Select and wear appropriate personal protective equipment
	1.6 Give safety brief to passengers and crew prior to embarking
2 Operate small watercraft	**2.1** Launch watercraft safely allowing for local conditions
	2.2 Load and trim watercraft to ensure safety of crew and load
	2.3 Operate watercraft consistent with hazards and environmental conditions
	2.4 Provide directions to passengers to maintain safety and

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		efficient boat operation
	2.5	Carry out contingency and emergency drills, to minimise threat to personnel and equipment
	2.6	Disembark personnel and unload cargo safely
3 Recover and maintain vessel	**3.1**	Recover watercraft from ramp or improvised landing site
	3.2	Check for serviceability, clean and maintain watercraft and associated equipment
	3.3	Report defects and complete documentation
	3.4	Complete debriefing requirements

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit supersedes and is equivalent to DEFEO815A Operate small watercraft.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFEXO156 Operate small watercraft

Modification History

Release 2. Modifications made to Foundation Skills and Assessment Conditions.

Release 1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFEO815A Operate small watercraft.

- Unit code updated
- Content and formatting updated to comply with the new standards
- All PC transitioned from passive to active voice

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and includes:

- calculating and recording number and weight of passengers, stores and equipment
- monitoring hazards and applying safety principles to operations
- navigating using maps and GPS
- using clear interpersonal communication as operator of the vessel
- using knots and lashings to secure watercraft

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and includes:

- operational knowledge:
  - applicable statutory waterways rules for watercraft operation
  - buoyancy/floatation calculations
  - composition of teams, and roles and responsibilities of team members
  - effects of water moving over objects and obstacles
  - local water hazards and environmental conditions
  - techniques for supporting others
  - verbal and non-verbal communication techniques

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training

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Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in simulated workplace operational situations that reflect workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or simulations
- acceptable means of simulation assessment
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and PPE currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFFIN001 Promote public sector financial management compliance

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Application

This unit describes the skills required to navigate through and comply with the financial management framework, and identify and act on non-compliance.

This unit applies to those working in the public sector Finance Domain who would be required to undertake financial management activities.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to, particularly those related to financial management.

Those undertaking this unit would work independently or as part of a team, under indirect supervision. They must be able to use discretion and judgement and take responsibility for the quality of their outputs. They would perform complex tasks in familiar context.

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

Pre-requisite Unit

Not applicable.

Competency Field

Financial Management

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1	**Develop understanding of the financial management framework**	**1.1**	Maintain currency of knowledge of the financial management framework
		1.2	Promote knowledge sharing of the financial management framework amongst colleagues
2	**Comply with the financial management framework**	**2.1**	Uphold financial management policies and principles
		2.2	Monitor compliance with financial management policies and procedures
		2.3	Implement strategies to ensure compliance with financial management policies and procedures within work area
3	**Manage compliance**	**3.1**	Identify and report on instances of non-compliance
		3.2	Implement and monitor corrective action

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

No equivalent unit.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFFIN001 Promote public sector financial management compliance

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- accessing, interpreting and applying financial management policies
- developing strategies to mitigate financial non-compliance
- providing technical advice on financial compliance
- reading and interpreting financial statements
- reading and interpreting Portfolio Budget Statements (PBS) and Portfolio Additional Estimates Statements (PAES).

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- relevant financial systems
- the Commonwealth budget cycle
- the organisation’s instructions relating to financial management activities
- the organisation’s Delegations framework
- the organisational structure, roles and responsibilities
- Portfolio Budget Statements (PBS) and Portfolio Additional Estimates Statements(PAES)
- relevant legislation and organisational accounting principles and policies
- the role and purpose of:
  - Department of Treasury
  - Department of Finance.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of

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assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment (PPE) currently used in industry
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- acceptable means of simulated assessment.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFFIN002 Perform strategic financial management in the public sector environment

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Application

This unit describes the skills required to practice subject matter expertise, and provide strategic financial management advice and stewardship.

This unit applies to those working in the public sector Finance Domain who would be required to undertake financial management activities.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to, particularly those related to financial management.

Those undertaking this unit would work independently or as part of a team, under indirect supervision. They must be able to use discretion and judgement and take responsibility for the quality of their outputs. They would perform complex tasks in familiar context.

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

Pre-requisite Unit

Not applicable.

Competency Field

Financial Management

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1	**Practice subject matter expertise**	**1.1**	Research current issues and trends affecting the organisation
		1.2	Provide input into the development of financial management policies
		1.3	Provide advice on complex financial management issues
		1.4	Oversee and guide financial management activities
2	**Establish financial management strategies**	**2.1**	Identify and analyse organisational priorities and stakeholder needs
		2.2	Develop a plan outlining expected strategies and outcomes
		2.3	Develop key performance indicators or targets, timelines and reporting requirements
		2.4	Implement processes to ensure that organisational strategies are adhered to
		2.5	Identify and document factors that may affect achievement of objectives and targets
3	**Manage risks**	**3.1**	Identify potential risks to organisational financial management
		3.2	Analyse risks and determine likelihood and potential consequence
		3.3	Implement risk management strategies
		3.4	Monitor risk outcomes

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

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Unit Mapping Information

No equivalent unit.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFFIN002 Perform strategic financial management in the public sector environment

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- analysing data
- consulting and providing advice on complex issues
- identifying risks and relevant risk control measures
- implementing policy and procedural changes
- managing stakeholder relationships
- researching complex issues.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- Commonwealth policies impacting on candidate's role
- key internal and external stakeholders
- legislation, policies and procedures impacting on candidate's role
- strategic priorities and activities affecting the organisation
- the organisation's financial management policy structure.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy

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requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment (PPE) currently used in industry
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- acceptable means of simulated assessment.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFFIN003 Ensure financial data quality

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Application

This unit describes the skills required to ensure, review and improve data quality within the organisational financial management environment.

This unit applies to those working in the public sector Finance Domain.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to, particularly those related to financial management activities.

Those undertaking this unit would work independently or as part of a team, under indirect supervision. They must be able to use discretion and judgement and take responsibility for the quality of their outputs. They would perform routine tasks in familiar context.

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

Pre-requisite Unit

Not applicable.

Competency Field

Financial Management

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Uphold data quality	**1.1** Apply Chart of Accounts to financial data

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	principles		
		1.2	Maintain financial records
2	**Reconcile financial data**	**2.1**	Identify source data to be reconciled
		2.2	Identify subsidiary systems, documents and records to reconcile against
		2.3	Identify, investigate and explain variances
		2.4	Detect and rectify errors
3	**Review and improve data quality in the workplace**	**3.1**	Identify failure points in data management process
		3.2	Determine appropriate controls to address relevant risks
		3.3	Evaluate the effectiveness of key data quality controls
		3.4	Address control deficiencies

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

No equivalent unit.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFFIN003 Ensure financial data quality

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- analysing data and information
- complying with data quality control systems
- identifying, interpreting and complying with Departmental data management requirements
- identifying key variances and rectifying errors
- identifying risks and relevant risk control measures.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- financial data quality assurance principles and practices
- relevant legislation and organisational record management policies and processes
- the Chart of Accounts framework.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

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- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment (PPE) currently used in industry
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- acceptable means of simulated assessment.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFFIN004 Support strategic financial management in the public sector environment

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Application

This unit describes the skills and knowledge required to support strategic financial management in the public sector environment.

This unit applies to those working in the Finance Domain who would be required to undertake financial administration activities.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to, particularly those related to financial administration.

Those undertaking this unit would work independently or as part of a team, under direct supervision. They must be able to use discretion and judgement and take responsibility for the quality of their outputs. They would perform complex tasks in familiar context.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

Financial Management

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1	**Apply subject matter expertise**	**1.1**	Provide input into the development of financial management policies
		1.2	Provide advice on financial management issues
2	**Support financial management strategies**	**2.1**	Identify organisational priorities and stakeholder needs
		2.2	Contribute to the development of a plan outlining expected strategies and outcomes
		2.3	Identify factors that may affect achievement of objectives and targets
3	**Support financial risk management**	**3.1**	Identify potential risks to organisational financial management
		3.2	Provide input into risk analysis
		3.3	Apply risk management strategies
		3.4	Monitor risk outcomes

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

No equivalent unit.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFFIN004 Support strategic financial management in the public sector environment

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- consulting and providing advice on financial management issues
- supporting the implementation of policy and procedural changes
- supporting stakeholder relationships
- providing input into the development of policy and procedure documents.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- Commonwealth policies impacting on individual role
- financial management policy structure
- key internal and external stakeholders
- organisational policies and procedures impacting on individual role
- priorities, activities, issues and trends affecting the organisation.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

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Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment (PPE) currently used in industry
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- acceptable means of simulated assessment.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFFIN005 Understand and comply with a financial management framework

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Application

This unit describes the skills required to navigate through and comply with the organisation's financial management framework, and identify and act on non-compliance.

This unit applies to those working in the public sector Finance Domain who would be required to undertake financial management activities.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to, particularly those related to financial administration.

Those undertaking this unit would work independently or as part of a team, under direct supervision. They must be able to use discretion and judgement and take responsibility for the quality of their outputs. They would perform complex tasks in familiar context.

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

Pre-requisite Unit

Not applicable.

Competency Field

Financial Management

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1	**Develop understanding of the financial management framework**	**1.1**	Maintain currency of knowledge of the financial management framework
		1.2	Seek advice and guidance from colleagues to clarify financial management requirements
2	**Comply with the financial management framework**	**2.1**	Uphold financial management policies and principles
		2.2	Promote compliance with financial management policies amongst colleagues
3	**Manage compliance**	**3.1**	Identify and report on instances of non-compliance
		3.2	Make recommendations to management to reduce the risk of future non-compliance

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

No equivalent unit.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFFIN005 Understand and comply with a financial management framework

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- accessing, interpreting and applying financial management policies
- identifying financial non-compliance.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- financial statements
- the Commonwealth budget cycle
- financial systems
- instructions relating to financial management activities
- key deliverables and key performance indicators of the organisation
- the organisation’s Delegations framework
- the organisational structure
- organisational roles and responsibilities
- the purpose of the Portfolio Budget Statements (PBS) and Portfolio Additional Estimates Statements(PAES)
- the relevant legislation and organisational accounting principles and policies
- the role and purpose of:
  - Department of Treasury
  - Department of Finance.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of

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assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment (PPE) currently used in industry
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- acceptable means of simulated assessment.

Links

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DEFFIN006 Perform financial management of public sector assets

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Application

This unit describes the skills required to undertake asset assessments, review assets under construction, manage asset reviews and process financial adjustments of disposed assets.

This unit applies to those working in the public sector Finance Domain who would be required to undertake financial management activities related to assets as part of their duties.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to, particularly those related to financial administration.

Those undertaking this unit would be working under minimal supervision and/or supervising small teams while undertaking financial management tasks. They would perform complex tasks in familiar contexts.

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

Pre-requisite Unit

Not applicable.

Competency Field

Financial Management

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1	**Conduct asset assessment**	**1.1**	Determine asset type
		1.2	Calculate asset value
		1.3	Record details on the relevant financial management system
2	**Review assets under construction**	**2.1**	Determine accounting treatment of project expenditure
		2.2	Assess ongoing viability of assets to provide assurance of the value
		2.3	Validate acceptance documentation and recognise assets in use in the financial management system
3	**Perform asset management reviews**	**3.1**	Analyse and prepare data for the asset management reviews
		3.2	Distribute prepared data to relevant stakeholders
		3.3	Analyse stakeholder returns
		3.4	Process financial adjustments in the financial management system
4	**Process financial adjustment of disposed assets**	**4.1**	Review disposal documentation for accuracy and completeness
		4.2	Process disposal on financial management system

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

No equivalent unit.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFFIN006 Perform financial management of public sector assets

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- analysing and providing assurance of Asset-Under-Construction value
- calculating asset value
- communicating with stakeholders
- evaluating data for asset management review
- preparing reports
- processing and reviewing financial adjustments, additions and disposals
- validating acceptance documentation.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- asset types
- difference between a capital and an expensed payment
- disposal documentation requirements
- relevant legislation and organisational asset accounting policies.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy

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requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment (PPE) currently used in industry
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- acceptable means of simulated assessment.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFFIN007 Analyse and report on organisational operating costs

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Application

This unit describes the skills required to plan for, gather information for analysis, and submit a report on organisational operating costs.

This unit applies to those working in the public sector Finance Domain who would be required to undertake financial management activities related to management reporting as part of their duties.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to, particularly those related to financial administration.

Those undertaking this unit would be working under minimal supervision and/or supervising small teams while undertaking financial management tasks. They would perform sophisticated tasks in familiar contexts.

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

Pre-requisite Unit

Not applicable.

Competency Field

Financial Management

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1	**Plan for provision of a report**	**1.1**	Establish timelines to meet report deadlines and data requirements and communicate them to report users and input providers
		1.2	Establish a contingency plan if key milestones slip or are not met
		1.3	Identify expected organisation and policy changes and anticipate potential impact on reporting structure
2	**Prepare a draft report**	**2.1**	Gather organisational operating cost information from relevant sources and financial management information systems
		2.2	Draft the report
		2.3	Check report for accuracy against data contained in supporting documentation
3	**Analyse the results**	**3.1**	Review report for completeness, accuracy and consistency with authoritative data
		3.2	Identify and investigate any material variances or other anomalies and seek clarification where required
		3.3	Resolve any identified issues with the report content
		3.4	Prepare final report
4	**Submit report for authorisation**	**4.1**	Provide report to stakeholders for review
		4.2	Make any necessary changes to the documents
		4.3	Obtain all required approvals
5	**Distribute report and follow up outstanding issues**	**5.1**	Distribute approved reports
		5.2	Remediate any outstanding issues prior to the commencement of the next reporting cycle

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

No equivalent unit.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFFIN007 Analyse and report on organisational operating costs

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- analysing data and information for reports
- communicating variances to key stakeholders
- engaging with and managing stakeholders
- identifying material variances
- preparing and consolidating written reports in required format
- retrieving data from financial information systems.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- common financial report formats
- key organisational operating cost information required, common financial report formats and typical quality indicators
- key information requirements for financial reports
- key organisational requirements for management reporting
- relevant legislation and organisation policies
- typical quality indicators for financial reports.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational

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situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment (PPE) currently used in industry
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- acceptable means of simulated assessment.

Links

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DEFFIN008 Provide financial management for materiel acquisition projects

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Application

This unit describes the skills required to undertake financial management and reporting activities associated with materiel acquisition projects.

This unit applies to those working in the public sector Finance Domain who would be required to undertake financial management activities as part of their duties.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to, particularly those related to financial management activities.

Those undertaking this unit would be working under minimal supervision and/or supervising small teams while undertaking financial management tasks. They would perform sophisticated tasks in familiar contexts.

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

Pre-requisite Unit

Not applicable.

Competency Field

Financial Management

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1	**Produce management reports**	**1.1**	Assess stakeholder needs
		1.2	Compile data for end of period report
		1.3	Coordinate the update of variance reports
		1.4	Reconcile data with authoritative data
		1.5	Review data for accuracy, validity and relevance
2	**Provide input for asset management**	**2.1**	Process asset and inventory financial transactions
		2.2	Undertake Asset-Under-Construction assessments
		2.3	Review financial asset and inventory transactions for accuracy
		2.4	Develop and manage a costing model
3	**Provide financial management support for procurements**	**3.1**	Provide financial input for inclusion in procurement documentation
		3.2	Undertake financial aspects of value for money assessment of supplier proposals
		3.3	Provide input into contract development
		3.4	Provide financial advice to procurement team
		3.5	Review contract changes proposals for financial implications
4	**Support the development of acquisition and sustainment agreements**	**4.1**	Provide financial and costing advice
		4.2	Review financial aspects
		4.3	Assist with the development of change proposals
		4.4	Provide financial management input into progress reviews

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of

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competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

No equivalent unit.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFFIN008 Provide financial management for materiel acquisition projects

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying risk management tools and techniques
- developing budgeting models
- identifying financial implications of risks in arrangements
- identifying cost drivers
- managing stakeholder relationships
- negotiating with stakeholders
- performing financial reconciliations
- producing comprehensive reports
- providing technical financial advice
- using complex spreadsheet formulas and functions.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- basic accounting concepts, including operating, expensed and capitalised costs
- cost drivers
- different stages of a project
- project closure process
- relevant legislation and organisation policies
- the acquisition process
- the acquisition and sustainment agreement development process.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include

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requirements in the Standards for Registered Training Organisations, current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment (PPE) currently used in industry
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- acceptable means of simulated assessment.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFFIN009 Perform taxation management

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Application

This unit describes the skills required to develop tax strategies, perform taxation accounting, prepare tax returns and monitor compliance.

This unit applies to those working in the public sector Finance Domain who would be required to undertake financial management activities related to taxation as part of their duties.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to, particularly those related to financial management activities.

Those undertaking this unit would be working under minimal supervision and/or supervising small teams while undertaking financial management tasks. They would perform complex tasks in familiar context.

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

Pre-requisite Unit

Not applicable.

Competency Field

Financial Management

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1	**Develop tax strategy**	**1.1**	Identify taxation issues
		1.2	Interpret and apply relevant taxation legislation and policies
		1.3	Identify and negotiate solution
2	**Perform taxation accounting**	**2.1**	Extract report from the relevant financial systems
		2.2	Verify that taxation data is accurate and complete
		2.3	Prepare and process journal and payment documentation
		2.4	Reconcile accounts
3	**Prepare tax returns**	**3.1**	Collate data for inclusion in tax return
		3.2	Perform calculations and categorise information
		3.3	Review calculations for accuracy and applicability
		3.4	Compile and submit tax return
4	**Monitor taxation compliance**	**4.1**	Develop quality assurance sample from taxation report
		4.2	Investigate sample transactions
		4.3	Identify issues within the sample data
		4.4	Advise on solutions and initiate corrective action

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

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Unit Mapping Information

No equivalent unit.

Links

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Assessment Requirements for DEFFIN009 Perform taxation management

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- analysing financial transaction data
- applying statutory formulas
- applying taxation legislation requirements to public sector workplace enquiries
- collecting of Fringe Benefits Tax data
- engaging with stakeholders
- inputting and extracting financial information systems data
- processing journals
- processing payments
- undertaking reconciliations
- using financial software systems.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- Fringe Benefit Tax return and Fringe Benefit Tax group tax return process
- relevant organisation policies and procedures
- purpose of a Business Activity Statement (BAS)
- taxation legislation governing taxation management in the organisation.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

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where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment (PPE) currently used in industry
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- acceptable means of simulated assessment.

Links

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DEFFIN010 Manage banking services

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Application

This unit describes the skills required to maintain the bank account, manage the foreign exchange and develop fraud mitigation controls.

This unit applies to those working in the public sector Finance Domain who would be required to undertake financial management activities related to banking activities as part of their duties.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to, particularly those related to financial management activities.

Those undertaking this unit would be working under minimal supervision and/or supervising small teams while undertaking financial management tasks. They would perform complex tasks in familiar context.

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

Pre-requisite Unit

Not applicable.

Competency Field

Financial Management

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1	**Maintain bank account**	**1.1**	Open an official bank account
		1.2	Monitor cash balances
		1.3	Conduct investigations of discrepancies and suspicious transactions
		1.4	Monitor transaction trends
		1.5	Close an official bank account
2	**Manage foreign exchange**	**2.1**	Manage Foreign Exchange (FOREX) risk
		2.2	Provide advice on current FOREX rates and risks
3	**Develop fraud mitigation controls**	**3.1**	Design controls to mitigate risk of fraudulent activities
		3.2	Conduct assurance reviews on financial transactions

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

No equivalent unit.

Links

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Assessment Requirements for DEFFIN010 Manage banking services

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant legislation
- complying with delegations and policies, including cash management policies
- identifying risks and relevant risk control measures
- managing customer relationships
- negotiating with stakeholders
- producing comprehensive reports
- preparing accounting journals
- performing reconciliations
- using complex spreadsheet formulas and functions.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- Australian banking legislation, national and international banking systems, and international banking policies
- flow of transactions, including:
  - receipts
  - payments
  - returns
- Foreign Exchange (FOREX) implications for contracts and the purpose of the FOREX budget
- nature and type of various transactions
- policies and procedures governing the use of special accounts
- types of risks and risk control measures relevant to banking and cash management
- various system interfaces relevant to the banking finance function.

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Assessment Conditions

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As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment (PPE) currently used in industry
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- acceptable means of simulated assessment.

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DEFFIN011 Perform administration and management of financial systems

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Application

This unit describes the skills required to manage and maintain financial systems master data and implement systems projects.

This unit applies to those working in the public sector Finance Domain who would be required to undertake financial management activities related to financial systems as part of their duties.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to, particularly those related to financial management activities.

Those undertaking this unit would be working under minimal supervision and/or supervising small teams while undertaking financial management tasks. They would perform complex tasks in familiar context.

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

Pre-requisite Unit

Not applicable.

Competency Field

Financial Management

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1	**Provide oversight and management of financial systems**	**1.1**	Identify business information requirements
		1.2	Design and implement solutions
2	**Maintain master data**	**2.1**	Review, validate and analyse requests for amendment to master data
		2.2	Seek approvals from stakeholders
		2.3	Create and action request
		2.4	Provide advice to business areas
3	**Implement systems projects**	**3.1**	Plan project requirements
		3.2	Implement new requirements
		3.3	Support business area to adopt new system or process

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

No equivalent unit.

Links

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Assessment Requirements for DEFFIN011 Perform administration and management of financial systems

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- analysing requests for compliance with financial management policies
- managing stakeholders
- providing technical advice
- providing system support to clients
- reviewing system capabilities against business requirements.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- control and security requirements
- financial systems reporting and auditing requirements
- key requirements of legislation and regulations relevant to managing financial systems, including data quality
- purpose of the key organisation's finance system/s
- structure and purpose of the organisation's Chart of Accounts.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

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Assessment processes and techniques must be appropriate to the language, literacy and numeracy

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requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment (PPE) currently used in industry
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- acceptable means of simulated assessment.

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DEFFIN012 Develop financial policies and procedures

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Application

This unit describes the skills required to review, develop and implement financial policies and delegations.

This unit applies to those working in the public sector Finance Domain who would be required to undertake financial management activities as part of their duties.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to, particularly those related to financial management activities.

Those undertaking this unit would be working under minimal supervision and/or supervising small teams while undertaking financial management tasks. They would perform sophisticated tasks in familiar contexts.

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

Pre-requisite Unit

Not applicable.

Competency Field

Financial Management

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1	**Review current policies**	**1.1**	Determine the need to review current policies on the basis of external and internal triggers
		1.2	Review current policy for appropriateness to current legislative and stakeholder needs
		1.3	Make recommendations for any changes required to a policy
2	**Develop or update policies and delegations**	**2.1**	Undertake research of legislative requirements
		2.2	Identify and engage with relevant stakeholders
		2.3	Develop drafts reflecting stakeholder and legislative requirements
		2.4	Prepare relevant documents to present to senior management with recommendations for decision
3	**Implement financial policies**	**3.1**	Receive approval documentation
		3.2	Publish policy changes and communicate to relevant stakeholders
		3.3	Make any consequential changes throughout other relevant documentation
		3.4	Respond to queries regarding changes

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

No equivalent unit.

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Links

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Assessment Requirements for DEFFIN012 Develop financial policies and procedures

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant legislation and organisation policy and procedures
- conducting stakeholder consultation
- preparing briefs to senior staff, Ministers and other stakeholders
- providing clear, concise advice on policy matters
- undertaking analytical reviews of policies
- undertaking policy research.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- legislative requirements governing the organisation’s financial management
- organisational structure, and the business requirements of various organisational areas
- relevant organisation policies and procedures.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

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Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment (PPE) currently used in industry
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- acceptable means of simulated assessment.

Links

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DEFFIN013 Provide advice on complex policy matters

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Application

This unit describes the skills required to provide specialist policy advice.

This unit applies to those working in the public sector Finance Domain who would be required to undertake financial management activities as part of their duties.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to, particularly those related to financial management activities.

Those undertaking this unit would be working under minimal supervision and/or supervising small teams while undertaking financial management tasks. They would perform complex tasks in familiar contexts.

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

Pre-requisite Unit

Not applicable.

Competency Field

Financial Management

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Interpret financial policy	**1.1** Receive requests for advice and research relevant policy

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	1.2	Analyse policy and provide interpretations on its intent and implications
	1.3	Develop interpretive advice on the relevant Acts, regulations, procedures, codes of practice, standards and guidelines
2 Advise on policy	**2.1**	Provide written interpretations that are supported by defensible evidence and reflect consideration of their intended use and consequences
	2.2	Communicate policy advice in a manner that addresses the requirements of users
	2.3	Record policy advice for future reference

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

No equivalent unit.

Links

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Assessment Requirements for DEFFIN013 Provide advice on complex policy matters

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- accessing relevant policies and legislation electronically or in hard copy
- developing and understanding legal and policy interpretation techniques
- providing clear, concise advice on policy matters
- researching, analysing and presenting information
- structuring communication based on the audience
- understanding and evaluating complex and formal documents.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- organisational structure, and the business requirements of organisational areas
- relevant underlying legislative requirements governing financial management.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

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- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment (PPE) currently used in industry
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- acceptable means of simulated assessment.

Links

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DEFFIN014 Coordinate public sector finance skill development

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Application

This unit describes the skills required to support the finance development activities within the public sector Finance Domain.

This unit applies to those responsible for the management of public sector Finance Domain skilling, culture and/or professionalisation.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to, particularly those related to financial management.

Those undertaking this unit would be working under minimal supervision and/or supervising small teams while undertaking management tasks within the Finance Domain. They would perform complex tasks in familiar contexts.

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

Pre-requisite Unit

Not applicable.

Competency Field

Financial Management

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1	**Investigate development activities**	**1.1**	Identify potential formal and informal development opportunities to address workplace development needs
		1.2	Develop strategies to ensure that development activities reflect the diversity of needs
		1.3	Seek input from specialists when designing and implementing development activities
2	**Implement development opportunities**	**2.1**	Provide or encourage formal and informal development opportunities
		2.2	Create opportunities in which individuals can learn from the experience of others
3	**Provide governance**	**3.1**	Implement processes to ensure workplace development activities align to workplace knowledge and skills standards
		3.2	Ensure processes maximise access to, and participation in, development opportunities
		3.3	Maintain records of participation in development activities
		3.4	Evaluate the success of development activities to support continuous improvement

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

No equivalent unit.

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Links

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Assessment Requirements for DEFFIN014 Coordinate public sector finance skill development

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- exploring and planning professional development activities that enhance organisational performance and meet the diverse needs of the organisation
- liaising with subject matter experts
- monitoring and improving workplace learning
- recording and reporting workplace learning outcomes.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- organisational structure
- purpose and key principles of the organisational skill and knowledge standards
- relevant legislation and organisation policies.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

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- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment (PPE) currently used in industry
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- acceptable means of simulated assessment.

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DEFFIN015 Support the management of the public sector finance function

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Application

This unit describes the skills required to provide management of projects, programs and activities within the public sector Finance Domain management function.

This unit applies to those responsible for the development or management of the public sector Finance Domain.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to, particularly those related to financial management.

Those undertaking this unit would be working under minimal supervision and/or supervising small teams while undertaking management tasks within the Finance Function. They would perform complex tasks in familiar context.

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

Pre-requisite Unit

Not applicable.

Competency Field

Financial Management

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1	**Facilitate effective communication**	**1.1**	Ensure strategies and processes are in place to enable effectual communication
		1.2	Develop and implement consultation strategies to ensure stakeholder input into planning and decision making
		1.3	Facilitate the collection of feedback
2	**Develop and maintain productive working relationships**	**2.1**	Use networks to build workplace relationships
		2.2	Conduct ongoing planning to ensure the development and maintenance of workplace relationships
3	**Promote continuous improvement**	**3.1**	Promote and reinforce the value of innovation in line with the vision and objectives of the organisation
		3.2	Encourage team members to participate in development and innovation initiatives
		3.3	Prioritise competing demands to achieve team and organisational objectives
4	**Manage Finance Domain project**	**4.1**	Define project scope
		4.2	Develop and maintain a project timetable
		4.3	Administer and monitor project
		4.4	Measure progress to determine potential, perceived and actual scope and timetable changes
		4.5	Complete project deliverables and finalise project

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

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Unit Mapping Information

No equivalent unit.

Links

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Assessment Requirements for DEFFIN015 Support the management of the public sector finance function

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- communicating purpose, roles and responsibilities
- facilitating two-way flow of information
- identifying and resolving problems
- monitoring team performance
- using project management tools to develop, implement and manage a project.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- key subject matter experts
- organisational structure, roles and responsibilities
- relevant legislation and organisation policies
- relevant project and team management techniques.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

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Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment (PPE) currently used in industry
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- acceptable means of simulated assessment.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFFIN016 Perform financial administration of assets

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Application

This unit describes the skills required to maintain the asset register, perform asset reviews, provide asset data in support of financial reporting requirements, and process financial adjustments of assets on relevant financial management systems.

This unit applies to those working in the public sector Finance Domain who would be required to undertake financial management activities related to assets as part of their duties.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to, particularly those related to financial management activities.

Those undertaking this unit would be working under minimal supervision and/or supervising small teams while undertaking financial management tasks. They would perform routine tasks in familiar contexts.

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

Pre-requisite Unit

Not applicable.

Competency Field

Financial Management

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1	**Maintain the asset register**	**1.1**	Interpret information received from stakeholders and stocktake updates
		1.2	Update master data files
2	**Perform asset reviews**	**2.1**	Undertake business reviews of assets contained in the asset register
		2.2	Update master files in the asset register to reflect review outcomes
3	**Report on fixed assets**	**3.1**	Prepare asset lists for stakeholder review
		3.2	Summarise asset reporting output
4	**Process financial adjustment of assets**	**4.1**	Upload adjustments
		4.2	Review adjustments in the asset register to confirm completeness

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

No equivalent unit.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFFIN016 Perform financial administration of assets

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- analysing Asset-Under-Construction value
- determining asset value
- maintaining accurate asset records
- preparing data for asset management review
- processing financial adjustments, additions and disposals
- validating acceptance documentation.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- asset types
- difference between a capital and an expensed payment
- disposal documentation requirements
- organisational asset accounting policies
- relevant legislation and organisation procedures.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy

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requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment (PPE) currently used in industry
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- acceptable means of simulated assessment.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFFIN017 Administer compliance systems

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Application

This unit describes the skills required to maintain compliance information systems, analyse data and produce reports.

This unit applies to those working in the public sector Finance Domain who would be required to undertake financial administration activities related to compliance systems as part of their duties.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to, particularly those related to financial management activities.

Those undertaking this unit would work independently or as part of a team, under direct supervision. They must be able to use discretion and judgement and take responsibility for the quality of their outputs. They would perform specific tasks in familiar contexts.

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

Pre-requisite Unit

Not applicable.

Competency Field

Financial Management

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1	**Maintain compliance information systems**	**1.1**	Maintain content and structure of compliance information system
		1.2	Input information into the compliance information system
		1.3	Export data from compliance information systems
2	**Analyse data**	**2.1**	Manipulate data for analysis
		2.2	Apply categorisation and classification to the data
		2.3	Review data for completeness, accuracy and meaningful information
		2.4	Undertake investigation and liaise with stakeholders to rectify errors
3	**Produce reports**	**3.1**	Compile compliance data
		3.2	Prepare a draft report
		3.3	Provide report to stakeholders

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

No equivalent unit.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFFIN017 Administer compliance systems

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying and contextualising relevant legislation and policy to specific circumstances
- communicating with stakeholders
- managing and maintaining online information systems
- manipulating data in registers and spreadsheets
- preparing reports.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- compliance reporting approval process
- organisational structure
- relevant legislation, and organisational policies and systems
- resource management framework.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

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Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment (PPE) currently used in industry
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- acceptable means of simulated assessment.

Links

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DEFFIN018 Prepare reports on organisational operating costs

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Application

This unit describes the skills required to plan, prepare, submit and distribute a report on organisational operating costs.

This unit applies to those working in the public sector Finance Domain who would be required to undertake financial management activities related to management reporting as part of their duties.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to, particularly those related to financial management activities.

Those undertaking this unit would work independently or as part of a team, under indirect supervision. They must be able to use discretion and judgement and take responsibility for the quality of their outputs. They would perform complex tasks in familiar context.

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

Pre-requisite Unit

Not applicable.

Competency Field

Financial Management

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1	**Plan for provision of report**	**1.1**	Establish timelines to meet report deadlines and data requirements
		1.2	Communicate timelines to stakeholders
2	**Prepare report**	**2.1**	Gather organisational operating cost information from relevant sources and financial management information systems
		2.2	Draft the report
		2.3	Identify and investigate any anomalies within the report, seeking clarification from subject matter experts
		2.4	Make necessary amendments to report
		2.5	Prepare final report
3	**Submit and distribute report**	**3.1**	Submit report for approval
		3.2	Distribute approved report

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

No equivalent unit.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFFIN018 Prepare reports on organisational operating costs

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- analysing data and information for reports
- engaging with stakeholders
- identifying significant variances and communicating those variances to key stakeholders
- managing work to established timelines
- preparing and consolidating reports
- using high level written communication
- validating data against authoritative sources.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- key organisational operating cost information required, common financial report formats and typical quality indicators
- key requirements for management reporting
- relevant legislation and organisational policies and procedures.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

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Assessment processes and techniques must be appropriate to the language, literacy and numeracy

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requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment (PPE) currently used in industry
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- acceptable means of simulated assessment.

Links

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DEFFIN019 Provide financial support to materiel acquisition projects

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Application

This unit describes the skills required to undertake financial support and reporting activities associated with materiel acquisition projects.

This unit applies to those working in the public sector Finance Domain who would be required to undertake financial management activities as part of their duties.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to, particularly those related to financial management activities.

Those undertaking this unit would be working under minimal supervision and/or supervising small teams while undertaking financial management tasks. They would perform complex tasks in familiar context.

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

Pre-requisite Unit

Not applicable.

Competency Field

Financial Management

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1	**Provide input to management reports**	**1.1**	Assess stakeholder needs
		1.2	Provide data for end of period report
		1.3	Assist with coordinating the update of variance reports
		1.4	Reconcile data with authoritative data
		1.5	Review data for accuracy, validity and relevance
2	**Provide input for asset management**	**2.1**	Process asset and inventory financial transactions
		2.2	Assist with Asset-Under-Construction assessments
		2.3	Review financial asset and inventory transactions for accuracy
3	**Provide financial management support for procurements**	**3.1**	Provide financial input for inclusion in procurement documentation
		3.2	Undertake financial aspects of value for money assessment of supplier proposals
		3.3	Provide input into contract development
		3.4	Provide financial advice to procurement team
		3.5	Review contract changes proposals for financial implications
4	**Support the development of acquisition and sustainment agreements**	**4.1**	Provide financial and costing advice
		4.2	Assist with the review of financial aspects
		4.3	Assist with the development of change proposals

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

No equivalent unit.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFFIN019 Provide financial support to materiel acquisition projects

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- accessing and retrieving financial data
- identifying risks with financial implications in arrangements
- managing stakeholder relationships
- performing financial reconciliations
- producing comprehensive reports
- providing relevant financial inputs to procurement activities
- using complex spreadsheet formulas and functions.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- basic accounting concepts, including operating, expensed and capitalised costs
- cost drivers
- different stages of a project
- government contract management processes
- project closure process
- relevant legislation and organisation policies
- the acquisition and sustainment agreement development process
- the acquisition process.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

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Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment (PPE) currently used in industry
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- acceptable means of simulated assessment.

Links

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DEFFIN020 Perform taxation administration in the public sector environment

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Application

This unit describes the skills and knowledge required to perform taxation accounting, prepare tax returns, and monitor taxation compliance.

This unit applies to those working in the public sector Finance Domain who would be required to undertake financial management activities related to taxation as part of their duties.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to, particularly those related to financial management activities.

Those undertaking this unit would be working under minimal supervision and/or supervising small teams while undertaking financial management tasks. They would perform complex tasks in familiar context.

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

Pre-requisite Unit

Not applicable.

Competency Field

Financial Management

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1	**Perform taxation accounting**	**1.1**	Extract report from the relevant financial systems
		1.2	Verify that taxation data is accurate and complete
		1.3	Prepare and process journal or payment documentation
		1.4	Reconcile accounts
2	**Prepare tax returns**	**2.1**	Collate data for inclusion in tax return
		2.2	Perform calculations and categorise information
		2.3	Review calculations for accuracy and applicability
		2.4	Compile and submit tax return
3	**Monitor taxation compliance**	**3.1**	Investigate sample transactions
		3.2	Identify issues within the sample data
		3.3	Advise on solutions and initiate corrective action

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

No equivalent unit.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFFIN020 Perform taxation administration in the public sector environment

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying statutory formulas
- applying taxation legislation requirements to workplace queries
- collecting of Fringe Benefits Tax data
- processing journals
- processing payments
- undertaking reconciliations.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- Fringe Benefits Tax return and Fringe Benefits Tax group tax return process
- purpose of a Business Activity Statement (BAS)
- relevant organisational policies and procedures
- taxation legislation governing taxation management.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy

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requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment (PPE) currently used in industry
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- acceptable means of simulated assessment.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFFIN021 Provide administration of banking services in the public sector environment

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Application

This unit describes the skills required to update an official bank account, process related financial adjustments and prepare data for inclusion in monthly reports.

This unit applies to those working in the public sector Finance Domain who would be required to undertake financial administration activities related to banking activities as part of their duties.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to, particularly those related to financial management activities.

Those undertaking this unit would be working under supervision while undertaking financial management tasks. They would perform routine tasks in familiar context.

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

Pre-requisite Unit

Not applicable.

Competency Field

Financial Management

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1	**Update official bank account**	**1.1**	Monitor cash balances
		1.2	Conduct daily bank reconciliations
		1.3	Adjust bank account balances
2	**Process financial adjustments**	**2.1**	Process daily journals
		2.2	Process end of month journals
3	**Prepare data for monthly reporting activities**	**3.1**	Gather data from relevant financial systems for inclusion in monthly reports
		3.2	Provide data for inclusion in reports

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

No equivalent unit.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFFIN021 Provide administration of banking services in the public sector environment

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- complying with cash management policies
- complying with delegations and policies
- performing reconciliations
- preparing accounting journals
- producing monthly reports
- using complex spreadsheet formulas and functions.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- the Australian banking legislation, national and international banking systems and international banking policies
- the Foreign Exchange (FOREX) implications for contracts and the purpose of the FOREX budget
- the nature and type of transactions
- the policies and procedures governing the use of special accounts in the Government environment
- the types of risks relevant to Government banking and cash management.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so;

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where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment (PPE) currently used in industry
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- acceptable means of simulated assessment.

Links

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DEFFIN022 Perform administration of financial systems

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Application

This unit describes the skills required to support and maintain financial systems master data and support the implementation of design solutions.

This unit applies to those working in the public sector Finance Domain who would be required to undertake financial management activities related to financial systems as part of their duties.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to, particularly those related to financial management activities.

Those undertaking this unit would be working independently and as part of a team while undertaking financial management tasks. They would perform complex tasks in familiar contexts.

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

Pre-requisite Unit

Not applicable.

Competency Field

Financial Management

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1	**Provide oversight of financial systems**	**1.1**	Review and analyse business information requirements
		1.2	Implement design solutions
2	**Maintain master data**	**2.1**	Review, validate and analyse requests for amendment to master data
		2.2	Seek approvals from stakeholders
		2.3	Create and action request
		2.4	Provide advice to business areas
3	**Support systems projects implementation**	**3.1**	Provide input into a project plan
		3.2	Support the implementation of new requirements
		3.3	Support business area to adopt new system/process

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

No equivalent unit.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFFIN022 Perform administration of financial systems

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- analysing requests for compliance with financial management policies
- managing stakeholder engagement
- providing technical advice
- understanding system capabilities against business requirements.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- how financial systems support reporting and auditing requirements
- key requirements of legislation and regulations relevant to managing financial systems, including data quality control and security requirements
- purpose of the key organisation's finance system/s
- structure and purpose of the organisation's Chart of Accounts.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

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Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment (PPE) currently used in industry
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- acceptable means of simulated assessment.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFFIN023 Contribute to management of the public sector finance function

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Application

This unit describes the skills required to provide management of projects, programs and activities within the public sector Finance Domain management function.

This unit applies to those responsible for the development or management of the public sector Finance Domain.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to, particularly those related to financial management.

Those undertaking this unit would be working under minimal supervision and/or supervising small teams while undertaking management tasks within the Finance Domain. They would perform complex tasks in familiar context.

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

Pre-requisite Unit

Not applicable.

Competency Field

Financial Management

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1	**Facilitate effective communication**	**1.1**	Follow standardised communication processes and strategies
		1.2	Implement consultation strategies to ensure stakeholder input into planning and decision making
		1.3	Facilitate the collection of feedback
2	**Develop and maintain productive working relationships**	**2.1**	Identify the value and benefits of networks and other work relationships for the team and the organisation
		2.2	Gain and maintain the trust and confidence of colleagues
		2.3	Adjust interpersonal style and methods to the environment
3	**Participate in continuous improvement**	**3.1**	Promote innovation in line with the vision and objectives of the organisation
		3.2	Participate in development and innovation initiatives
		3.3	Prioritise competing demands to achieve team and organisational objectives
4	**Manage Finance Domain project**	**4.1**	Contribute to the definition of project scope
		4.2	Provide input to a project timetable
		4.3	Monitor the progress and completion of project tasks
		4.4	Identify risks to project completion
		4.5	Complete project deliverables

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

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Unit Mapping Information

No equivalent unit.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFFIN023 Contribute to management of the public sector finance function

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- communicating ideas and information
- facilitating two-way flow of information
- identifying and resolving problems
- monitoring task performance
- prioritising work requirements
- supporting project development, implementation and management.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- effective communication and stakeholder management techniques
- key subject matter experts
- relevant legislation and organisation policies and procedures
- the organisational structure, roles and responsibilities.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy

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requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment (PPE) currently used in industry
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- acceptable means of simulated assessment.

Links

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DEFFIN024 Support the development and management of budgets

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Application

This unit describes the skills required to provide support to the budgeting process.

This unit applies to those working in the public sector Finance Domain who would be required to undertake budgeting.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to, particularly those related to financial administration.

Those undertaking this unit would be work independently or as part of a team, under supervision. They must be able to use discretion and judgement and take responsibility for the quality of their outputs. They would perform routine tasks in familiar context.

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

Pre-requisite Unit

Not applicable.

Competency Field

Financial Management

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1	**Support budget development**	**1.1**	Confirm budget is realistic and achievable and represents the business plan
		1.2	Conduct discussions and negotiations with stakeholders in a professional manner
2	**Set budget timeframe**	**2.1**	Identify and include milestones and performance indicators in budget
		2.2	Provide phasings of current and next financial year budget
3	**Document budget**	**3.1**	Present data in the correct format
		3.2	Highlight any risks affecting budget achievement
		3.3	Complete and distribute reports within specified timelines
4	**Monitor resource utilisation against budget**	**4.1**	Monitor performance to identify actual and/or potential variance to budget
		4.2	Provide reasons for variance
		4.3	Provide revised End of Period Forecast identifying and quantifying risks to budget achievement
		4.4	Take action to minimise negative impact of variance

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

No equivalent unit.

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Links

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Assessment Requirements for DEFFIN024 Support the development and management of budgets

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant legislation and organisation policies and procedures
- establishing and confirming budgetary milestones and performance indicators
- identifying budget risks
- preparing budgets
- recording and documenting budget reports with accuracy.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- forecasting techniques
- key features of organisational procedures and policy for financial administration
- key principles of budgetary control
- relevant public sector and financial legislation.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

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Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment (PPE) currently used in industry
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- acceptable means of simulated assessment.

Links

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DEFFIN025 Process financial transactions

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Application

This unit describes the skills required to process financial transactions in financial management systems.

This unit applies to those working in the public sector Finance Domain who would be required to undertake financial administration activities.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to, particularly those related to financial administration.

Those undertaking this unit would be working under minimal supervision and/or supervising small teams while undertaking financial management tasks. They would perform routine tasks in familiar contexts.

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

Pre-requisite Unit

Not applicable.

Competency Field

Financial Management

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1	**Check and verify supporting documentation**	**1.1**	Record information from financial documents
		1.2	Examine supporting documentation to establish accuracy and completeness and to ensure authorisation by appropriate personnel
2	**Prepare and process transaction documentation**	**2.1**	Prepare documentation
		2.2	Check documentation against source documents for accuracy and correct any errors
		2.3	File documents for auditing purposes
3	**Enter data into system**	**3.1**	Enter data and allocate transactions to system and accounts ensuring accuracy
		3.2	Update related systems to maintain integrity of relationships between financial systems

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

No equivalent unit.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFFIN025 Process financial transactions

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- analysing financial data
- checking and verifying supporting documentation
- entering data into accounting systems
- filing documentation
- maintaining integrity of financial systems.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- accounting conventions, processes and procedures
- key features of a range of reports
- key features of:
  - legislative and regulatory requirements relevant to the work
  - organisational policy and procedures
- relationships between financial systems
- typical errors that can be made in processing financial transactions.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational

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situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment (PPE) currently used in industry
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- acceptable means of simulated assessment.

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DEFFIN026 Manage public sector financial compliance and assurance

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Application

This unit describes the skills required to monitor and manage Defence financial governance requirements.

This unit applies to those working in the public sector Finance Domain who would be required to undertake financial administration activities.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to, particularly those related to financial management.

Those undertaking this unit would be working under minimal supervision and/or supervising small teams while undertaking financial management tasks. They would perform complex tasks in familiar context.

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

Pre-requisite Unit

Not applicable.

Competency Field

Financial Management

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1	**Review financial governance requirements**	**1.1**	Identify and analyse corporate governance and ethical requirements to determine application to operations
		1.2	Review internal control procedures
2	**Monitor adherence to compliance requirements**	**2.1**	Monitor and evaluate organisation operations to identify incidences of non-compliance
		2.2	Review and evaluate sources of information on potential non-compliance
		2.3	Interrogate financial management information system to identify any indication of non-compliance
3	**Liaise with others during breach management**	**3.1**	Maintain liaison with relevant regulatory authorities and other organisations
		3.2	Seek advice from relevant internal and external personnel on the classification and management of non-compliance
4	**Monitor policy**	**4.1**	Develop and report on performance indicators to evaluate compliance with internal control procedures
		4.2	Identify and evaluate variations in adoption of financial governance requirements in operations
		4.3	Develop and implement solutions to facilitate compliance with internal control procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

No equivalent unit.

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Links

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Assessment Requirements for DEFFIN026 Manage public sector financial compliance and assurance

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- developing processes for managing financial non-compliance
- implementing control measures to address non-compliances
- monitoring the financial compliance to requirements, including:
  - interrogating information systems
  - identifying and informing senior management and regulatory authorities of non-compliance
  - seeking advice from internal and external personnel
  - investigating incidences of non-compliance
- obtaining and keeping up to date with financial compliance requirements
- reporting non-compliances identified.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- analysis techniques relevant to review and interpret an identified non-compliance
- compliance requirements applicable to the organisation
- elements of a compliance management system
- financial compliance responsibilities
- organisational standards for operations and ethics
- potential incidences of non-compliance
- procedures for managing incidences of non-compliance requirements
- relevant legislation and organisational policies and procedures
- reporting processes on compliance management, including reports on non-compliance and remediation.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include

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requirements in the Standards for Registered Training Organisations, current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment (PPE) currently used in industry
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- acceptable means of simulated assessment.

Links

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DEFFIN027 Support public sector financial compliance and assurance management

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Application

This unit describes the skills required to provide support to the management of Defence financial governance requirements.

This unit applies to those working in the public sector Finance Domain who would be required to undertake financial administration activities.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to, particularly those related to government financial management.

Those undertaking this unit would be working under minimal supervision and/or supervising small teams while undertaking financial management tasks. They would perform routine tasks in familiar context.

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

Pre-requisite Unit

Not applicable.

Competency Field

Financial Management

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential	Performance criteria describe the performance needed to

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outcomes.	demonstrate achievement of the element.
1 Review financial governance requirements	**1.1** Identify financial governance and ethical requirements to determine application to operations
	1.2 Access clarifications on application of financial governance requirements from authoritative and recognised sources
	1.3 Review internal control procedures
2 Monitor adherence to compliance requirements	**2.1** Monitor financial operations to identify incidences of non-compliance
	2.2 Review sources of information on potential non-compliance
	2.3 Monitor financial management information system to identify any indication of non-compliance
3 Liaise with others during breach management	**3.1** Liaise with relevant regulatory authorities
	3.2 Seek advice from relevant internal and external personnel on the classification and management of non-compliance
4 Monitor policy	**4.1** Report on performance indicators
	4.2 Identify variations in adoption of corporate governance requirements in operations
	4.3 Implement solutions to facilitate compliance with internal control procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

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Unit Mapping Information

No equivalent unit.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFFIN027 Support public sector financial compliance and assurance management

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- implementing processes for managing financial non-compliance
- liaising with stakeholders
- monitoring financial compliance requirements, including:
  - monitoring information systems
  - identifying and informing senior management and regulatory authorities of incidents of non-compliance
  - seeking advice from internal and external personnel
  - investigating instances of non-compliance
- obtaining and keeping up to date with financial compliance requirements
- preparing reports.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- analysis techniques relevant to review and interpret an identified non-compliance
- compliance requirements applicable to the organisation
- elements of a compliance management system
- financial responsibilities for compliance
- organisational standards for operations and ethics
- potential incidents of non-compliance
- procedures for managing incidents of non-compliance
- relevant legislation and organisational policies and procedures
- reporting processes on compliance management, including reports on non-compliance and remediation.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include

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requirements in the Standards for Registered Training Organisations, current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment (PPE) currently used in industry
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- acceptable means of simulated assessment.

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DEFFIN028 Oversee public sector financial transaction processing

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Application

This unit describes the skills required to manage the delivery of financial transactions services.

This unit applies to those working in the public sector Finance Domain who would be required to undertake financial management activities.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to, particularly those related to financial management.

Those undertaking this unit would be working under minimal supervision and/or supervising small teams while undertaking financial management tasks. They would perform complex tasks in familiar context.

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

Pre-requisite Unit

Not applicable.

Competency Field

Financial Management

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1	**Manage relations**	**1.1**	Recognise and communicate role and purpose of the transaction processing centre
		1.2	Manage reporting and communication to senior management
		1.3	Establish and implement processes to determine and monitor the range of services required by the organisation
2	**Manage delivery of services**	**2.1**	Establish, implement and monitor processes to ensure compliance with legislative and regulatory environment
		2.2	Develop, implement and monitor operational plans
		2.3	Determine and monitor performance indicators for service provision, and seek and respond to feedback from staff about service provision and process improvements
		2.4	Identify and manage resources and support systems required for delivery of services
		2.5	Identify training strategies to ensure staff are able to provide required products and services

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

No equivalent unit.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFFIN028 Oversee public sector financial transaction processing

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant legislation and organisation policies
- communicating effectively to identified personnel
- developing and implementing operational plans
- identifying and implementing compliance processes
- managing report preparation on transaction processing performance
- managing stakeholders
- managing the provision of services to stakeholders.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- accounting conventions, processes and procedures
- legislative and regulatory requirements relevant to the work
- organisational policy and procedures relating to transaction processing
- procedures and systems relating to financial transaction processing, including:
  - documentation management
  - assurance processes
  - financial system requirements
  - transaction processing procedures
- typical errors that can be made in processing financial transactions.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of

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assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment (PPE) currently used in industry
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- acceptable means of simulated assessment.

Links

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DEFFIN029 Provide validation and assurance of costs

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Application

This unit describes the skills required to provide assurance of cost estimates for Defence projects and programs.

This unit applies to those working in the public sector Finance Domain who would be required to undertake cost assurance activities related as part of their duties.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to, particularly those related to cost estimation activities.

Those undertaking this unit would be working under minimal supervision and/or supervising small teams while undertaking financial management tasks. They would perform complex tasks in familiar context.

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

Pre-requisite Unit

Not applicable.

Competency Field

Financial Management

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1	**Determine that the estimate is well documented**	**1.1**	Check that cost estimation documentation identifies data sources and justifies any assumptions
		1.2	Review the documented method used to develop cost estimate and determine whether estimate can be replicated or updated
		1.3	Check that schedule milestones and deliverables are documented and consistent with the cost estimation
2	**Determine that the estimate is comprehensive**	**2.1**	Confirm that the cost estimate is complete and accounts for all possible costs, including indirect costs
		2.2	Review estimate to determine that no cost elements have been omitted or repeated
3	**Determine that the estimate is accurate**	**3.1**	Confirm that estimates are based on the most likely costs
		3.2	Review estimates for errors
		3.3	Check that appropriate escalations factors have been used
		3.4	Review and validate the estimating technique used for each cost element
4	**Determine that the estimate is credible**	**4.1**	Test key cost estimations for sensitivity
		4.2	Perform a risk and uncertainty analysis to determine the level of risk associated with the estimate
		4.3	Cross check the estimate against an independent estimate to determine whether other estimation methods produce similar results

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work

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environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

No equivalent unit.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFFIN029 Provide validation and assurance of costs

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying data analysis tools and techniques
- identifying cause and consequence of potential costing errors
- identifying errors in calculations
- identifying risks and risk appropriate control measures
- reviewing documentation for completeness and accuracy
- undertaking research and critical analysis
- using deductive reasoning and evaluation techniques related to information analysis and corroboration.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- costing techniques and procedures
- estimate test procedures and practices
- key accounting principles relevant to costing
- organisation evaluation procedures.
- relevant legislation and organisational policy and procedures.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational

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situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment (PPE) currently used in industry
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- acceptable means of simulated assessment.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFFIT001 Conduct a group fitness appraisal

Modification History

Release	Comments
1	This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to DEFPT001A Conduct a group fitness appraisal within Defence. • Unit code updated • Content and formatting updated to comply with new standards • All PC transitioned from passive to active voice • Unit title changed to better reflect unit outcomes

Application

This unit describes the skills required to conduct a fitness appraisal and screening for small groups or organisations (up to 30 people) within Defence, to determine the current fitness state, goals and limitations against the organisation's fitness requirements, and to record and communicate the results. Fitness appraisal informs the development of a fitness program.

This unit was developed for physical trainers or combat fitness leaders of the ADF who provide basic organic fitness training support to small groups or organisations in an operational setting, but may be relevant to others who work in this field. This function may be performed in addition to their primary trade or employment over a range of familiar and predictable contexts.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit require clearance by a supervising fitness instructor, however, they will work autonomously, while performing routine tasks in a familiar context.

No licensing, legislative or certification requirements apply to unit at the time of publication.

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Competency Field

Physical Training

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Determine fitness goals and current physical activity patterns or limitations of a group	1.1 Determine group fitness goals via liaison with group leaders and through understanding of the group's specific role within the organisation. 1.2 Screen the group to identify the presence of injury or any health condition that poses a risk to the member participating in a fitness program. 1.3 Conduct further screening on any member of the group requiring an assessment by a health care practitioner to establish their suitability to participate in a fitness program.
2. Conduct a basic fitness appraisal	2.1 Choose a fitness appraisal method by considering the group fitness goals and current perceived fitness state. 2.2 Conduct basic fitness appraisals of the group. 2.3 Record and compare fitness appraisal results to the desired fitness goals of the group to inform the development of the fitness program. 2.4 Explain the results of the fitness appraisal to the group, including the potential impact on fitness program development. 2.5 Identify the group's health and fitness status, including recommendations from health professionals, to inform the development of the fitness program.

Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

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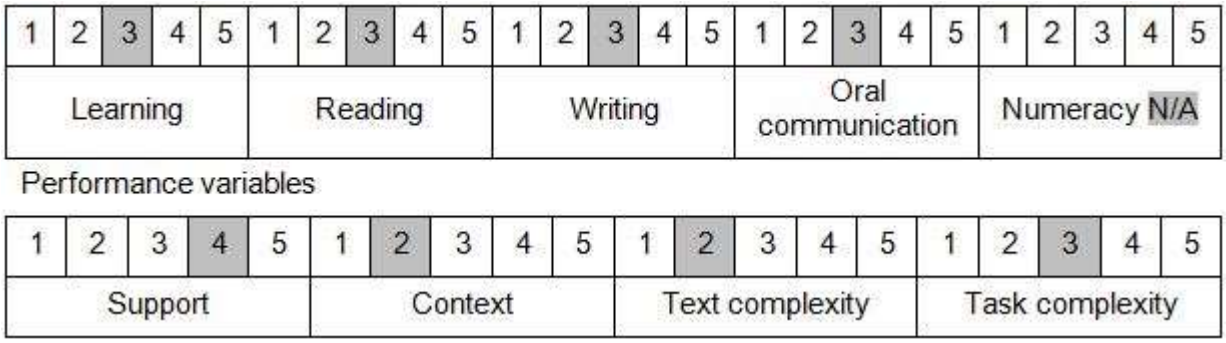
ACSF levels indicative of performance:



Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

Unit Mapping Information

This unit supersedes and is equivalent to DEFPT001A Conduct a group fitness appraisal within Defence.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFFIT001 Conduct a group fitness appraisal

Modification History

Release	Comments
1	These Assessment Requirements were released in DEF Defence Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- conducting interviews
- solving problems
- producing documents

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- documentation processes relevant to fitness appraisal
- locate current organisational policies and procedures pertinent to fitness training
- role of other fitness training providers and support services

Assessment Conditions

Competency should be assessed in an actual workplace or in a simulated environment, with access to equipment and infrastructure appropriate to the outcome. Competency should be demonstrated over time to ensure the candidate is assessed across a variety of situations.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFFIT002 Develop a group fitness program

Modification History

Release	Comments
1	This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to DEFPT002A Develop a group fitness program within Defence. • Unit code updated • Content and formatting updated to comply with new standards • All PC transitioned from passive to active voice • Unit title changed to better reflect unit outcomes

Application

This unit describes the skills required to develop and monitor the effectiveness of a basic group fitness program within Defence. It also establishes the scope and limitations of the program that achieves the determined group or organisational fitness requirements.

This unit was developed for those working as physical trainers or combat fitness leaders providing basic fitness training support to small groups or organisations in an operational setting, but may be relevant to others who work in this field. This function may be performed in addition to their primary trade or employment.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit require clearance by a supervising fitness instructor, however, they will work independently, while performing routine tasks in a range of familiar and predictable contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

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Competency Field

Physical Training

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Establish scope and limitations of a fitness program	1.1 Review information gathered during fitness screening and appraisal for development. 1.2 Consider physical and health limitations of the group and individual in scoping the fitness program. 1.3 Identify resource limitations for implementing the fitness program. 1.4 Assess principles of program development against the group's fitness appraisal results. 1.5 Identify the scope of the fitness program.
2. Develop a basic fitness program	2.1 Identify specific fitness components required to achieve the aims of the program. 2.2 Identify a range of activities to target specific fitness components within the program. 2.3 Identify methods of motivating participants to maximise fitness program adherence. 2.4 Develop fitness programs, incorporating identified fitness components and associated range of activities. 2.5 Submit the fitness program to a supervising fitness instructor for advice and further development where necessary.
3. Monitor effectiveness of a fitness program	3.1 Implement methods of measuring a group's adherence to the program. 3.2 Obtain feedback from the group on their own personal progress and their degree of satisfaction with the fitness program. 3.3 Conduct periodic fitness appraisals to monitor a group's fitness development. 3.4 Adjust group's fitness program to continuously improve adherence, development and satisfaction with the program. 3.5 Submit revised fitness program to a supervising fitness instructor for approval where necessary.

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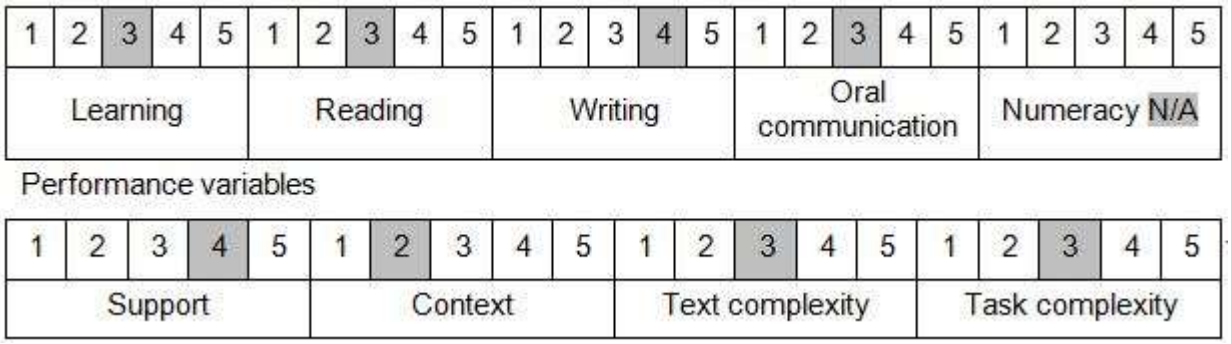
Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

ACSF levels indicative of performance:



Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

Unit Mapping Information

This unit supersedes and is equivalent to DEFPT002A Develop a group fitness program within Defence.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFFIT002 Develop a group fitness program

Modification History

Release	Comments
1	These Assessment Requirements were released in DEF Defence Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- applying the results of fitness appraisal and feedback to fitness programming
- developing a three-month fitness program for a group of up to 30 personnel

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- locate organisational policies and procedures pertinent to fitness training roles of other fitness training providers and support services

Assessment Conditions

Competency should be assessed in an actual workplace or in a simulated environment, with access to equipment and infrastructure appropriate to the outcome. Competency should be demonstrated over time to ensure the candidate is assessed across a variety of situations.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFFIT003 Conduct individual fitness assessments

Modification History

Release	Comments
1	This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to DEFPT003A Conduct individual fitness assessments within Defence. • Unit code updated • Content and formatting updated to comply with new standards • All PC transitioned from passive to active voice • Unit title changed to better reflect unit outcomes • PC 1.3 and 3.4 removed • PC 3.1 and 3.5 wording revised

Application

This unit describes the skills required to plan, conduct and record fitness assessments of individuals within a small group or organisation. There will be a requirement to identify and explain the appropriate fitness assessment and the required standard, and provide feedback to the assessed person. This includes planning assessment resources and standards, and supervising the assessment.

This unit was developed for those working as physical trainers or combat fitness leaders who provide basic fitness training support to small groups or organisations in an operational setting, but may be relevant to others who work in this field. This function may be performed in addition to their primary trade or employment.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

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Those undertaking this unit require clearance by a supervising fitness instructor, however, they will work independently, while performing routine tasks in a range of familiar and predictable contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Competency Field

Physical Training

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Identify and explain the standard of fitness assessment	1.1 Confirm and explain the purpose of assessment and expectations of the assessor with participant/s being assessed. 1.2 Clarify the assessment procedure and associated policies with participant/s being assessed.
2. Plan fitness assessment	2.1 Identify time to conduct assessment in order to cover the assessment dimensions. 2.2 Identify any need to conduct additional assessment outside the time arranged. 2.3 Plan assessment to provide sufficient evidence of fitness. 2.4 Obtain and arrange resources specified. 2.5 Inform appropriate personnel of the assessment and provide them with details about uniform requirements.
3. Conduct fitness assessment	3.1 Conduct dress inspection. 3.2 Issue instructions to facilitate assessment to participant. 3.3 Gather evidence specified in the assessment policy. 3.4 Evaluate gathered evidence to make the assessment decision. 3.5 Seek guidance when in doubt from more experienced assessor/s. 3.6 Make an assessment decision.
4. Finalise fitness assessment	4.1 Record assessment results in accordance with the specified record-keeping requirements. 4.2 Advise participant being assessed of assessment results and of reassessment opportunities as required. 4.3 Deliver feedback on performance to participant/s being assessed.

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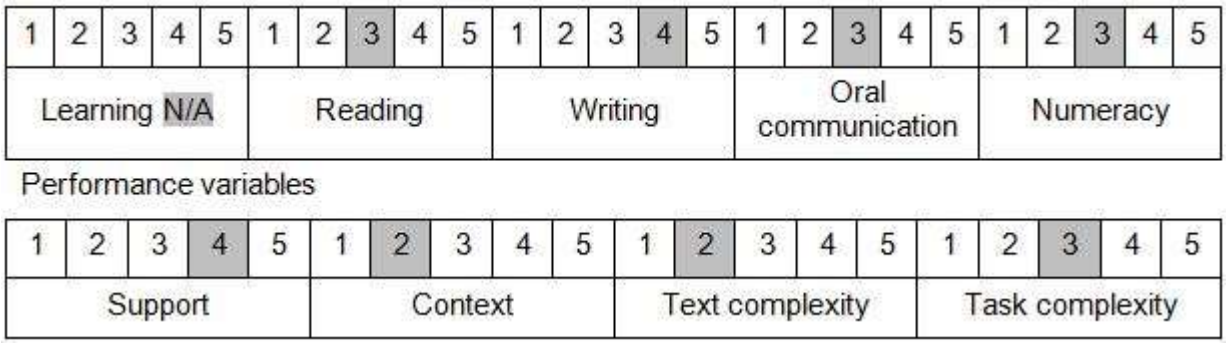
	4.4 Report positive and negative features experienced in conducting assessment to those responsible for the assessment procedure.

Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

ACSF levels indicative of performance:



Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

Unit Mapping Information

This unit supersedes and is equivalent to DEFPT003A Conduct individual fitness assessments within Defence.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFFIT003 Conduct individual fitness assessments

Modification History

Release	Comments
1	These Assessment Requirements were released in DEF Defence Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- conducting fitness assessment practices appropriate to the session type, current circumstance and group
- controlling exercise intensity and workload
- monitoring aspects of safety and injury prevention throughout the assessment

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- documentation processes relevant to fitness testing
- legal and ethical responsibilities
- organisational policies and procedures pertinent to fitness assessment
- roles of other fitness training providers and support services

Assessment Conditions

Competency should be assessed in an actual workplace or in a simulated environment, with access to equipment and infrastructure appropriate to the outcome. Competency should be demonstrated over time to ensure the candidate is assessed across a variety of situations.

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Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFFIT004 Instruct a workplace physical training session

Modification History

Release	Comments
1	This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to DEFCM004B Instruct a workplace physical training session in Defence. • Unit code updated • Content and formatting updated to comply with new standards • All PC transitioned from passive to active voice • Unit title changed to better reflect unit outcomes • PC 1.5 and 1.6; 1.7 and 1.8; 2.4 and 2.5 merged

Application

This unit describes the skills required to instruct a basic physical training session for small groups or organisations (up to 30 people) within Defence. These skills include the requirement to conduct a session based on a structured and defined unit physical training program and to lead a physical training session utilising approved methods of instruction.

This unit was developed for those working as physical trainers or combat fitness leaders of the ADF who provide basic organic fitness training support to small groups or organisations in an operational setting, but may be relevant to others who work in this field. This function may be performed in addition to their primary trade or employment.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit require clearance by a supervising fitness instructor however, they will work independently, while performing routine tasks in a range of familiar and predictable contexts.

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No licensing, legislative or certification requirements apply to unit at the time of publication.

Competency Field

Physical Training

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Prepare for a physical training session	1.1 Receive session plan and other planning information from the unit physical training coordinator. 1.2 Clarify unclear aspects of the planning information with the coordinator. 1.3 Confirm physical training aims and objectives of the group against the allocated session plan. 1.4 Rehearse physical training session and activities to ensure correct technique and method of delivery are followed. 1.5 Review session safety risk management plan and apply in the local area and environment and clarify points of doubt of the physical training session from appropriate persons. 1.6 Consider current Defence injury prevention techniques and apply to the session plan to avoid potentially harmful practices in the session plan. 1.7 Identify and organise resources to enable the physical training session to occur in accordance with the session plan.
2. Conduct a basic physical training session	2.1 Dress appropriately for the conduct of the planned physical training session. 2.2 Deliver pre-class instructions to ensure the group is informed and prepared to commence the session. 2.3 Deliver warm-up instruction to ensure participants are physically and mentally prepared for the session. 2.4 Conduct session to achieve a physical training outcome as detailed in the session plan using appropriate methods of instruction. 2.5 Apply and monitor correct technique/s for safety and efficiency during the session. 2.6 Demonstrate, adjust and correct common technical errors. 2.7 Deliver cool-down instruction to bring the participants back to a resting state.

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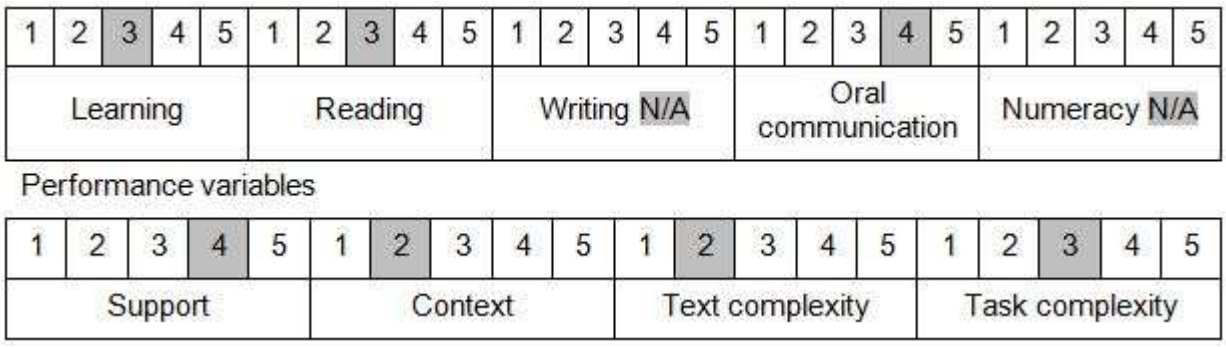
	2.8 Review own performance.
3. Motivate participants	3.1 Apply motivational techniques to achieve the desired physical effort and exercise intensity. 3.2 Provide constructive and positive feedback to participants in order to guide and recognise performance. 3.3 Assist and accommodate those in the class with poor coordination or are less skilled performers. 3.4 Monitor and adjust participants' exercise intensity as required.

Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

ACSF levels indicative of performance:



Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

Unit Mapping Information

This unit supersedes and is equivalent to DEFCM004B Instruct a workplace physical training session in Defence.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFFIT004 Instruct a workplace physical training session

Modification History

Release	Comments
1	These Assessment Requirements were released in DEF Defence Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- moving in a controlled and efficient manner while participating in a variety of exercise
- motivating by voice, by example
- using hand gestures
- adopting the correct position for observation and instruction
- applying a session plan
- demonstrating exercise

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- methods of instruction and principles of instruction
- theory of physical training session plan
- communication techniques
- First Aid

Assessment Conditions

Competency should be assessed in an actual workplace or in a simulated environment, with access to equipment and infrastructure appropriate to the outcome. Competency should be demonstrated over time to ensure the candidate is assessed across a variety of situations.

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Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFFOR001 Inspect, maintain and test electronic forensic equipment

Modification History

Release	Comments
1	This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

Application

This unit describes the skills required to inspect, test and maintain electronic forensic equipment (computer, recording, communications and organisational specialist equipment). The inspection, maintenance and testing of electronic forensic equipment is an essential component of electronic forensics that ensures the electronic forensic equipment is available and fit for purpose.

This unit applies to those working in the gathering and analysis of electronic information.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work independently or as part of a team, under indirect supervision, while performing complex tasks in a broad range of contexts. They must be able to use discretion and judgement and take responsibility for the quality of their outputs.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Competency Field

Electronic Forensics

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe	Performance criteria describe the performance needed to demonstrate

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the essential outcomes	achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Inspect electronic forensic equipment	1.1 Conduct visual, auditory or tactile inspection to identify possible operational failure of electronic equipment or physical failure of equipment. 1.2 Identify and report missing parts. 1.3 Record and report damaged equipment.
2. Test electronic forensic equipment	2.1 Test equipment to ensure it is fit for purpose. 2.2 Record test results. 2.3 Report and record defective equipment.
3. Clean, maintain and store electronic forensic equipment	3.1 Clean, maintain and assemble equipment. 3.2 Update equipment records. 3.3 Recover and store equipment for future use.

Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

ACSF levels indicative of performance:

1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Learning N/A					Reading					Writing					Oral communication					Numeracy N/A				

Performance variables

1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Support					Context					Text complexity					Task complexity				

Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

Unit Mapping Information

No equivalent unit.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFFOR001 Inspect, maintain and test electronic forensic equipment

Modification History

Release	Comments
1	These Assessment Requirements were released in DEF Defence Training Package release 1.0 and meet the Standards for Training Packages.

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- inspecting and testing equipment such as computer, recording, communications and organisational specialist equipment
- maintaining equipment, including power checks, software checks and cleaning
- storing equipment

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- WHS policy relevant to the maintenance, servicing and testing of equipment
- organisation’s policies and procedures concerning the use, testing, cleaning and servicing of equipment
- recording procedures including:
  - verbal
  - record sheets or books
  - computer data bases, card systems or microfiche systems
  - maintenance schedules
  -

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Assessment Conditions

Competency should be assessed in an actual workplace or in a simulated environment, with access to equipment and infrastructure appropriate to the outcome. Competency should be demonstrated over time to ensure the candidate is assessed across a variety of situations, with access to electronic devices with content suitable for forensic extraction including mobile devices, computers or communications equipment.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFFOR002 Conduct initial electronic investigation

Modification History

Release	Comments
1	This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

Application

This unit describes the skills required to gather and collate information and obvious and accessible electronic evidence from the scene of an incident and identify potential witnesses. In the context of this unit, electronic evidence may include computer hard drives, recording media, flash drives, tape drives or digital and analogue recording and communications equipment. It includes maintaining the chain of evidential record.

This unit applies to those working in the gathering and analysis of electronic information.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to, particularly those relating to WHS, recording details of witnesses, and the search and seizure of electronic evidence.

Those undertaking this unit would work independently or as part of a team, under indirect supervision, while performing complex tasks in a broad range of contexts. They must be able to use discretion and judgement and take responsibility for the quality of their outputs.

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

Competency Field

Electronic Forensics

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Conduct initial assessment of scene	1.1 Assess the scene. 1.2 Establish communication with the senior investigating officer and maintain liaison throughout the investigation. 1.3 Ascertain the circumstances surrounding the scene through visual assessment and reports from other personnel. 1.4 Define/redefine the scene boundaries as required to preserve physical evidence for collection. 1.5 Locate obvious and accessible electronic evidence and, where appropriate, protect from possible contamination.
2. Control integrity of scene	2.1 Establish and maintain appropriate arrangements for scene access and egress. 2.2 Identify and access additional resources required to secure incident scene.
3. Examine scene	3.1 Instigate an appropriate search pattern to ensure all electronic evidence is located and preserved. 3.2 Record details of the scene and types of electronic equipment and media. 3.3 Locate, collect, package, label and store electronic evidence to ensure preservation for further examination. 3.4 Maintain a log of all evidence.
4. Identify potential witnesses and record initial statements	4.1 Identify and record names and contact details of potential witnesses. 4.2 Record initial statement using appropriate recording practices.

Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

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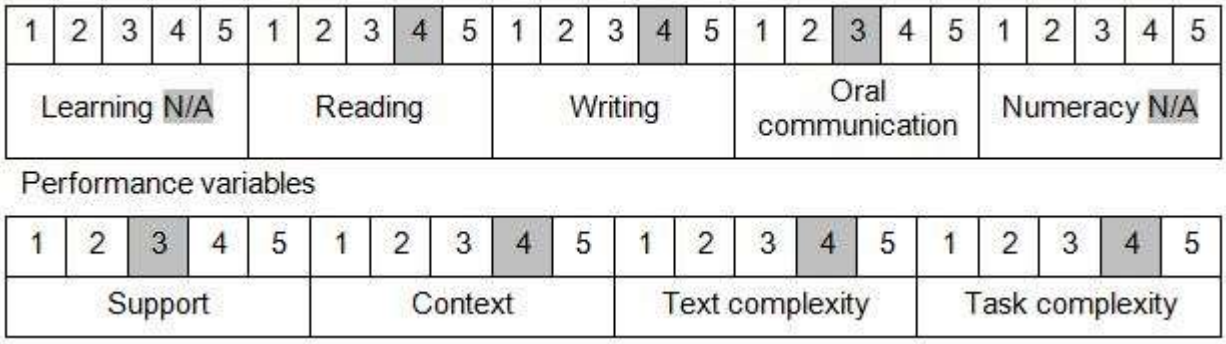
ACSF levels indicative of performance:



Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

Unit Mapping Information

No equivalent unit.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFFOR002 Conduct initial electronic investigation

Modification History

Release	Comments
1	These Assessment Requirements were released in DEF Defence Training Package release 1.0 and meet the Standards for Training Packages.

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- conducting the initial assessment of the scene
- identifying witnesses
- recording and compiling records of interview and statements accurately
- maximising the potential evidentiary value of the electronic evidence
- paying attention to detail
- implementing a methodical and systematic approach
- questioning potential witnesses
- using recording and specialised evidence collection equipment
- working with a variety of professionals
- taking and compiling statements
- collecting and recording electronic evidence
- protecting from contamination evidence including at least one of computer hard drives, recording media, flash drives, and digital and analogue recording and communications equipment
- managing access and egress by establishing:
  - clear brief as to who has control of access
  - physical barriers
  - roster guards
  - limited entry to essential personnel
  - delegation of authority to control entry
  - record of all persons who enter or depart the scene

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Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- legislative, policy and quality system context and requirements
- details of scene features and use of a variety of specialised equipment
- functions and roles of other professionals and experts
- incident scene protection and preservation
- indicators of need for specialised investigations
- policies and procedures relating to recording details of persons
- public safety and duty of care at incident scene

Assessment Conditions

Competency should be assessed in an actual workplace or in a simulated environment, with access to equipment and infrastructure appropriate to the outcome. Competency should be demonstrated over time to ensure the candidate is assessed across a variety of situations, with access to electronic devices with content suitable for forensic extraction including mobile devices, computers or communications equipment.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFFOR003 Gather and analyse electronic information

Modification History

Release	Comments
1	This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

Application

This unit describes the skills required to gather and analyse electronic information to support electronic forensic investigations. It includes identifying, collecting, analysing, presenting and maintaining information, compiling notes and statements of evidence, and removing portable media from machines. It also covers the use of initial screening technology. In the context of this unit, portable media refers to external hard drives, SIM cards, recording media, flash drives, tape drives and other peripherals.

This unit applies to those working in the gathering and analysis of electronic information.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to, particularly those relating to WHS and the gathering and analysis of electronic information.

Those undertaking this unit would work independently or as part of a team, under indirect supervision, while performing complex tasks in a broad range of contexts. They must be able to use discretion and judgement and take responsibility for the quality of their outputs.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Competency Field

Electronic Forensics

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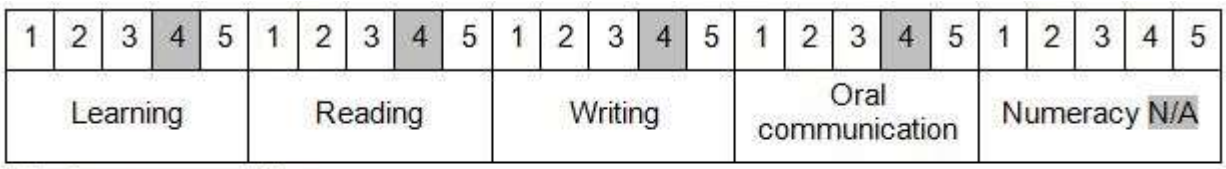
Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Detect and record electronic evidence	1.1 Detect electronic evidence using observational techniques and technological methods. 1.2 Record electronic evidence prior to examination. 1.3 Document the recorded electronic evidence.
2. Collect and analyse electronic evidence	2.1 Collect electronic evidence by handpicking or removal of portable media from machine to prevent contamination or loss. 2.2 Ensure collected electronic evidence is sufficient in detail, where possible, to allow all potential examinations/analysis to be carried out. 2.3 Conduct initial analysis of collected electronic evidence and report on outcomes.
3. Package electronic evidence	3.1 Package and store items to maintain continuity and prevent degradation or contamination. 3.2 Enter details of electronic evidence collected in case notes and, where appropriate, in the exhibit register to maintain the chain of custody.

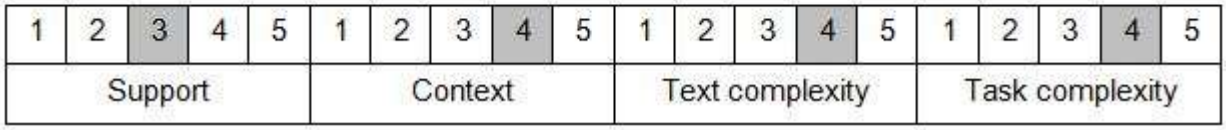
Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

ACSF levels indicative of performance:



Performance variables



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Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

Unit Mapping Information

No equivalent unit.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFFOR003 Gather and analyse electronic information

Modification History

Release	Comments
1	These Assessment Requirements were released in DEF Defence Training Package release 1.0 and meet the Standards for Training Packages.

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- detecting electronic evidence from digital and analogue recording and communication equipment including at least one of:
  - hard drives
  - recording media
  - flash drives
  - tape drives
  - random-access memory (RAM)
  - read-only memory (ROM)
  - basic input/output system (BIOS)
  - other peripherals
- solving problems and making analytical decisions in response to a range of electronic evidence contexts, including the systematic examination of electronic evidence items
- removing media
- analysing electronic information
- maximising the evidentiary value of the electronic evidence
- handling exhibits and preserving continuity of evidence
- using specialised evidence recording technology and equipment
- packaging, preserving and storing specific evidence types with consideration of:
  - physical nature of exhibit
  - electronic stability
  - packaging medium
  - tamper-evident seals
  - exhibit labels

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  - storage temperature
- operating safely
- recording evidence using methods including at least one of:
  - photographic
  - sketch plan
  - handwritten notes
  - video recording
  - digital imaging
  - physical capture
  - computer generated data
  - audio recording
  - global positioning system (GPS)

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- legislative, policy and quality system context and requirements
- WHS practices to be followed when recording, collecting and packaging electronic evidence
- range of techniques available for gathering, collecting, packaging and preserving electronic evidence
- required forensic documentation for recording and collecting electronic evidence
- roles and functions of other forensic discipline specialists in the recording, collection, preservation and continuity of electronic evidence

Assessment Conditions

Competency should be assessed in an actual workplace or in a simulated environment, with access to equipment and infrastructure appropriate to the outcome. Competency should be demonstrated over time to ensure the candidate is assessed across a variety of situations, with access to electronic devices with content suitable for forensic extraction including mobile devices, computers or communications equipment.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFFOR004 Capture forensic photographic images

Modification History

Release	Comments
1	This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

Application

This unit describes the skills required to capture photographic images for forensic purposes during an electronic forensic investigation. It includes the selection of appropriate equipment and software and the capture of specific images required by the investigator. In the context of this unit, photographic equipment includes digital cameras, film cameras, accessories such as lenses (normal, wide-angle, telephoto and zoom), flashes and filters, tripod, equipment bag, memory cards and batteries.

This unit applies to those working in the gathering and analysis of electronic information.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to, particularly those relating to WHS and the capture of photographic images.

Those undertaking this unit would work independently or as part of a team, under indirect supervision, while performing routine tasks in a broad range of contexts. They must be able to use discretion and judgement and take responsibility for the quality of their outputs.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Competency Field

Electronic Forensics

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Prepare to take a forensic photograph	1.1 Identify, analyse and confirm forensic photographic requirement from work requests/instructions. 1.2 Check photographic equipment for serviceability, rectify and report any faults to appropriate personnel. 1.3 Identify recording methods required to document the forensic evidence. 1.4 Identify and factor into planning any operational, security, safety and other considerations affecting taking forensic photographs.
2. Take forensic photographs	2.1 Assess and determine the most appropriate way to capture the photographs. 2.2 Prepare and select correct technical photographic settings. 2.3 Set up, compose and take the photographic sequence. 2.4 Produce forensic photographs of a high quality that directly illustrate the investigation and are suitable for reproduction.
3. Process forensic photographs	3.1 Remove the film from the camera or download digital images to a computer. 3.2 Arrange for photographs to be developed, scanned or printed. 3.3 Forward forensic images to the electronic forensic investigator.
4. Store forensic images	4.1 Package and store images to maintain continuity and prevent degradation or contamination. 4.2 Enter details of images in case notes and, where appropriate, in the exhibit register to maintain the chain of custody.

Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

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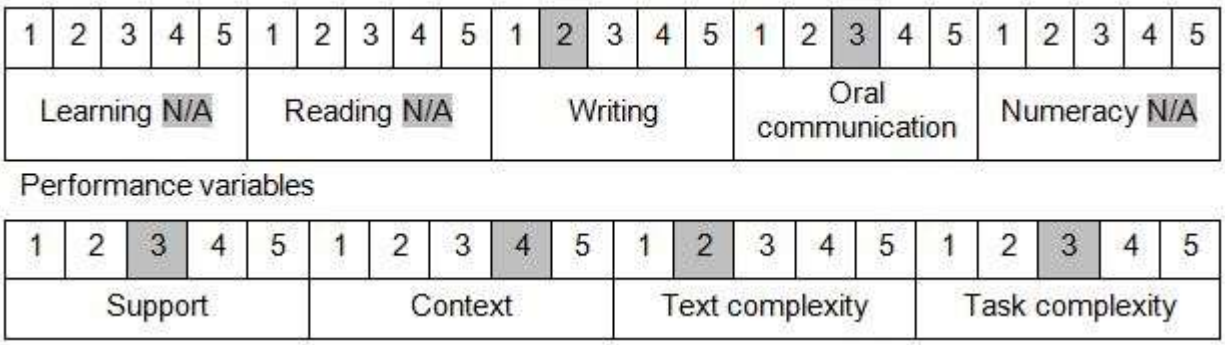
ACSF levels indicative of performance:



Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

Unit Mapping Information

No equivalent unit.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFFOR004 Capture forensic photographic images

Modification History

Release	Comments
1	These Assessment Requirements were released in DEF Defence Training Package release 1.0 and meet the Standards for Training Packages.

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- solving problems and making analytical decisions in response to a range of forensic photographic contexts, including the systematic capture of forensic images
- using relevant in-service cameras
- taking photographs in a range of environments
- using relevant computer technology
- collecting, packaging and preserving images, taking into consideration:
  - physical nature of images
  - electronic stability
  - packaging medium
  - tamper-evident seals
  - exhibit labels
- operating safely
- processing forensic photographs
- using recording methods including at least one of:
  - handwritten notes
  - computer generated data
  - audio recording
  - global positioning system (GPS)
  -

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

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- legislative, policy and quality system context in which forensic photography is conducted
- legislative, policy and quality system requirements for the security, protection and preservation of forensic images
- technical photographic knowledge
- required documentation for recording and collecting forensic images
- roles and functions of other forensic discipline specialists in the recording, collection, preservation and continuity of electronic evidence
- WHS practices to be followed when recording, collecting and storing forensic images

Assessment Conditions

Competency should be assessed in an actual workplace or in a simulated environment, with access to equipment and infrastructure appropriate to the outcome. Competency should be demonstrated over time to ensure the candidate is assessed across a variety of situations, with access to electronic devices with content suitable for forensic extraction including mobile devices, computers or communications equipment.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFFOR005 Compile and submit electronic media forensic documentation

Modification History

Release	Comments
1	This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

Application

This unit describes the skills required to compile and submit documentation relating to electronic forensic investigation. It includes completing forms, compiling reports and returns, compiling statements, affidavits and statutory declarations, compiling statements of evidence, compiling exhibit registers and logs, and completing the day-to-day paperwork required in the area of electronic forensics.

This unit applies to those working in the gathering and analysis of electronic information.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to, particularly those relating to WHS and the completion and submission of documentation relating to electronic forensic investigations.

Those undertaking this unit would work independently or as part of a team, under indirect supervision, while performing routine tasks in a range of contexts. They must be able to use discretion and judgement and take responsibility for the quality of their outputs.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Competency Field

Electronic Forensics

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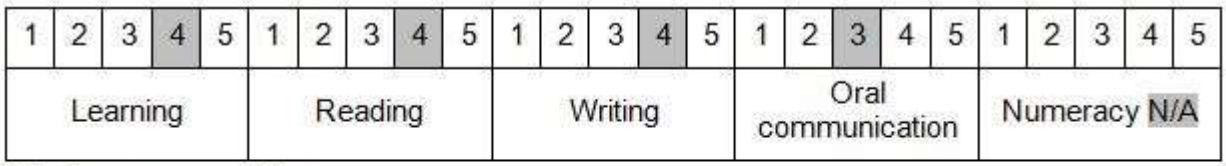
Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Maintain documentation	1.1 Compile and maintain accurate, complete, legible and comprehensible documentation including notes. and associated records relating to cases/jobs/tasks. 1.2 Ensure appropriate handling of documentation to the security level of the document concerned.
2. Handle documentation	2.1 Submit documentation such as notes, reports and associated records. 2.2 Store/archive notes and associated records at the conclusion of proceedings.

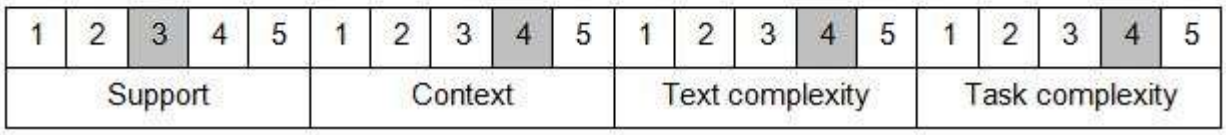
Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

ACSF levels indicative of performance:



Performance variables



Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

Unit Mapping Information

No equivalent unit.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFFOR005 Compile and submit electronic media forensic documentation

Modification History

Release	Comments
1	These Assessment Requirements were released in DEF Defence Training Package release 1.0 and meet the Standards for Training Packages.

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- preparing, completing and submitting statements, reports, task files, logs and other forensic documentation including at least two of:
  - handwritten notes
  - forensic reports
  - legal reports
  - sketch plans
  - photographs
  - scale plans
  - video/audio tapes
  - digital voice records
  - task logs
  - witness statements
  - external reports
  - exhibit registers
  - exhibit logs
  - photocopies of published research/supporting materials
  - database and case management system entries
  - reports, including statements, statutory declarations and affidavits
- preparing exhibits including at least two of:
  - sketch and scale plans
  - photographs
  - digital voice records
  - task logs

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  - reports
  - photocopies of published research/supporting materials
  - database and case management system entries
- information technology skills
- organisational skills
- gathering, recording, collating, analysing and re-evaluating techniques
- maximising the potential evidentiary value of the electronic media forensic documentation

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- quality system requirements relating to note taking and preparation of task files/reports
- organisational policy and procedural requirements for the reporting of findings to clients/stakeholders
- approved formats of forms, case files and reports

Assessment Conditions

Competency should be assessed in an actual workplace or in a simulated environment, with access to equipment and infrastructure appropriate to the outcome. Competency should be demonstrated over time to ensure the candidate is assessed across a variety of situations, with access to electronic devices with content suitable for forensic extraction including mobile devices, computers or communications equipment.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFFOR006 Conduct electronic data search and analysis

Modification History

Release	Comments
1	This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

Application

This unit covers the competency to analyse electronic forensic data that has been acquired through a range of electronic forensic methodologies. It includes analysing electronic storage devices for artefacts that may become evidence. In the context of this unit, physical evidence includes both digital and analogue recording, and communications equipment including hard drives, recording media, flash drives, tape drives, random-access memory (RAM), read-only memory (ROM), basic input/output system (BIOS) and other peripherals. In addition, artefacts are any kind of tangible electronic byproducts that are produced during user or system activity.

This unit applies to those working in the gathering and analysis of electronic information.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to, particularly those relating to WHS and the conducting of electronic data search and analysis.

Those undertaking this unit would work independently, with minimal supervision, while performing complex tasks, including making complex judgements. They would use discretion and judgement and take responsibility for the quality of their outputs.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Competency Field

Electronic Forensics

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Reduce and describe data	1.1 Identify electronic forensic data to be analysed. 1.2 Reduce the data, identify possible artefacts and describe these in a suitable form to support the development of interpretations. 1.3 Decrypt data if appropriate. 1.4 Review the reduction and description processes to determine their appropriateness, and make improvements where necessary. 1.5 Save data not used in the reduction and description processes for future reference.
2. Analyse and interpret data	2.1 Interpret the data using appropriate thinking processes based on deduction, induction and/or problem solving techniques. 2.2 Analyse electronic storage devices for artefacts, i.e. any kind of tangible electronic byproduct produced during user or system activity that may become evidence. 2.3 Apply sound reasoning to ensure consistency of interpretations based on the data. 2.4 Base interpretations on the factual quantitative and qualitative data. 2.5 Develop a reconstruction of events using analysis techniques.
3. Develop conclusions and recommendations	3.1 Test and review possible interpretations to ensure they are credible and consistent with relevant data. 3.2 Refine and consolidate interpretations to strengthen inferences drawn. 3.3 Clearly state assumptions in the arguments leading to inferences. 3.4 Formulate sound inferences, probable predictions, interpretations and/or explanations from facts and the tested interpretations. 3.5 Ensure transparency in the investigation process by formulating inferences through a clear chain of reasoning. 3.6 Review inferences to identify and address any fallacies in reasoning. 3.7 Assess the relationship between the data developed and the probable interpretations to ensure validity and compliance, and

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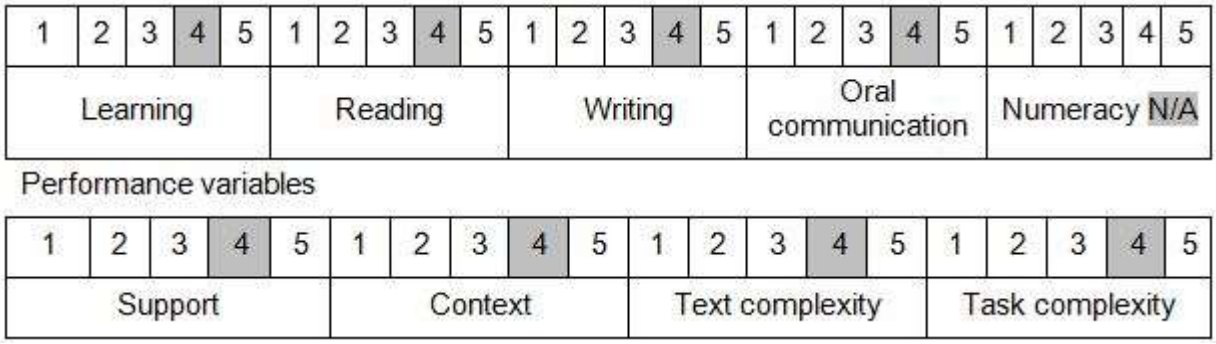
	report orally and/or in writing, formally or informally. 3.8 Develop and report conclusions and recommendations, addressing both strategic and tactical issues.

Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

ACSF levels indicative of performance:



Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

Unit Mapping Information

No equivalent unit.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFFOR006 Conduct electronic data search and analysis

Modification History

Release	Comments
1	These Assessment Requirements were released in DEF Defence Training Package release 1.0 and meet the Standards for Training Packages.

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- conducting an electronic data search
- communicating (listening, questioning, presenting) and negotiating
- using and interpreting the outcomes from different types of electronic forensic tools
- reducing and describing data
- applying thinking processes including at least two of:
  - inductive (interpreting raw information, identifying and testing trends or patterns)
  - deductive (beginning with a hypothesis and testing it), lateral, critical or creative
  - problem solving techniques and decision making
- preparing analysis reports
- constructing sound inductive arguments
- evaluating data
- using computer and information systems
- conducting analysis including:
  - quantitative and/or qualitative
  - explorative
  - descriptive
  - causative
  - predictive
  - development of hypotheses
  - timeline development
  - link analysis
  - comparative
  - biographical
  - demographic or geographic

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  - historical
  - scenario generation
  - Delphi technique
- morphological maximising the potential evidentiary value of the electronic evidence
- operating safely

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- computer and storage device theory, characteristics and operating mechanisms
- government and policy environments within which analysis will be conducted various types of electronic forensic tools and their capabilities and limitations
- applicable laws, policy and procedures
- available resources required to support the intelligence analysis process
- security issues and classifications
- the range of analytical techniques appropriate for data analysis evaluation systems
- thinking and inductive/deductive reasoning processes
- the influence of human factors on data analysis
- evidentiary requirements

Assessment Conditions

Competency should be assessed in an actual workplace or in a simulated environment, with access to equipment and infrastructure appropriate to the outcome. Competency should be demonstrated over time to ensure the candidate is assessed across a variety of situations, with access to electronic devices with content suitable for forensic extraction including mobile devices, computers or communications equipment.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFFOR007 Set up, operate and maintain a portable audio recorder

Modification History

Release	Comments
1	This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

Application

This unit describes the skills required to select, set up, operate and maintain a portable audio recorder and associated equipment required for recording during an electronic forensic investigation. In an electronic forensic investigation the selection of recording equipment is dependent on the specific information required by the investigator. In the context of this unit equipment may include any domestic or commercial audio device used by the organisation, including microphones, mounts, organisational specialist equipment, computer equipment or software tools. Audio recording media may include audio tapes, flash drives, hard disk drives or solid state drives.

This unit applies to those working in the gathering and analysis of electronic information.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to, particularly those relating to WHS and the set-up and operation of a portable audio recorder.

Those undertaking this unit would work independently or as part of a team, under indirect supervision, while performing routine tasks in a familiar context. They must be able to use discretion and judgement and take responsibility for the quality of their outputs.

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

Competency Field

Electronic Forensics

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Select and prepare portable audio recorder, equipment and materials	1.1 Identify and confirm portable audio recorder and equipment for the task. 1.2 Perform visual, auditory or tactile inspection of the portable audio recorder and equipment to ensure its operation. 1.3 Charge the batteries to meet the requirements of the task. 1.4 Report and record details of faulty or damaged equipment.
2. Test all operational aspects of portable audio recorder	2.1 Test the portable audio recorder and equipment to ensure it is fit for purpose. 2.2 Check the functions of the portable audio recorder to ensure it can achieve the required result. 2.3 Load the audio recording media for the task.
3. Operate portable audio recorder	3.1 Operate the portable audio recorder to achieve forensic investigation requirements. 3.2 Place microphones if appropriate and check microphone placement to ensure desired result is achieved. 3.3 Screen external noise. 3.4 Check recording levels and adjust portable audio recorder sound levels. 3.5 Adjust and move portable audio recorder and equipment. 3.6 Remove and process audio recording media.
4. Inspect, clean, maintain and store portable audio recorder and equipment	4.1 Conduct auditory or tactile inspection to identify possible operational or physical failure of portable audio recorder or equipment. 4.2 Clean, maintain, assemble and store portable audio recorder and equipment. 4.3 Perform power checks and software checks. 4.4 Perform internal or external repairs. 4.5 Update portable audio recorder records.

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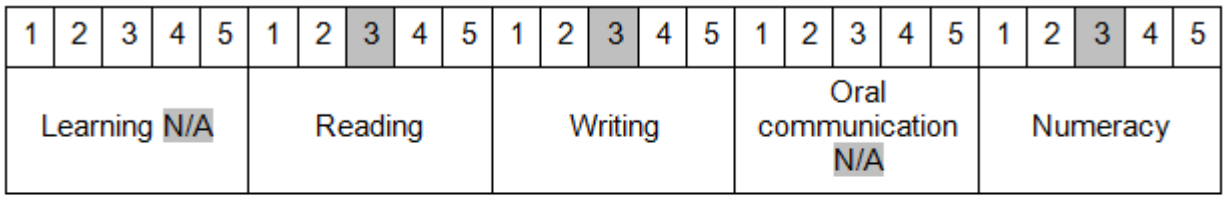
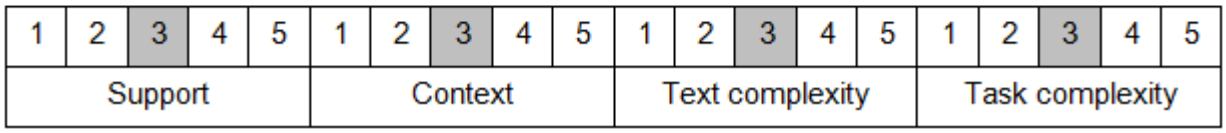
Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

ACSF levels indicative of performance:



Performance variables



Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

Unit Mapping Information

No equivalent unit.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFFOR007 Set up, operate and maintain a portable audio recorder

Modification History

Release	Comments
1	These Assessment Requirements were released in DEF Defence Training Package release 1.0 and meet the Standards for Training Packages.

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- operating a portable audio recorder and associated equipment
- inspecting a portable audio recorder and equipment
- testing a portable audio recorder and equipment
- cleaning and maintaining a portable audio recorder and equipment
- using cleaning agents and chemicals

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- portable audio recorder operational functions
- concepts of portable audio recorder maintenance and appropriate cleaning techniques and materials
- WHS policy relevant to the maintenance, servicing and testing of portable audio recorder and equipment
- types of and differences in audio recording equipment, and compatibility of audio recording media with equipment
- management of audio recording media stocks, storage and handling
- safe working practices when operating, maintaining, servicing and testing portable audio recorder and equipment

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Assessment Conditions

Competency should be assessed in an actual workplace or in a simulated environment, with access to equipment and infrastructure appropriate to the outcome. Competency should be demonstrated over time to ensure the candidate is assessed across a variety of situations, with access to electronic devices with content suitable for forensic extraction including mobile devices, computers or communications equipment.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFFOR008 Detect, record and collect electronic evidence

Modification History

Release	Comments
1	This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

Application

This unit describes the skills required to conduct activities involved in the detection, recording and collection of electronic evidence prior to laboratory examination. It requires the individual to detect, record, collect and package both digital and analogue recording and communications equipment including hard drives, recording media, flash drives, tape drives, random-access memory (RAM), read-only memory (ROM), basic input/output system (BIOS) and other peripherals.

This unit applies to those working in the gathering and analysis of electronic information.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to, particularly those relating to WHS and the search for and seizure of electronic evidence.

Those undertaking this unit would work independently, with minimal supervision, while performing complex tasks, including making complex judgements. They would use discretion and judgement and take responsibility for the quality of their outputs.

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

Competency Field

Electronic Forensics

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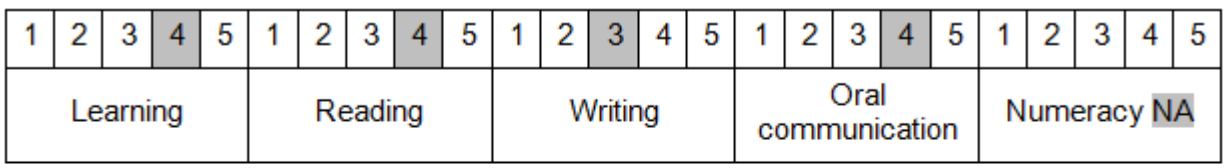
Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Detect and record electronic evidence	1.1 Detect electronic evidence using observational techniques and technological methods. 1.2 Record electronic evidence prior to examination. 1.3 Document the recorded electronic evidence.
2. Collect electronic evidence	2.1 Collect electronic evidence by handpicking or removing media from machines to prevent contamination or loss. 2.2 Ensure that collected electronic evidence is sufficient in quantity, where possible, to allow all potential examinations/analyses to be carried out.
3. Package electronic evidence	3.1 Package and store items to maintain continuity and prevent degradation or contamination. 3.2 Package electronic evidence. 3.3 Enter details of electronic evidence collected in case notes and, where appropriate, in the exhibit register to maintain continuity.

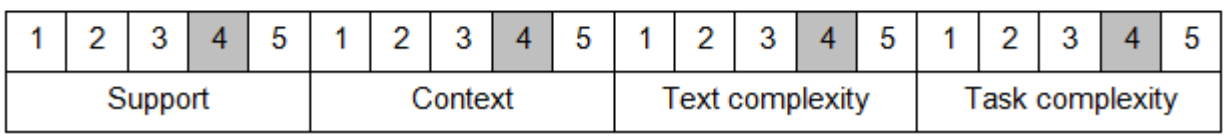
Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

ACSF levels indicative of performance:



Performance variables



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Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

Unit Mapping Information

No equivalent unit.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFFOR008 Detect, record and collect electronic evidence

Modification History

Release	Comments
1	These Assessment Requirements were released in DEF Defence Training Package release 1.0 and meet the Standards for Training Packages.

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- solving problems
- making analytical decisions
- examining electronic evidence
- maximising the evidentiary value of the electronic evidence
- handling and preserving continuity of evidence
- collecting and preserving specific evidence types
- operating safely
- packaging and storing items to maintain continuity and prevent degradation or contamination by considering:
  - physical nature of exhibit
  - electronic stability
  - packaging medium
  - tamper-evident seals
  - exhibit labels
  - storage temperature

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- legislative, policy and quality system context and requirements
- available techniques and their limitations
- required documentation
- roles and functions of other forensic discipline specialists

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- WHS

Assessment Conditions

Competency should be assessed in an actual workplace or in a simulated environment, with access to equipment and infrastructure appropriate to the outcome. Competency should be demonstrated over time to ensure the candidate is assessed across a variety of situations, with access to electronic devices with content suitable for forensic extraction including mobile devices, computers or communications equipment.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFFOR009 Give evidence of electronic media crime

Modification History

Release	Comments
1	This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

Application

This unit describes the skills required to give evidence as an electronic forensics expert witness in legal proceedings. The unit includes preparation for proceedings, presenting evidence and following up on outcomes of proceedings. Proceedings may be to criminal, coronial, civil or military courts; Defence or workers' compensation tribunals; human rights, equal opportunity or royal commissions; administrative reviews or parliamentary hearings.

This unit applies to those working in the gathering and analysis of electronic information.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to, particularly those relating to WHS and the search and seizure of electronic evidence.

Those undertaking this unit would work independently, with minimal supervision, while performing complex tasks, including making complex judgements. They would use discretion and judgement and take responsibility for the quality of their outputs.

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

Competency Field

Electronic Forensics

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Prepare for legal proceedings	1.1 Confirm arrangements for role and involvement in legal proceedings. 1.2 Prepare documents and other exhibits. 1.3 Identify precedents relevant to the procedures. 1.4 Provide assistance to counsel as required.
2. Present expert evidence	2.1 Apply rules of evidence relevant to the jurisdiction. 2.2 Translate technical practices and concepts into non-technical language, with explanations of technologies involved. 2.3 Present evidence in a clear, concise and articulate manner. 2.4 Provide considered expert evidence consistent with relevant qualifications and expertise in the area of electronic forensics.
3. Monitor and follow up the outcomes of legal proceedings	3.1 Note and file the outcomes of proceedings and complete reports where required. 3.2 Note and action feedback from counsel and/or legal authority and comments by deciding authority. 3.3 Review outcomes of proceedings to ensure knowledge of trends and precedents is current. 3.4 Recommend changes to organisational policy and proceedings arising from rulings and decisions.

Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

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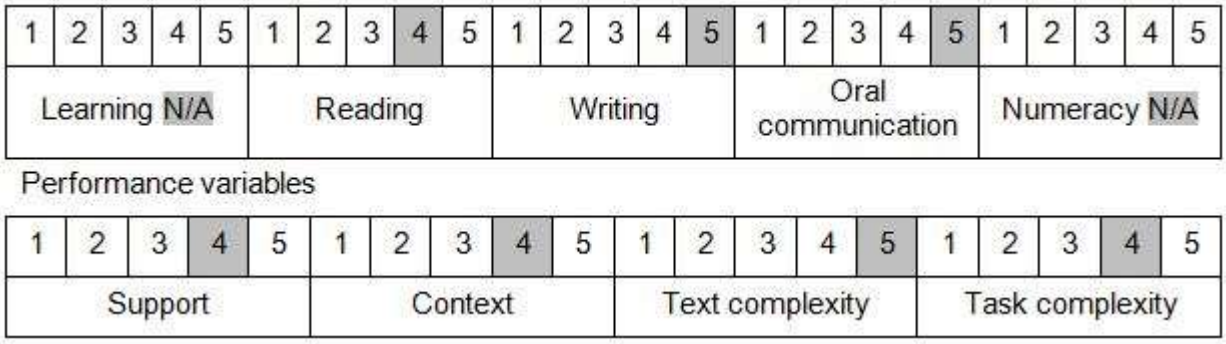
ACSF levels indicative of performance:



Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

Unit Mapping Information

No equivalent unit.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFFOR009 Give evidence of electronic media crime

Modification History

Release	Comments
1	These Assessment Requirements were released in DEF Defence Training Package release 1.0 and meet the Standards for Training Packages.

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- presenting expert evidence
- describing complex technical procedures in simple language
- writing complex reports
- applying the rules of evidence
- applying the constraints of individual qualifications
- maximising the potential evidentiary value of the electronic evidence

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- legislative, policy and procedural context in which electronic forensic evidence is given
- rules of evidence
- court procedures relevant to the specific legal process
- procedures and protocols in different judicial systems
- types of evidence admissible in judicial systems
- legislative requirements of presenting evidence
- constraints and limitations of individual qualifications
- prosecution process
- role of legal personnel
- role of expert witnesses
- use of forensic documentation and notes in giving evidence

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Assessment Conditions

Competency should be assessed in an actual workplace or in a simulated environment, with access to equipment and infrastructure appropriate to the outcome. Competency should be demonstrated over time to ensure the candidate is assessed across a variety of situations, with access to electronic devices with content suitable for forensic extraction including mobile devices, computers or communications equipment.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFFOR010 Produce an electronic media image for forensic purposes

Modification History

Release	Comments
1	This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

Application

This unit describes the skills required to employ a range of electronic media forensic methodologies to produce an image of a storage device. Storage devices may include hard disk drives, solid state drives, read-only memory (ROM), random-access memory (RAM), flash drives, tape drives, basic input/output system (BIOS) and USBs. Common objectives may include keyword searches, files recovery, including deleted files, extraction of registry information and metadata. Mobile devices such as mobile phones may afford additional information, including location, but require the use of specific methodologies.

This unit applies to those working in the gathering and analysis of electronic information.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to, particularly those relating to WHS and the search and seizure of electronic evidence.

Those undertaking this unit would work independently, with minimum of supervision, while performing complex tasks, including making complex judgements. They would use discretion and judgement and take responsibility for the quality of their outputs.

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

Competency Field

Electronic Forensics

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Determine job requirements	1.1 Detect electronic evidence using observation techniques and appropriate technological methods. 1.2 Isolate electronic evidence prior to examination. 1.3 Identify recording methods to document the electronic evidence. 1.4 Determine most appropriate methodology to image the electronic evidence based on the information being sought and the actual process of analysis of the investigation.
2. Image storage device	2.1 Prepare storage device for imaging. 2.2 Acquire image and check for accuracy by removing internal components from devices if appropriate. 2.3 Ensure image is sufficient in detail to allow all potential examinations and analyses to be carried out.
3. Collect and package electronic evidence	3.1 Collect electronic evidence so as to prevent contamination or loss. 3.2 Package and store evidence to maintain continuity and prevent degradation or contamination. 3.3 Enter details of electronic evidence collected in case notes and, where appropriate, in the exhibit register to maintain the chain of custody.

Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

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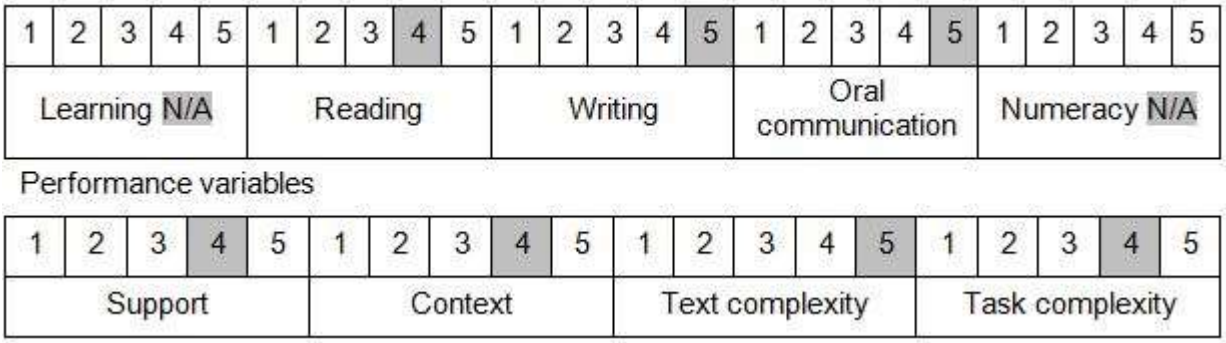
ACSF levels indicative of performance:



Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

Unit Mapping Information

No equivalent unit.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFFOR010 Produce an electronic media image for forensic purposes

Modification History

Release	Comments
1	These Assessment Requirements were released in DEF Defence Training Package release 1.0 and meet the Standards for Training Packages.

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- using analytical, decision-making and problem-solving skills in response to a range of electronic evidence contexts, including the systematic examination of items of electronic evidence
- applying resource management and time management
- applying exhibit handling skills
- preserving continuity of evidence
- using specialised evidence-recording equipment as required
- collecting, packaging and preserving specific evidence types
- adhering to operational safety
- maximising the potential evidentiary value of the electronic evidence

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- legislative, policy and quality system context
- the range of techniques available for the recording, collection, packaging and preservation of electronic evidence
- required forensic documentation for the recording and collection of electronic evidence
- application and potential limitations of forensic investigative techniques
- roles and functions of other forensic discipline specialists
- WHS

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Assessment Conditions

Competency should be assessed in an actual workplace or in a simulated environment, with access to equipment and infrastructure appropriate to the outcome. Competency should be demonstrated over time to ensure the candidate is assessed across a variety of situations, with access to electronic devices with content suitable for forensic extraction including mobile devices, computers or communications equipment.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFFOR011 Assess, control and examine electronic incident scenes

Modification History

Release	Comments
1	This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

Application

This unit describes the skills required to assess, control and examine electronic incident scenes, including determining the resources required to examine the scene and plan a search for electronic equipment that will require forensic examination. In the context of this unit, physical evidence includes both digital and analogue recording and communications equipment, including hard drives, recording media, flash drives, tape drives, random-access memory (RAM), read-only memory (ROM), basic input/output system (BIOS) and other peripherals.

This unit applies to those working in the gathering and analysis of electronic information.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to, particularly those relating to WHS and assessing, controlling and examining electronic incident scenes.

Those undertaking this unit would work independently, with minimal supervision, while performing complex tasks, including making complex judgements. They would use discretion and judgement and take responsibility for the quality of their outputs.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Competency Field

Electronic Forensics

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Respond to incident	1.1 Receive, record, acknowledge and prioritise tasking. 1.2 Undertake preliminary assessment and anticipate likely resource requirements prior to arrival at the incident scene.
2. Assess the scene	2.1 Obtain information from relevant personnel to determine incident details. 2.2 Survey the incident scene to establish its scope within the scene assessment. 2.3 Identify resources required to conduct examination of the scene. 2.4 Identify risk factors and develop strategies to maintain personnel safety and preserve physical evidence. 2.5 Identify tactical factors and resulting priorities to assist decision making/subsequent action. 2.6 Establish a systematic plan of action. 2.7 Conduct a systematic search to identify relevant physical evidence, and maintain the integrity of the evidence.
3. Control the scene	3.1 Coordinate investigations to preserve life, property and evidence, minimise disruption and comply with operational safety guidelines. 3.2 Task and coordinate support personnel if necessary to manage the incident scene. 3.3 Establish and review perimeters to maintain security and integrity of the scene. 3.4 Maintain a record of movement where relevant. 3.5 Safeguard persons at the scene and prevent contamination or alteration of the scene. 3.6 Identify entry and exit paths to preserve evidence and maintain safety of personnel. 3.7 Assess the incident scene to identify subsequent investigative and/or forensic action.
4. Examine and interpret the scene	4.1 Record the nature and location (spatial relationships) of physical evidence and identify the sequence of events. 4.2 Draw conclusions from the physical evidence. 4.3 Review the conclusions if additional relevant evidence is identified.

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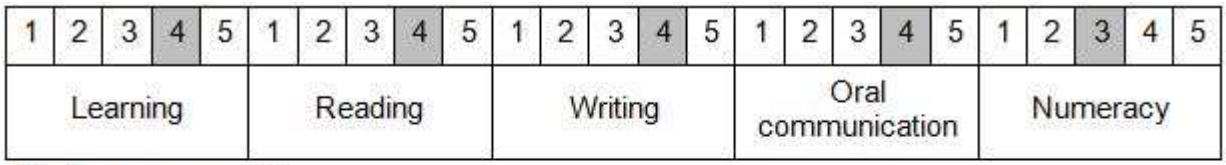
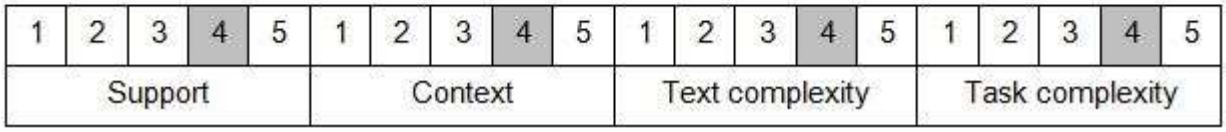
Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

ACSF levels indicative of performance:



Performance variables



Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

Unit Mapping Information

No equivalent unit.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFFOR011 Assess, control and examine electronic incident scenes

Modification History

Release	Comments
1	These Assessment Requirements were released in DEF Defence Training Package release 1.0 and meet the Standards for Training Packages.

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- communicating (listening, questioning) and negotiating
- controlling persons in the vicinity of the incident scene
- analysing, making decisions and solving problems in response to a range of scene contexts, including the systematic examination of incident scenes
- working effectively with a range of professionals
- managing resources and time
- handling exhibits and preserving continuity of evidence
- using specialised investigatory equipment, including computer software and/or photographic equipment
- operating safely
- maximising the value of physical evidence

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- government and policy context in which scenes are managed and investigated and the relevant law, policy and procedures
- the range of services available to assist in the assessment, management and interpretation of scenes, in particular electronic forensic services
- indicators of need for specialist knowledge and investigative techniques
- judicial and evidentiary requirements and organisational processes for the collection, preservation and continuity of exhibits
- roles and functions of other stakeholders in managing scenes
- appropriate scene management techniques and processes

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- the application and potential limitations of forensic investigative techniques
- legislative, procedural and quality systems requirements for the security, protection and preservation of the scene
- WHS practices to be followed when examining scenes
- forensic methodology

Assessment Conditions

Competency should be assessed in an actual workplace or in a simulated environment, with access to equipment and infrastructure appropriate to the outcome. Competency should be demonstrated over time to ensure the candidate is assessed across a variety of situations, with access to electronic devices with content suitable for forensic extraction including mobile devices, computers or communications equipment.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFGEN001 Work in a team

Modification History

Release 2. Modifications made to Assessment Conditions.

Release1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

Application

This unit describes the skills required to work with others and make a positive contribution to the effectiveness and efficiency of a team in a defence force environment which may include high stakes outcomes.

This unit applies to all workers in Defence, but is particularly relevant to operations where teamwork is critical to safety and success of the mission.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work predominantly under direct supervision, with limited responsibility towards others, while performing specific tasks, in a broad range of contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

General

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential	Performance criteria describe the performance needed to

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outcomes.	demonstrate achievement of the element.
1 Contribute to team activities	**1.1** Recognise roles and responsibilities of team members and understand team composition
	1.2 Contribute to determining team goals and objectives
	1.3 Complete activities to required standard within time frame
	1.4 Request assistance where appropriate
	1.5 Implement changes in allocated role and responsibilities
	1.6 Attend team meetings
2 Share knowledge and information	**2.1** Share information relevant to work with team members to enable efficient completion of tasks by maintaining open communication at all times
	2.2 Share knowledge and skills with team members
3 Give and receive support to/from team members	**3.1** Provide feedback and assistance to other team members to ensure completion of tasks and workplace goals
	3.2 Act upon feedback from other team members

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

No equivalent unit.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFGEN001 Work in a team

Modification History

Release 2. Modifications made to Assessment Conditions.

Release1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and includes:

- encouraging team members
- following instructions
- demonstrating interpersonal skills
- listening and using a variety of communication skills
- providing suggestions and information
- reporting information
- contributing to the achievement of tasks consistent with agreed goals

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- composition of workplace teams and roles and responsibilities of team members
- non-operational and operational communication processes
- techniques for giving and receiving feedback in a constructive manner
- techniques for supporting others

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in simulated workplace operational situations that reflect workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy

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requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or simulations
- acceptable means of simulation assessment
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and PPE currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFGEN003 Lead a team

Modification History

Release 2. Modifications made to Assessment Conditions.

Release 1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

Application

This unit describes the skills required to lead, manage and develop individuals and teams in order to achieve organisational objectives and maintain effective working relationships.

This unit applies to those working in a management and leadership role in Defence which may include working in volatile or hostile environments.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work independently, with leadership responsibility towards others, while performing sophisticated tasks and maintaining personal safety and safety of others in a broad range of contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

General

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential	Performance criteria describe the performance needed to

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outcomes.	demonstrate achievement of the element.
1 Develop and maintain a team	**1.1** Seek, encourage, acknowledge and assess work contributions or suggestions from staff
	1.2 Utilise team members' skills to achieve work outcomes
	1.3 Ensure that delegation to individuals and team members is appropriate and relevant to team objectives and goals
	1.4 Develop a plan to meet individual and/or team training and development needs
	1.5 Assess performance and provide regular constructive feedback on all aspects of work performance to individuals and the team
	1.6 Recognise and address potential or actual conflict between team members or between self and other individuals
	1.7 Identify and analyse difficulties in achieving required outcomes and develop and communicate solutions
	1.8 Complete documentation and record keeping relevant to the team
2 Communicate with the team	**2.1** Communicate the link between the function of the team and the organisation's goals
	2.2 Provide team members with up-to-date information regarding the organisational standards and team objectives
	2.3 Verify team members' understanding of objectives and standards
3 Model leadership	**3.1** Develop workgroup commitment to objectives and standards by modelling own commitment and by providing leadership
	3.2 Ensure own contribution enhances the organisation's image
4 Create and maintain conditions for productive work	**4.1** Use participative decision making to develop, implement and review work of the team
	4.2 Demonstrate authority and promote autonomy to ensure allocated tasks are completed by team members

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4.3 Recommend improvements and implement where possible

4.4 Identify or anticipate workplace hazards and manage risks to maintain safe working conditions

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

No equivalent unit.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFGEN003 Lead a team

Modification History

Release 2. Modifications made to Assessment Conditions.

Release 1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and includes:

- undertaking conflict resolution and negotiation
- communicating with team members
- demonstrating interpersonal skills
- solving problems
- providing constructive feedback

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- organisational policies, procedures and guidelines relevant to the team.
- legislation relevant to work group activities
- organisational standards and values
- principles of effective team operation
- applying organisational human resource management requirements
- principles of leadership

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in simulated workplace operational situations that reflect workplace

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conditions.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or simulations
- relevant materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- acceptable means of simulation assessment.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFGEN004 Manage personal performance

Modification History

Release	Comments
1	This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

Application

This unit describes the skills required to manage personal performance outcomes and maintain skills.

This unit was developed for workers in the Australian Defence Force, but is applicable to anyone required to maintain personal performance.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work under indirect supervision, usually as part of the team while performing routine tasks in a broad range of contexts. They would take responsibility for their own work outcomes.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Competency Field

General

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.

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1. Maintain ongoing personal competence	1.1 Identify organisational structures, career pathways and development opportunities. 1.2 Identify personal and professional performance standards. 1.3 Identify own training and development needs relevant to area of work, in conjunction with supervisor.
2. Organise and accept responsibility for own work	2.1 Establish work priorities and deadlines in consultation with supervisor. 2.2 Plan work activities and communicate progress of work to supervisor and team members. 2.3 Complete work to the standard expected and according to supervisor's feedback.
3. Maintain work effectiveness	3.1 Manage own work performance. 3.2 Recognise and manage personal wellbeing, such as stress, and take action to ensure continued work effectiveness. 3.3 Seek peer support when required.

Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

ACSF levels indicative of performance:

1	2	3	**4**	5	1	2	**3**	4	5	1	**2**	3	4	5	1	2	**3**	4	5	1	2	3	4	5
Learning					Reading					Writing					Oral communication					Numeracy NA					

Performance variables:

1	2	3	**4**	5	1	2	3	4	**5**	1	2	**3**	4	5	1	2	**3**	4	5
Support					Context					Text complexity					Task complexity				

Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

Unit Mapping Information

No equivalent unit.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFGEN004 Manage personal performance

Modification History

Release	Comments
1	These Assessment Requirements were released in DEF Defence Training Package release 1.0 and meet the Standards for Training Packages.

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- communicating effectively with others
- operating as a member of a team
- working within the organisational chain of command
- planning work requirements

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- organisational employment structures appropriate to individual's occupation
- personal and professional performance standards
- organisational skill or performance documentation

Assessment Conditions

Competency should be assessed in an actual workplace or in a simulated environment, with access to equipment and infrastructure appropriate to the outcome. Competency should be demonstrated over time to ensure the candidate is assessed across a variety of situations.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFGEN005 Develop relationships with other organisations

Modification History

Release 2.0. This is the second release of this unit of competency in the DEF Defence Training Package Release 4.0. Modifications have been made to Foundation Skills and Assessment Conditions.

Release 1.0. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

Application

This unit describes the skills required to develop relationships with other organisations by establishing appropriate networks and interacting with them.

This unit was developed for those working in Defence but may be relevant to others who work in this field.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to, particularly those related to the requirements of Defence doctrine and publications.

Those undertaking this unit would work under indirect supervision, usually as part of a team and would take responsibility for their own work outcomes. They would usually be at an entry level, having completed both their trade training and first level leadership training. They would perform explicit tasks in a range of contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

General

Unit Sector

Not applicable.

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Establish networks and relationships	**1.1** Identify external organisations to support business requirements
	1.2 Develop networks with other organisations to support liaison and collaboration
	1.3 Develop relationships that provide benefits to the organisation from shared expertise, information and/or resources
2 Interact with other organisations	**2.1** Communicate with other organisations in a clear, concise and comprehensive manner
	2.2 Participate in meetings and forums that support mutual cooperation
	2.3 Identify and consult with stakeholders that are affected by the outcomes of the interaction between organisations
	2.4 Gather information from other organisations to inform the improvement of interaction and to avoid duplication of effort

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

No equivalent unit.

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Links

Companion Volume Implementation Guides are found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFGEN005 Develop relationships with other organisations

Modification History

Release 2.0. This is the second release of this unit of competency in the DEF Defence Training Package Release 4.0. Modifications have been made to Assessment Conditions.

Release 1.0. These Assessment Requirements were released in DEF Defence Training Package release 1.0 and meet the Standards for Training Packages.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and includes:

- developing and using networks and relationships effectively
- providing accurate and clear information.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- awareness of role and responsibilities of other organisations
- current practices and procedures for communicating in the workplace
- meeting protocols and procedures
- organisation’s confidentiality requirements
- organisational policy and procedures relating to liaison with other organisations.

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in simulated workplace operational situations that reflect workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

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Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or simulations
- acceptable means of simulation assessment
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and PPE currently used in industry.

Links

Companion Volume Implementation Guides are found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFGEN006 Work with equity and diversity

Modification History

Release 2. Modifications made to Foundation Skills and Assessment Conditions.

Release 1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFEQ001C Work with equity and diversity.

- Unit code updated
- Content and formatting updated to comply with new standards
- All PC transitioned from passive to active voice

Application

This unit describes the skills required to apply the principles of equity and diversity in the workplace. This includes recognising individual differences in the workplace, valuing these differences and adjusting own behaviour to account for these differences.

This unit was developed for those working in any field as a Defence member but may be relevant to others.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work under direct supervision, while performing specific tasks, in a range of contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Pre-requisite Unit

Not applicable

Competency Field

General

Unit Sector

Not applicable

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Recognise individual differences	**1.1** Acknowledge differences in accordance with workplace equity and diversity principles.
	1.2 Apply equity and diversity principles.
	1.3 Identify and apply legislative and statutory requirements.
2 Demonstrate respect for individual differences	**2.1** Ensure personal behaviour shows sensitivity to the differences.
	2.2 Ensure personal conduct complies with workplace equity and diversity standards.
	2.3 Identify and access available support.
	2.4 Adjust communication styles to reflect equity and diversity standards.

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit supersedes and is equivalent to DEFEQ001C Work with equity and diversity.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFGEN006 Work with equity and diversity

Modification History

Release 2. Modifications made to Foundation Skills and Assessment Conditions.

Release 1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFEQ001C Work with equity and diversity.

- Unit code updated
- Content and formatting updated to comply with new standards
- All PC transitioned from passive to active voice

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- adjusting communication styles to reflect the equity and diversity in workplace
- applying cross cultural and interpersonal communication
- applying the guidelines related to unacceptable behaviour
- applying the principles of equity and diversity
- applying verbal and non-verbal communication techniques
- encouraging other team members and providing suggestions
- recognising differences in the workplace
- working in an acceptable and non-discriminatory way while establishing rapport and good working relationships with all colleagues
- writing to the level required to complete workplace forms and reports

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- composition of teams and roles and responsibility of team members
- equity and diversity principles and legislation
- non-operational and operational communication processes
- principles of team work and teams aims and objectives
- techniques for giving and receiving feedback in a constructive manner
- techniques for supporting others/team members
- unacceptable behaviour guidelines
- written communication to a level required to complete workplace forms and reports

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Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in simulated workplace operational situations that reflect workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or simulations
- acceptable means of simulation assessment
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and PPE currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFGEN007 Conduct risk assessment in a Defence environment

Modification History

Release 2.0. This is the second release of this unit of competency in the DEF Defence Training Package Release 4.0. Modifications have been made to Foundation Skills and Assessment Conditions.

Release 1.0. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFRI002B Conduct risk assessment in a Defence environment.

- Unit code updated
- Content and formatting updated to comply with new standards
- All PC transitioned from passive to active voice
- Element 4 revised
- PC 4.1, 4.2 revised
- PC 1.3 and 1.4 merged and revised
- PC 2.1 & 2.2 merged
- PC 2.4 removed
- All PC in element 3 revised.

Application

This unit describes the skills required to identify and assess risks in preparation for implementing treatment measures.

This was developed for Defence personnel required to conduct a risk assessment but may be relevant to others working in this field.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work both independently and as part of a team, while performing routine tasks to apply known solutions to a variety of predictable problems. They would normally have local supervisory or management responsibility and apply known solutions to a variety of predicable problems.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Pre-requisite Unit

Not applicable.

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Competency Field

General

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS		PERFORMANCE CRITERIA	
Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Establish the risk context**	**1.1**	Define, identify and record the aims, objectives, scope and boundaries of the risk assessment
		1.2	Identify and confirm the risk evaluation criteria
		1.3	Develop the risk assessment plan
2	**Identify risk**	**2.1**	Identify and record all possible sources of risks according to the plan and from the perspective of all stakeholders
		2.2	Use a specified methodology or approach when identifying the risk
3	**Analyse risk**	**3.1**	Analyse and estimate the potential consequence of a risk
		3.2	Document and report the risk
4	**Evaluate and review risk**	**4.1**	Evaluate the levels of risk and prioritise for treatment
		4.2	Calculate and compare the level of risk to the established risk evaluation criteria, and report to supervisors
		4.3	Monitor and review risk until appropriate treatment measures have been implemented

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit supersedes and is equivalent to DEFRI002B Conduct risk assessment in a Defence environment.

Links

Companion Volume Implementation Guides are found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFGEN007 Conduct risk assessment in a Defence environment

Modification History

Release 2.0. This is the second release of this unit of competency in the DEF Defence Training Package Release 4.0. Modifications have been made to Foundation Skills and Assessment Conditions.

Release 1.0. These Assessment Requirements were released in DEF Defence Training Package release 1.0 and meet the Standards for Training Packages.

Assessment Requirements created drawing upon specified assessment information from superseded unit.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and includes:

- reading and complying with the organisation's plans, policies and procedures
- evaluating a situation by listening, observing and clarifying information with supervisor
- making notes of observations
- providing and receiving feedback in a constructive manner
- using problem solving skills for a defined range of problems
- presenting mathematical ideas in appropriate format
- defining and identifying risk language, definitions and terminology
- analysing risks using the methodology and procedures approved by the organisation.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- organisational policies, procedures and guidelines
- aims and objectives of the task
- risk management terminology and language in accordance with relevant standards
- techniques/methods used to identify or analyse information
- specified methods or tools endorsed by an organisation and provided for use in the identification and analysis of risk.

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training

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Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in simulated workplace operational situations that reflect workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or simulations
- acceptable means of simulation assessment
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and PPE currently used in industry.

Links

Companion Volume Implementation Guides are found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFGEN008 Treat risk within Defence at an operational level

Modification History

Release 2. Modifications made to Assessment Conditions.

Release 1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFRI001B Treat risk within Defence at an operational level.

- Unit code updated
- Content and formatting updated to comply with new standards
- All PC transitioned from passive to active voice
- Elements 2 and 3 merged
- Element 4 wording revised
- All PC in elements 2, 3 and 4 revised

Application

This unit involves the skills and knowledge required to treat risk within Defence at an operational level.

It includes the skills required to identify, plan and implement treatment options in order to reduce risk.

This unit applies to Defence personnel required to treat risk but may be relevant to others working in this field. Those undertaking this unit would work both independently and as part of a team, while performing routine tasks to apply unknown solutions to a variety of unpredictable problems. They would normally have local supervisory or management responsibility and apply known solutions to a variety of predicable problems.

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

Pre-requisite Unit

Not applicable.

Competency Field

General

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Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS		PERFORMANCE CRITERIA	
Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Make risk decision**	**1.1**	Calculate the level of risk and compare it to the established risk evaluation criteria in consultation with the supervisor
		1.2	Document unacceptable risk and note for treatment
2	**Implement treatment plan**	**2.1**	Identify and confirm the treatment options
		2.2	Evaluate and record the effectiveness of treatment options
		2.3	Implement treatment plans with selected options
3	**Monitor and review treatment plan**	**3.1**	Evaluate treatment plans to determine residual risk after implementation
		3.2	Monitor, review and report on the effectiveness of the treatment plan to ensure compliance
		3.3	Calculate the residual risk and report to supervisor
		3.4	Adjust treatments and record the review process

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

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Unit Mapping Information

This unit supersedes and is equivalent to DEFRI001B Treat risk within Defence at an operational level.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFGEN008 Treat risk within Defence at an operational level

Modification History

Release 2. Modifications made to Assessment Conditions.

Release 1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFRI001B Treat risk within Defence at an operational level.

- Unit code updated
- Content and formatting updated to comply with new standards
- All PC transitioned from passive to active voice
- Elements 2 and 3 merged
- Element 4 wording revised
- All PC in elements 2, 3 and 4 revised

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and includes:

- accessing and complying with relevant organisational plans, policies and procedures
- defining and identifying risk language, definitions and terminology
- evaluating a situation using the methodology and procedures approved by the organisation and clarifying information with supervisor
- following instructions and reporting information
- making notes of observations
- presenting mathematical ideas in appropriate format
- providing and receiving feedback in a constructive manner
- treating risk using the methodology and procedures approved by the organisation
- using problem solving skills for a defined range of problems

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- effective communication strategies including:
  - written
  - oral
- techniques for giving and receiving feedback in a constructive manner

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- relevant organisational policies and procedures
- risk management terminology and language in accordance with relevant standards

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in simulated workplace operational situations that reflect workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or simulations
- acceptable means of simulation assessment
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and PPE currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFGEN010 Supervise equity and diversity in the workplace

Modification History

Release 2. Modifications made to Assessment Conditions.

Release 1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFEQ002B Supervise equity and diversity in the workplace.

- Unit code updated
- Content and formatting updated to comply with new standards
- All PC transitioned from passive to active voice.

Application

This unit involves the skills and knowledge required to supervise equity and diversity in the workplace.

It includes the skills required to foster and promote equity and diversity practices in the workplace. The unit requires personnel to identify and access information and support sources related to equity and diversity, to implement equity and diversity programs, and to supervise and monitor equity and diversity processes within the workplace.

This unit applies to those working as team leaders in Defence. Those undertaking this unit would work autonomously, with supervision responsibilities, performing complex tasks, in a broad range of contexts.

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

Pre-requisite Unit

Not applicable.

Competency Field

General

Unit Sector

Not applicable.

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Elements and Performance Criteria

ELEMENTS		PERFORMANCE CRITERIA	
Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Access sources of information and assistance related to equity and diversity policies and practices**	**1.1**	Identify sources of information on equity and diversity
		1.2	Access information and support as required
2	**Implement equity and diversity strategies**	**2.1**	Identify equity and diversity strategies and communicate to team members
		2.2	Use training and awareness programs to promote and encourage the benefits of equity and diversity
		2.3	Provide assistance to maximise individual contribution to the attainment of the team objectives
		2.4	Provide feedback on equity and diversity strategies to managers
3	**Supervise and monitor the application of equity and diversity in the team**	**3.1**	Apply processes to resolve grievances and complaints related to equity and diversity
		3.2	Take prompt action to correct inappropriate behaviour in the workplace
		3.3	Compile and forward reports on equity and diversity issues

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

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Unit Mapping Information

This unit supersedes and is equivalent to DEFEQ002B Supervise equity and diversity in the workplace.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFGEN010 Supervise equity and diversity in the workplace

Modification History

Release 2. Modifications made to Assessment Conditions.

Release 1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFEQ002B Supervise equity and diversity in the workplace.

- Unit code updated
- Content and formatting updated to comply with new standards
- All PC transitioned from passive to active voice.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and includes:

- applying equity and diversity legislation and guidelines related to unacceptable behaviour
- writing to the level required to complete workplace forms and reports
- fostering and promoting equity and diversity practices in the workplace through supervising and monitoring equity and diversity processes
- implementing equity and diversity strategies
- resolving grievances and complaints without bias

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- relevant equity and diversity legislation, principles, resources, policies and practices
- types of unacceptable behaviour in the workplace
- composition, roles and responsibilities of team members
- techniques for giving and receiving feedback in a constructive manner
- techniques for supporting others
- verbal and non-verbal communication techniques

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

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Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in simulated workplace operational situations that reflect workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or simulations
- acceptable means of simulation assessment
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and PPE currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFGEN011 Interpret policy, legislation and regulations

Modification History

Release 2. Modifications made to Assessment Conditions.

Release 1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFRM102B Interpret policy, legislation and regulations.

- Unit code updated
- Content and formatting updated to comply with new standards
- All PC transitioned from passive to active voice
- PC added to element 1
- PC 2.2 and 2.3 merged

Application

This unit involves the skills and knowledge required to interpret policy, legislation and regulations.

It includes the skills required to interpret information contained in policy, legislation and regulations related to occupational outcomes relevant to the person's work activities.

This unit applies to Defence personnel but may be relevant to others who work in this field. Those undertaking this unit would work independently or as part of a team, under indirect supervision, while performing complex tasks, in a range of familiar contexts. They would use discretion and judgement and take responsibility for the quality of their outputs.

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

Pre-requisite Unit

Not applicable.

Competency Field

General

Unit Sector

Not applicable.

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Elements and Performance Criteria

ELEMENTS		PERFORMANCE CRITERIA	
Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Identify and analyse information**	**1.1**	Identify relevant policy, legislation and regulations to meet organisation information requirements in accordance with workplace standards
		1.2	Obtain and analyse information
2	**Evaluate information**	**2.1**	Interpret the outcome of analysis and determine advice and options
		2.2	Evaluate and record advice against specific criteria
3	**Assess issues and frame solutions**	**3.1**	Assess issues in accordance with workplace standards
		3.2	Formulate solutions for specified issues and report to appropriate personnel

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit supersedes and is equivalent to DEFRM102B Interpret policy, legislation and regulations.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFGEN011 Interpret policy, legislation and regulations

Modification History

Release 2. Modifications made to Assessment Conditions.

Release 1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFRM102B Interpret policy, legislation and regulations.

- Unit code updated
- Content and formatting updated to comply with new standards
- All PC transitioned from passive to active voice
- PC added to element 1
- PC 2.2 and 2.3 merged

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and includes:

- analysing and evaluating information
- identifying, accessing and interpreting relevant information
- liaising with stakeholders
- analysing and formulating relevant policy, legislation and regulations
- reviewing information
- identifying the policies, legislation and regulations that need to be interpreted

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- relevant policies, procedures, legislation and regulations
- specialised information sources

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the

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time of assessment.

Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in simulated workplace operational situations that reflect workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or simulations
- acceptable means of simulation assessment
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and PPE currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFGEN012 Provide technical advice

Modification History

Release 2.0. This is the second release of this unit of competency in the DEF Defence Training Package Release 4.0. Modifications have been made to Foundation Skills and Assessment Conditions.

Release 1.0. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFCM008 Provide technical advice.

- Unit code updated
- Content and formatting updated to comply with new standards
- All PC transitioned from passive to active voice
- PC 1.1 and 1.3 wording revised
- PC 3.1 and 3.3 merged.

Application

This unit involves the skills and knowledge required to provide technical advice.

It includes identifying the issues surrounding the provision of advice and the formulation of options on subject areas for which the individual has relevant experience and knowledge.

This unit applies to Defence personnel having to provide expert advice but may be relevant to others working in this field. Those undertaking this unit would work independently and as part of a team, under direct and/or indirect supervision, while performing complex tasks in a range of contexts. They would use discretion and judgement and take responsibility for the quality of their outputs.

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

Pre-requisite Unit

Not applicable.

Competency Field

General

Unit Sector

Not applicable.

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Identify and analyse technical issue/s	**1.1** Receive, observe, clarify and analyse circumstances that require the provision of advice
	1.2 Identify and confirm issues, if necessary, through consultation with relevant personnel
	1.3 Interpret and define the issue/s
	1.4 Conduct research related to the issue/s and seek advice of relevant personnel to clarify findings that are unclear
2 Formulate options	**2.1** Identify and evaluate options related to the provision of advice
	2.2 Prioritise options and choose the preferred options
3 Provide advice	**3.1** Formulate and provide advice and discuss with stakeholders taking resource constraints and operational requirements into consideration
	3.2 Negotiate and document stakeholder requirements and incorporate within the proposed advice

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit supersedes and is equivalent to DEFCM008B Provide technical advice.

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Links

Companion Volume Implementation Guides are found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFGEN012 Provide technical advice

Modification History

Release 2.0. This is the second release of this unit of competency in the DEF Defence Training Package Release 4.0. Modifications have been made to Foundation Skills and Assessment Conditions.

Release 1.0. These Assessment Requirements were released in DEF Defence Training Package release 1.0 and meet the Standards for Training Packages.

- Assessment Requirements created drawing upon specified assessment information from superseded unit.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and includes:

- analysing and evaluating information
- preparing and presenting written and/or oral reports.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- analysis process
- organisational procedures and standards
- information sources
- research techniques.

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in simulated workplace operational situations that reflect workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy

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requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or simulations
- acceptable means of simulation assessment
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and PPE currently used in industry.

Links

Companion Volume Implementation Guides are found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFGEN013 Provide Initial Response to Combat Casualty

Modification History

Release	Comments
1	This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

Application

This unit describes the skills required to provide the first response to a combat casualty.

This unit was developed for military personnel within an operational zone but may be relevant to others working in this field.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work independently and as part of a team, would use discretion and judgement, and take responsibility for the quality of their outputs. They would perform complex tasks, in a range of unpredictable and sometimes hostile contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Competency Field

General

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.

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1. Assess casualty scene	1.1 Identify, assess and manage immediate and ongoing hazards to health and safety of self and others. 1.2 Assess casualty's condition to determine appropriate response and need for assistance. 1.3 Communicate support requirements.
2. Initiate response to casualty's condition	2.1 Communicate with the casualty to provide reassurance. 2.2 Provide initial response to address casualty's condition in accordance with organisational procedures utilising available resources/equipment. 2.3 Document casualty's condition and treatment. 2.4 Prepare the casualty for evacuation. 2.5 Monitor casualty's condition and undertake ongoing response.
3. Conclude the response	3.1 Conduct hand over to higher qualified medical responders and assist as required. 3.2 Participate in debriefing/evaluation to improve future responses.

Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

ACSF levels indicitive of performance:

1 2 3 **4** 5	1 2 3 **4** 5	1 2 3 **4** 5	1 2 3 **4** 5	1 2 3 4 5
Learning	Reading	Writing	Oral communication	Numeracy N/A

Performance variables

1 2 3 **4** 5	1 2 3 4 **5**	1 2 3 **4** 5	1 2 3 **4** 5
Support	Context	Text complexity	Task complexity

Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

Unit Mapping Information

No equivalent unit.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFGEN013 Provide Initial Response to Combat Casualty

Modification History

Release	Comments
1	These Assessment Requirements were released in DEF Defence Training Package release 1.0 and meet the Standards for Training Packages.

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- demonstrating adequate infection control procedures, including standard precautions
- demonstrating the following casualty care procedures for:
- cardiac arrest
- a casualty suffering from shock
- a haemorrhaging casualty
- applying dressings and bandages
- immobilising fractures
- chest, ballistic and abdominal wounds,
- bites and stings
- recording information using accurate terminology to describe medical conditions and treatments

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- principles behind the following casualty care procedures for:
- unconscious casualties
- burns injuries
- eye, head, and crush injuries
- heat and cold illnesses
- anaphylaxis
- drowning and near drowning
- psychological impacts and responses associated with the provision of casualty care

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- relevant organisational policies, procedures and guidelines

Assessment Conditions

Competency should be assessed in an actual workplace or in a simulated environment, with access to equipment and infrastructure appropriate to the outcome. Competency should be demonstrated over time to ensure the candidate is assessed across a variety of situations.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFGEN014 Act as a range safety officer on a permanent range

Modification History

Release	Comments
1	This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to DEFCM118B Act as a range safety officer on a permanent range. • Unit code updated • Content and formatting updated to comply with the new standards • All PC transitioned from passive to active voice • PC 1.2 removed

Application

This unit describes the skills required to perform the duties of a range safety officer during the conduct of range practices on permanent ranges. Supervising safety on a permanent range includes safe handling and operation of weapons and ammunition for which the range safety officer has been assessed as qualified to operate.

Range practices are potentially high-risk activities, consequently applying, implementing and supervising safety precautions underpins all aspects of this competency. Ranges may include:

- 25 metre and 100 metre open ranges
- classification range
- mobile training range
- standard 25 metre range
- static mechanical range
- weapons training simulation system

This unit applies to Defence personnel required to perform the duties of a range safety officer, including butts or firing point supervisor, during the conduct of range practices on permanent ranges within a Defence working environment.

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The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work independently, under indirect supervision, use discretion and judgement, and take responsibility for the quality of their outputs. They would perform routine tasks in a range of highly unpredictable contexts

No licensing, legislative or certification requirements apply to unit at the time of publication.

Competency Field

General

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Prepare for range practices	1.1 Identify and apply relevant range regulations, WHS requirements and safety precautions. 1.2 Employ relevant control measures. 1.3 Complete administrative requirements.
2. Supervise safety on a range	2.1 Monitor range to ensure a safe environment. 2.2 Maintain communications with range supervisor. 2.3 Identify unsafe practices and apply corrections. 2.4 Manage incidents in accordance with instructions from supervisor and range regulations.
3. Finalise a range practice	3.1 Refurbish ranges. 3.2 Complete post range practice administration.

Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

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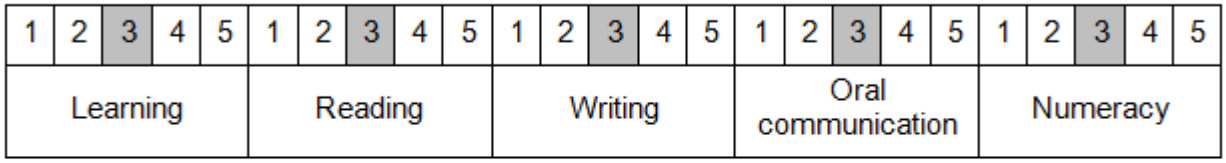
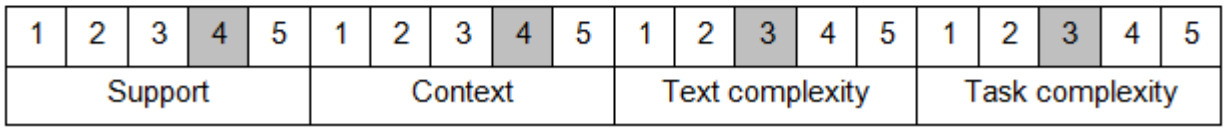
ACSF levels indicative of performance:



Performance variables:



Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

Unit Mapping Information

This unit supersedes and is equivalent to DEFCM118B Act as a range safety officer on a permanent range.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFGEN014 Act as a range safety officer on a permanent range

Modification History

Release	Comments
1	These Assessment Requirements were released in DEF Defence Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- completing documentation
- applying the relevant WHS requirements
- applying weapon and ammunition safety
- operating relevant weapons and ammunition
- using simulation systems
- applying corrective actions in response to:
  - handling ammunition
  - ammunition malfunctions
  - safe operation of weapons
  - weapon malfunctions
  - unauthorised movement
  - injury
  - fatality
  - negligent discharge of weapons

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

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- characteristics, technical capabilities, effects, employment and limitations of relevant weapons, simulation and ammunition
- command, management and leadership principles
- operational safety
- relevant WHS requirements
- risk identification and management

Assessment Conditions

Competency should be assessed in an actual workplace or in a simulated environment, with access to equipment and infrastructure appropriate to the outcome. Competency should be demonstrated over time to ensure the candidate is assessed across a variety of situations.

Competency must be assessed on an actual live firing range. Where possible the assessment should be conducted on a classification range.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFGEN015 Conduct basic range practices on a permanent range

Modification History

Release	Comments
1	This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to DEFCM119B Conduct basic range practices on a permanent range. • Unit code updated • Content and formatting updated to comply with the new standards • All PC transitioned from passive to active voice • PC 1.2 and 3.1 removed • Elements 2 and 3 merged

Application

This unit describes the skills required to conduct weapons range practices to support the maintenance of operational readiness in the Australian Defence Force (ADF). This includes the safe and efficient planning and conduct of basic range practices as the Officer in Charge (OIC). Conduct in this instance also includes effectively supervising safety, preparing and finalising range practices using weapons and ammunition for which the OIC is qualified to operate.

Range practices may include:

- 25 metre and 100 metre open ranges
- classification range
- mobile training range
- standard 25 metre range
- static mechanical range
- weapons training simulation system

This unit applies to those working as Defence personnel required to perform the duties of OIC for the conduct of basic range practices within a Defence working environment.

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The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work independently under indirect supervision, use discretion and judgement, and take responsibility for the quality of their outputs. They would perform routine tasks in a range of contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Competency Field

General

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Prepare for range practices	1.1 Identify and apply relevant range regulations. 1.2 Identify and employ relevant control measures. 1.3 Complete administrative requirements.
2. Supervise safety on a range	2.1 Supervise safety for relevant weapons and ammunition types. 2.2 Identify and apply safety data. 2.3 Manage incidents in accordance with instructions from supervisor and range instructions. 2.4 Conduct range practice complying with relevant regulations and safety requirements.
3. Finalise a range practice	3.1 Refurbish ranges. 3.2 Complete post range practice administration.

Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

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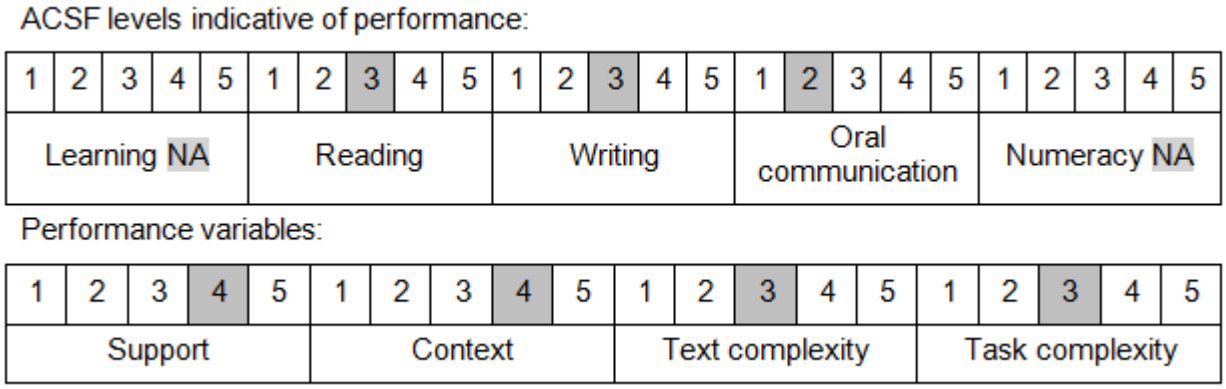

Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

Unit Mapping Information

This unit supersedes and is equivalent to DEFCM119B Conduct basic range practices on a permanent range.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFGEN015 Conduct basic range practices on a permanent range

Modification History

Release	Comments
1	These Assessment Requirements were released in DEF Defence Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- applying relevant WHS requirements
- applying weapon and ammunition safety
- identifying weapons, complete equipment schedule (CES) and sub calibre devices
- operating relevant weapons and ammunition
- reviewing and understanding range regulations, relevant publications and instructions
- using simulation systems
- conducting the appropriate range practice in a safe and competent manner
- ensuring participants adhere to all words of command, orders and instructions

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- characteristics, technical capabilities, effects, employment and limitations of relevant weapons, simulation and ammunition
- command, management and leadership principles
- operational safety
- relevant WHS requirements
- risk identification and management

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Assessment Conditions

Competency should be assessed in an actual workplace or in a simulated environment, with access to equipment and infrastructure appropriate to the outcome. Competency should be demonstrated over time to ensure the candidate is assessed across a variety of situations.

Assessment must confirm the ability to demonstrate evidence of performance on a live firing range.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFGEN017 Identify material suitable for publication within Defence

Modification History

Release	Comments
1	This unit was released in DEFTP Defence Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to DEFPR301B Identify material suitable for publication within Defence. • Unit code updated • Content and formatting updated to comply with the new standards • All PC transitioned from passive to active voice • PC 2.1 and 2.2 merged • Elements 2 and 3 merged

Application

This unit describes the skills required to identify news, features or other journalistic material for Defence publications, such as services newspapers, magazines and internet sites. The reporter can identify a story through personal initiative or following direction from the editor or sub-editor. Usually information comes from within the organisation, but occasionally material will be provided from external sources.

This unit applies to those working as Defence reporters.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work under limited supervision. They would perform complex tasks in known contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

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Competency Field

General

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Identify/locate sources for potential stories	1.1 Obtain, read and analyse up to date material about Defence issues and current affairs from a wide variety of sources. 1.2 Maintain and engage with a network of contacts. 1.3 Maintain a library of professional publications. 1.4 Identify and record trends in reader interests. 1.5 Assess information for newsworthiness and likely reader appeal.
2. Identify relevant public affairs objectives	2.1 Identify and factor into planning public affairs objectives/constraints and client needs. 2.2 Identify relevant factors affecting research for stories. 2.3 Identify an approach to the potential story and obtain clearance from the supervisor.

Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

ACSF levels indicative of performance:

1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Learning NA					Reading					Writing					Oral communication					Numeracy NA				

Performance variables:

1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Support					Context					Text complexity					Task complexity				

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Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

Unit Mapping Information

This unit supersedes and is equivalent to DEFPR301B Identify material suitable for publication within Defence.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFGEN017 Identify material suitable for publication within Defence

Modification History

Release	Comments
1	These Assessment Requirements were released in DEF Defence Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- making notes from spoken and written sources
- applying communications ethics that are relevant to the audience and organisation

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- command of language structures, registers, vocabulary and idiom required in conversational exchanges
- readers' and organisational interests
- the publication's definition of news
- the types of stories used in Defence publications
- constraints on using information
- Defence issues
- current affairs issues
- a variety of writing genres
- the Standard Operating Procedures of relevant public affairs organisations which influence parent organisation
- ADF public affairs objectives and the characteristics of Defence public affairs organisations
- Defence News Editorial Board guidelines

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- Australian Journalists Association Code of Ethics
- relevant legislation

Assessment Conditions

Competency should be assessed in an actual workplace or in a simulated environment, with access to equipment and infrastructure appropriate to the outcome. Competency should be demonstrated over time to ensure the candidate is assessed across a variety of situations.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFGEN018 Conduct an interview to support written material

Modification History

Release	Comments
1	This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to DEFPR302B Conduct an interview to support written material. • Unit code updated • Content and formatting updated to comply with the new standards • All PC transitioned from passive to active voice • PC 3.2, 3.3 and 3.4 merged

Application

This unit describes the skills required to plan, prepare and conduct an interview to uncover information for a Defence publication. The unit involves interviewing an individual or a group to gather information to support or produce material for a Defence publication. Interviews can be conducted in person, over the telephone, by email or web cam.

This unit was developed for Defence reporters, but is applicable to anyone working in this field.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would mainly work independently, seeking assistance from superiors when needed. They would perform complex tasks in known contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

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Competency Field

General

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Prepare for the interview	1.1 Research and document background information before the interview. 1.2 Seek guidance from a senior reporter or the editor on the most suitable person to be interviewed. 1.3 Establish time and place for the interview with the subject. 1.4 Set interview objectives and plan questions in advance, taking constraints into consideration. 1.5 Check equipment for serviceability. 1.6 Rectify and report any equipment faults, obtain replacement or take an alternative approach where faults cannot be rectified.
2. Establish interview parameters with subject	2.1 Identify own publication and provide necessary background information to the subject. 2.2 Seek permission to tape the interview from the subject. 2.3 Discuss and agree on relevant interview methods with the subject. 2.4 Discuss and confirm scope and length of the interview with the subject.
3. Conduct an interview	3.1 Tape relevant information about the interview where permission is granted. 3.2 Invite subject to expand key points, to present all relevant material or to clarify matters by asking questions. 3.3 Invite subject to provide information for future stories.
4. Verify information as necessary	4.1 Check and confirm details with the subject after the interview. 4.2 Provide transcript of the interview to the subject to check for factual accuracy. 4.3 Confirm accuracy of the information provided by asking other sources.
5. Archive interview material	5.1 Store interview transcripts as per publication policies. 5.2 Make archived material available only to approved people on request.

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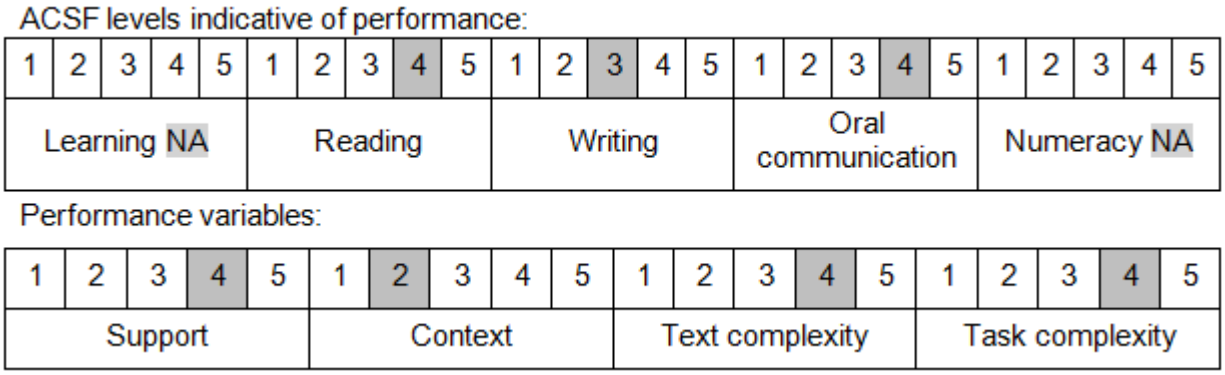
Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.



Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

Unit Mapping Information

This unit supersedes and is equivalent to DEFPR302B Conduct an interview to support written material.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFGEN018 Conduct an interview to support written material

Modification History

Release	Comments
1	These Assessment Requirements were released in DEF Defence Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- taking notes from spoken and written sources
- developing an interview schedule
- negotiating interview by establishing a supportive environment
- facilitating a formal oral interview, using a range of interactional strategies to establish, develop and maintain a relationship
- exploring issues
- gathering information on a topic
- identifying and sourcing accurate and relevant information for a story
- giving full regard to privacy, defamation, and reporting issues including gender, race, religion and disability

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- command of language structures, registers, vocabulary and idiom required in conversational exchanges
- defence concepts of newsworthy information
- interview techniques
- sources for relevant background information
- when information needs to be checked

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- security classification of information presented during the interview
- ADF public affairs objectives and the characteristics of defence public affairs organisations
- Defence News Editorial Board guidelines
- Australian Journalists Association Code of Ethics
- relevant legislation

Assessment Conditions

Competency should be assessed in an actual workplace or in a simulated environment, with access to equipment and infrastructure appropriate to the outcome. Competency should be demonstrated over time to ensure the candidate is assessed across a variety of situations.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFGEN019 Write material suitable for publication within Defence

Modification History

Release	Comments
1	This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to DEFPR303B Write material suitable for publication within Defence. • Unit code updated • Content and formatting updated to comply with the new standards • All PC transitioned from passive to active voice • PC 2.1 and 2.2, and 3.2 and 3.3 merged • Elements 2 and 3 merged

Application

This unit describes the skills required to write news features or other journalistic material for Defence publications. In the most part, information for a Defence publication will come from within the organisation. In some cases however, material will be provided from external sources. News features and other material will generally be published in services newspapers, magazines and on internet sites.

This unit was developed for Defence reporters, but is applicable to anyone working in this field.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would mainly work independently, seeking assistance from superiors when needed. They would perform complex tasks in known contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

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Competency Field

General

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Draft the story	1.1 Identify key story points and reader specific angles. 1.2 Determine appropriate style and maintain throughout the copy. 1.3 Structure draft story and attribute quotes. 1.4 Comply with organisation's style manual and meet the needs of target audiences when drafting the story.
2. File the story for publication	2.1 Identify, and factor into planning, public affairs objectives/constraints and client needs. 2.2 Clear the story with the subject as appropriate. 2.3 Submit story for proofreading and clearance by the senior reporter and amend accordingly. 2.4 File story after being assessed as publication quality. 2.5 Recognise and meet deadlines.

Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

ACSF levels indicative of performance:

1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Learning NA					Reading					Writing					Oral communication					Numeracy					

Performance variables:

1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Support					Context					Text complexity					Task complexity				

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Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

Unit Mapping Information

This unit supersedes and is equivalent to DEFPR303B Write material suitable for publication within Defence.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFGEN019 Write material suitable for publication within Defence

Modification History

Release	Comments
1	These Assessment Requirements were released in DEF Defence Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- using appropriate information technology and software
- producing stories that are accurate, with minimal possibility of misinterpretation
- producing stories that conform to government and Defence policies
- demonstrating an awareness of current affairs and Defence issues
- applying communications ethics that are relevant to the audience and organisation

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- various types and styles of stories used in Defence publications
- content of the style manual that is relevant to Defence publications
- proofreading and clearance procedures
- standard newspaper proofing symbols
- implications of security, privacy and libel provisions
- Defence public information and security policies
- types of stories
- constraints on using information
- Defence issues
- current affairs issues
- a variety of writing genres

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- standard operating procedures of relevant public affairs organisations which influence parent organisation
- ADF public affairs objectives and the characteristics of Defence public affairs organisations
- relevant legislation
- Defence News Editorial Board guidelines
- Australian Journalists Association Code of Ethics
- when to check, verify and attribute information

Assessment Conditions

Competency should be assessed in an actual workplace or in a simulated environment, with access to equipment and infrastructure appropriate to the outcome. Competency should be demonstrated over time to ensure the candidate is assessed across a variety of situations.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFGEN020 Edit provided copy

Modification History

Release	Comments
1	This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to DEFPR304B Edit provided copy. • Unit code updated • Content and formatting updated to comply with the new standards • All PC transitioned from passive to active voice • PC 3.5 removed • PC 3.2 & 3.3 merged • PC 1.3 revised

Application

This unit describes the skills required to edit material that is produced by another person or persons for incorporation within a Defence publication. This involves the preparation of a news feature or other journalistic material for a Defence publication, such as services newspapers, magazines and internet sites. The material usually comes from non-reporters within the organisation, but on occasions material will be provided from external sources.

This unit was developed for Defence reporters, but is applicable to anyone working in this field.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work with limited supervision, performing complex tasks in known contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

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Competency Field

General

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Review provided copy	1.1 Identify and confirm source of the copy with the originator. 1.2 Confirm accuracy and intent of the copy with the originator if necessary. 1.3 Identify newsworthy and public affairs issues relating to the content of the copy. 1.4 Seek advice from a senior reporter or the editor on controversial issues.
2. Edit the material	2.1 Comply with organisation's style manual and consider the needs of target audiences. 2.2 Factor advice and directions from the editor or sub-editor into the edited material. 2.3 Maintain the chosen style consistently throughout the copy, structuring news elements and attributing quotes. 2.4 Identify and factor public affairs objectives and constraints into editing.
3. Proofread the story	3.1 Check and amend any errors of style, grammar, spelling, completeness and factual accuracy. 3.2 Submit the story for proofreading and amend accordingly until compliant with standards. 3.3 Submit the story to the originator and/or the sub-editor or editor for clearance. 3.4 Assess story as publication ready within the required deadlines and file.

Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

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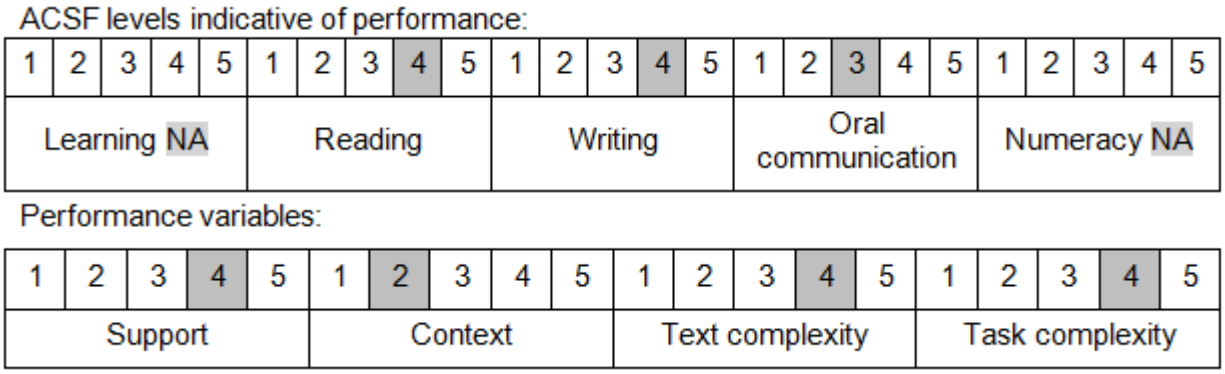

Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

Unit Mapping Information

This unit supersedes and is equivalent to DEFPR304B Edit provided copy.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFGEN020 Edit provided copy

Modification History

Release	Comments
1	These Assessment Requirements were released in DEF Defence Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- using appropriate information technology and software
- adhering to public affairs objectives and maintaining communications ethics at all times
- following clearance procedures

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- how to convert provided material into different types of genres to achieve a purpose
- style manual, ethical standards and clearance procedures
- implications of security, privacy and libel provisions
- ADF public affairs objectives and the characteristics of Defence public affairs organisations
- Defence News Editorial Board guidelines
- Australian Journalists Association Code of Ethics
- relevant legislation

Assessment Conditions

Competency should be assessed in an actual workplace or in a simulated environment, with access to equipment and infrastructure appropriate to the outcome. Competency should be demonstrated over time to ensure the candidate is assessed across a variety of situations.

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Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFGEN021 Take photographs suitable for publication within Defence

Modification History

Release	Comments
1	This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to DEFPR305B Take photographs suitable for publication within Defence. • Unit code updated • Content and formatting updated to comply with the new standards • All PC transitioned from passive to active voice • PC 3.1 reworded • PC 4.2 revised

Application

This unit describes the skills required to take suitable photographs for incorporation within a Defence publication. This includes basic photographic techniques such as composition, lighting and layout. All Defence reporters are required to take photographs in a variety of formats suitable for publication in a range of publications. Generally the reporter determines the need, type and context of the photographs, but in some cases this will be under direction from senior reporters or the editor.

Reporters either work in a controlled environment where they can manage photographic activity or in an uncontrolled environment where they anticipate a photographic opportunity but cannot identify its exact timing or nature.

This unit was developed for Defence reporters, but is applicable to anyone working in this field.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

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Those undertaking this unit would mainly work independently seeking assistance from superiors when needed. They would perform specific tasks in known contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Competency Field

General

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Prepare to take a photograph	1.1 Identify potential need, type and context of photographs to accompany a story. 1.2 Check photographic equipment for serviceability. 1.3 Rectify and report any equipment faults to appropriate personnel, or obtain replacement equipment, or take an alternative approach. 1.4 Assess and determine most appropriate way to get the photograph. 1.5 Seek permission to take the photograph from relevant Defence personnel. 1.6 Explain context of the proposed photograph to the subject to gain willing cooperation and permission. 1.7 Identify and factor operational, security, safety and other considerations affecting taking photographs into planning. 1.8 Detail and record captions.
2. Take a photograph	2.1 Prepare photographic equipment and select correct technical settings. 2.2 Brief subjects on proceedings. 2.3 Set up photographic sequence, compose and take the photograph. 2.4 Produce photographs of a high quality illustrating stories and suitable for commercial reproduction.
3. Arrange for processing of photographs	3.1 Retrieve images. 3.2 Make arrangements for photographs to be developed, scanned or otherwise made ready for publication.
4. Transmit photographs	4.1 Select most suitable means for transmitting photographs. 4.2 Forward photographs for publication.

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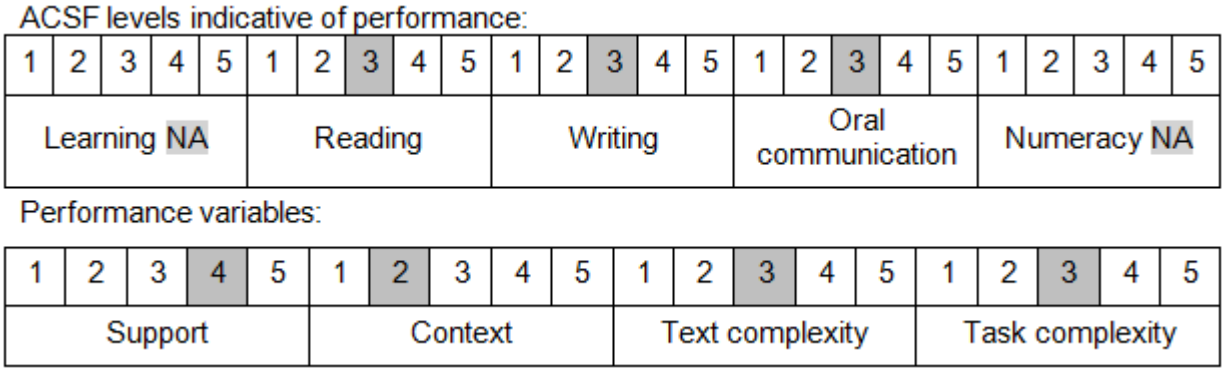
	4.3 Maintain record of transmission.

Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.



Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

Unit Mapping Information

This unit supersedes and is equivalent to DEFPR305B Take photographs suitable for publication within Defence.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFGEN021 Take photographs suitable for publication within Defence

Modification History

Release	Comments
1	These Assessment Requirements were released in DEF Defence Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- using in-service cameras
- identifying newsworthy opportunities
- identifying and taking photographs in a manner, particularly in a field operation, that does not place themselves or others in danger
- demonstrating an awareness of current affairs and Defence issues

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- photograph newsworthiness
- types of photographs publications prefer for particular stories
- technical photographic knowledge
- characteristics and capabilities of in-service cameras
- ADF public affairs objectives and the characteristics of Defence public affairs organisations
- Defence News Editorial Board guidelines
- Australian Journalists Association Code of Ethics
- relevant legislation
- code of behaviour
- professional code of practice

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- range of operational situations
- role and responsibility of photographer

Assessment Conditions

Competency should be assessed in an actual workplace or in a simulated environment, with access to equipment and infrastructure appropriate to the outcome. Competency should be demonstrated over time to ensure the candidate is assessed across a variety of situations.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFGEN022 Obtain images suitable for publication within Defence

Modification History

Release	Comments
1	This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to DEFPR306B Obtain images suitable for publication within Defence. • Unit code updated • Content and formatting updated to comply with the new standards • All PC transitioned from passive to active voice • PC 2.1 and 2.2, and 3.3 and 3.4 merged • PC 3.2 revised • Elements 2 and 3 merged

Application

This unit describes the skills required to locate and obtain suitable images for incorporation within a Defence publication. Generally the reporter determines the need, type and context of the image, but in some cases this will be under direction from senior reporters or the editor. Reporters usually work in a controlled environment where they can manage image collection activity. This unit covers image management and manipulation to specific standards required for publication in a variety of Defence publications.

This unit was developed for Defence reporters, but is applicable to anyone working in this field.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would mainly work independently, seeking assistance from superiors when needed. They would perform specific tasks in known contexts.

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No licensing, legislative or certification requirements apply to unit at the time of publication.

Competency Field

General

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Identify/locate sources for potential images	1.1 Seek direction from the senior reporter or editor on the specific requirements as to image type and style. 1.2 Establish and maintain a network of image sources. 1.3 Maintain a library of professional publications. 1.4 Identify and record trends in reader interests. 1.5 Assess images for newsworthiness and likely reader appeal or for suitability or relevance to the story or theme being illustrated. 1.6 Detail and record captions.
2. Manage sourced images	2.1 Identify and factor into planning public affairs objectives/constraints and client needs. 2.2 File and manage sourced images to preserve their value and usefulness in the short and long term. 2.3 Return images to the source if requested. 2.4 Package and handle images with due deference to their value to the owner. 2.5 Seek authorisation in advance to pay a fee for sourced images and process if authorised.
3. Manipulate sourced images	3.1 Convert hard copy images to electronic format before publication. 3.2 Apply colour corrections, dots per inch and relevant adjustments to electronic files.

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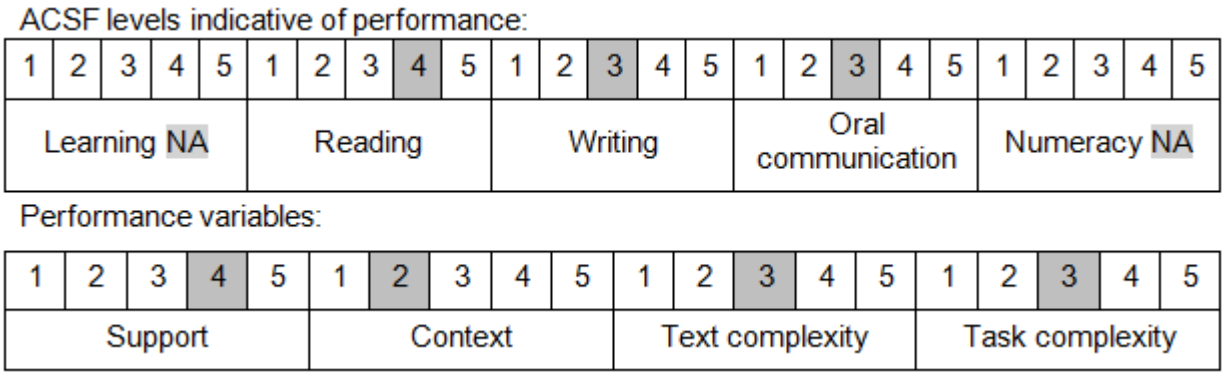
Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.



Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

Unit Mapping Information

This unit supersedes and is equivalent to DEFPR306B Obtain images suitable for publication within Defence.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFGEN022 Obtain images suitable for publication within Defence

Modification History

Release	Comments
1	These Assessment Requirements were released in DEF Defence Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- demonstrating an awareness of current affairs, Defence issues and public relations objectives

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- image newsworthiness
- types of image publications prefer for particular stories
- technical photographic knowledge
- use of computers and specialist software to manipulate images in electronic format
- ADF public affairs objectives and the characteristics of Defence public affairs organisations
- Defence News Editorial Board guidelines
- Australian Journalists Association Code of Ethics
- relevant legislation

Assessment Conditions

Competency should be assessed in an actual workplace or in a simulated environment, with access to equipment and infrastructure appropriate to the outcome. Competency should be demonstrated over time to ensure the candidate is assessed across a variety of situations.

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Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFGEN023 Capture video images

Modification History

Release	Comments
1	This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to DEFPA009 Capture video images. • Unit code updated • Content and formatting updated to comply with new standards • All PC transitioned from passive to active voice • PC 1.2 and 1.3 merged

Application

This unit describes the skills required to set up and operate a video camera and associated equipment required to capture video images. The capture of video images includes the selection of the appropriate equipment and software and the capture of specific video images required for Defence purposes. The capture of these video images may occur under operational conditions; however, the unit does not include specific operational settings.

This unit was developed for Defence personnel who are involved in the capture of video images required for public affairs and other Defence purposes, but may be relevant to others who work in this field.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work independently or as part of a team, under indirect supervision, while performing specific tasks in a broad range of contexts. They must be able to use discretion and judgement and take responsibility for the quality of their outputs.

No licensing, legislative or certification requirements apply to unit at the time of publication.

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Competency Field

General

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Select and prepare video camera equipment and materials	1.1 Identify and confirm video camera and equipment for the task. 1.2 Inspect video camera and equipment to identify possible operational or physical failure and charge batteries. 1.3 Report and record faulty or damaged equipment.
2. Test all operational aspects of the camera	2.1 Test video camera and equipment and check equipment is fit for purpose. 2.2 Check the functions of the video camera to achieve the required result. 2.3 Load recording media for the task.
3. Operate the video camera	3.1 Consider video camera shots and angles to achieve desired result in accordance with specified requirements. 3.2 Ensure video camera movement is steady and smooth to achieve desired result. 3.3 Adjust and move video camera and equipment to achieve desired result. 3.4 Remove, edit and transmit recording media to appropriate authorities.
4. Clean, maintain and store video camera and equipment	4.1 Clean, maintain and assemble video camera and equipment. 4.2 Update video camera and equipment records. 4.3 Recover and store video camera and equipment and make ready for future use.

Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

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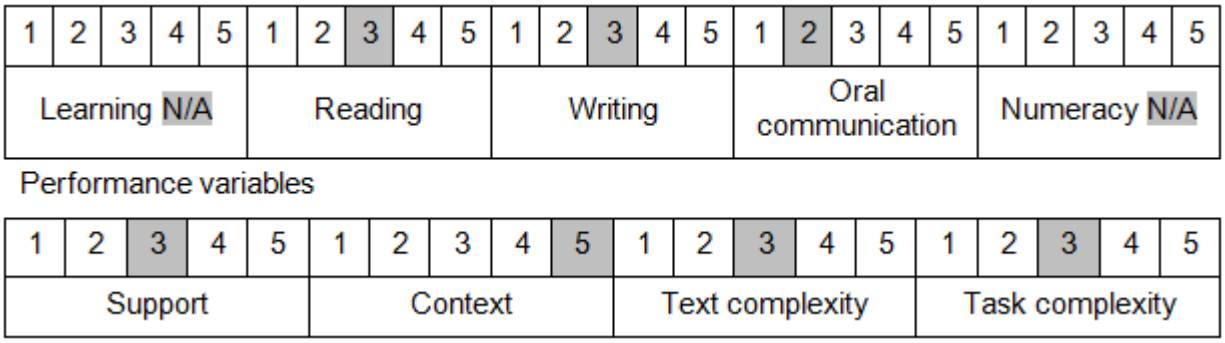
ACSF levels indicative of performance:



Performance variables

Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

Unit Mapping Information

This unit supersedes and is equivalent to DEFPA009 Capture video images.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFGEN023 Capture video images

Modification History

Release	Comments
1	These Assessment Requirements were released in DEF Defence Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- operating a video camera and associated equipment
- inspecting, testing, cleaning and maintaining video camera and equipment
- using cleaning agents and chemicals

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- video cameras and operational functions
- concepts of video camera maintenance and appropriate cleaning techniques and cleaning materials
- types and differences and compatibility of recording media to equipment
- management of recording media stocks, storage and handling
- safe working practices

Assessment Conditions

Competency should be assessed in an actual workplace or in a simulated environment, with access to equipment and infrastructure appropriate to the outcome. Competency should be demonstrated over time to ensure the candidate is assessed across a variety of situations.

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Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFGEN024 Supervise engineering and logistic tasks

Modification History

Release	Comments
1	This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

Application

This unit describes the skills required to supervise a team involved in engineering and logistic tasks. It includes planning the task, applying safety precautions, identifying requirements and resources, and supervising the performance of the task.

This unit applies to those supervising a team activity requiring engineering and logistic tasks.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would supervise small teams, using discretion and judgement and taking responsibility for the quality of their outputs. They would perform specific tasks in a range of contexts that could be unpredictable.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Competency Field

General

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.

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1. Identify task requirements and allocated resources	1.1 Receive task requirements and determine constraints imposed and any special requirements. 1.2 Identify doctrine, policies and procedures applying to the task. 1.3 Analyse the task to identify issues of concern and shortfalls. 1.4 Report identified concerns and shortfalls to the chain of command.
2. Plan and prepare for task	2.1 Plan method of performing the task, including contingency arrangements. 2.2 Identify personnel to be employed in the process, and ensure they are competent for the task. 2.3 Acquire resources required for the task, such as materials, drawings, work procedures and other documentation. 2.4 Assess resources for suitability and report defects/shortfalls. 2.5 Conduct task briefings.
3. Supervise task	3.1 Oversee observance of appropriate operational and WHS requirements/safety precautions. 3.2 Ensure efficiency in performance and mission is achieved. 3.3 Ascertain support requirements and either provide or request. 3.4 Refer issues that cannot be resolved to the chain of command.
4. Finalise task	4.1 Refurbish task area, tools, materials and equipment. 4.2 Complete documentation associated with the task.

Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

ACSF levels indicative of performance:

1	2	**3**	4	5	1	2	3	**4**	5	1	2	**3**	4	5	1	2	**3**	4	5	1	2	3	4	5
Learning					Reading					Writing					Oral communication					Numeracy NA					

Performance variables:

1	2	3	**4**	5	1	2	3	**4**	5	1	2	**3**	4	5	1	2	**3**	4	5
Support					Context					Text complexity					Task complexity				

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Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

Unit Mapping Information

No equivalent unit.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFGEN024 Supervise engineering and logistic tasks

Modification History

Release	Comments
1	These Assessment Requirements were released in DEF Defence Training Package release 1.0 and meet the Standards for Training Packages.

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- allocating appropriate resources
- directing, briefing, coordinating and monitoring personnel
- providing reports and documentation
- interacting effectively with stakeholders

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

Operational knowledge of:

- activities in the task to be performed
- characteristics, technical capabilities, effects, employment and limitations of equipment associated with the task
- command and control procedures
- personnel skill requirements for each activity within the task
- reporting requirements and procedures associated with the task

Assessment Conditions

Competency should be assessed in an actual workplace or in a simulated environment, with access to equipment and infrastructure appropriate to the outcome. Competency should be demonstrated over time to ensure the candidate is assessed across a variety of situations.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFGEN025 Control engineering and logistic processes

Modification History

Release	Comments
1	This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

Application

This unit describes the skills required to control teams involved in engineering and logistic operations. It includes planning the task, applying safety precautions, identifying requirements and resources, and controlling the operation.

This unit applies to those required to control a number of work teams involved in engineering and logistic operations, for example, a controller of explosive ordnance operations.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit will have some authority and influence in the chain of command/authority, being capable of independent decision making, requiring only routine supervision. They would perform complex tasks in a broad range of contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Competency Field

General

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.

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1. Identify operational requirements and allocated resources	1.1 Allocate tasks and resources and determine constraints imposed and any special requirements. 1.2 Identify doctrine, policies and procedures applying to the task. 1.3 Analyse the task to identify issues of concern and shortfalls. 1.4 Report identified concerns and shortfalls to the chain of command.
2. Plan for operation	2.1 Plan method of performing the operation including contingency arrangements. 2.2 Acquire resources required for the task, such as facilities, tools, equipment, materials, drawings, work procedures and other documentation. 2.3 Assess resources for suitability and report defects/shortfalls. 2.4 Brief team supervisors on the plan.
3. Control the operation	3.1 Monitor operation to ensure efficiency of performance and objectives are achieved. 3.2 Coordinate operations and allocate resources to meet requirements. 3.3 Liaise with and coordinate stakeholders. 3.4 Ascertain and address support requirements. 3.5 Refer issues that cannot be resolved to the chain of command.
4. Conclude processes	4.1 Refurbish task area, tools, materials and equipment. 4.2 Debrief supervisors on the performance of their processes. 4.3 Complete documentation associated with the task.

Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

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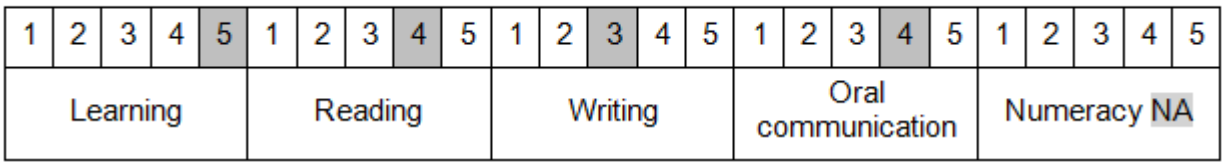
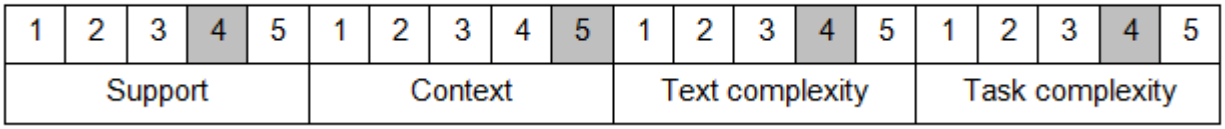
ACSF levels indicative of performance:



Performance variables:



Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

Unit Mapping Information

No equivalent unit.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFGEN025 Control engineering and logistic processes

Modification History

Release	Comments
1	These Assessment Requirements were released in DEF Defence Training Package release 1.0 and meet the Standards for Training Packages.

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- allocating appropriate resources
- directing, briefing, coordinating and monitoring personnel
- providing reports and appropriate documentation

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

Operational knowledge of:

- characteristics, technical capabilities, effects, employment and limitations of equipment
- operation to be performed
- material, personnel skills and other requirements for the operations
- operational environment
- reporting requirements and procedures associated with the operations

Assessment Conditions

Competency should be assessed in an actual workplace or in a simulated environment, with access to equipment and infrastructure appropriate to the outcome. Competency should be demonstrated over time to ensure the candidate is assessed across a variety of situations.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFGEN026 Manage engineering and logistic operations

Modification History

Release	Comments
1	This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

Application

This unit describes the skills required to plan and manage engineering and logistic operations. It involves developing and delivering orders and instructions, identifying the application of legislative requirements, coordinating multiple activities and providing debriefing, reports and appropriate documentation associated with the operations.

This unit applies to those required to manage a number of engineering and logistic processes, such as a manager of explosive ordnance operations.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit will have some autonomy of action, may delegate authority to subordinates and will be capable of independent decision making, requiring no supervision. They would perform complex tasks in a broad range of contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Competency Field

General

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used,

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	further information is detailed in the range of conditions section.
1. Identify operational requirements and feasibility	1.1 Allocate operational requirements and determine constraints imposed and any special requirements. 1.2 Identify doctrine, policies and procedures applying to the operation. 1.3 Assess feasibility of the operations to be undertaken, identifying areas of coordination and impact on others and identify issues of concern and shortfalls. 1.4 Report identified concerns and shortfalls to the chain of command.
2. Plan and prepare for conduct of operations	2.1 Plan method of conducting operations, including contingency arrangements. 2.2 Acquire resources required for the task, such as facilities, tools, equipment, materials, drawings, work procedures and other documentation. 2.3 Adjust plans and schedules in accordance with available resources 2.4 Assess resources for suitability and report defects/shortfalls. 2.5 Ensure finances are available for the operation. 2.6 Confirm staffing requirements and, if required, develop and implement a recruiting plan. 2.7 Finalise, authorise and distribute plan.
3. Manage operations	3.1 Brief the task controllers on the planned activity which will included details such as their mission, tasks, resources production requirements, and delegated authority. 3.2 Manage and monitor operations to ensure efficiency of performance, quality of production and objectives are achieved. 3.3 Modify plans during the operation to reflect changing circumstances, such as changes to requirements in effort, resources and support. 3.4 Coordinate operations, reallocating/adjusting resources to meet operational requirements. 3.5 Liaise with stakeholders throughout the operation ensuring feedback and performance are addressed. 3.6 Ascertain support requirements and either provide or request. 3.7 Refer issues that cannot be resolved to the chain of command.
4. Conclude operations	4.1 Coordinate the refurbishment of the task area, tools, materials and equipment. 4.2 Debrief controllers on the conduct of the operation. 4.3 Complete documentation associated with the operation.

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Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

ACSF levels indicative of performance:

1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Learning					Reading					Writing					Oral communication					Numeracy					

Performance variables:

1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Support					Context					Text complexity					Task complexity				

Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

Unit Mapping Information

No equivalent unit.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFGEN026 Manage engineering and logistic operations

Modification History

Release	Comments
1	These Assessment Requirements were released in DEF Defence Training Package release 1.0 and meet the Standards for Training Packages.

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- allocating appropriate resources
- directing, briefing, coordinating and monitoring personnel
- providing reports and appropriate documentation

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

Operational knowledge of:

- characteristics, technical capabilities, effects, employment and limitations of equipment
- material, personnel skills and other requirements of the operational environment
- reporting requirements and procedures associated with the operations

Assessment Conditions

Competency should be assessed in an actual workplace or in a simulated environment, with access to equipment and infrastructure appropriate to the outcome. Competency should be demonstrated over time to ensure the candidate is assessed across a variety of situations.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFGEN027 Manage equity and diversity

Modification History

Release	Comments
1	This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to DEFEQ003 Manage equity and diversity. • Unit code updated • Content and formatting updated to comply with the new standards • All PC transitioned from passive to active voice

Application

This unit describes the skills required to manage equity and diversity. Individuals will contribute to, implement and review equity and diversity programs in their workplace; encourage the development of their workforce; and communicate and display the values of the equity and diversity principles to their workforce.

This unit applies to those working as commanders, managers and equity advisers in Defence.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work autonomously while performing sophisticated tasks in a range of contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Competency Field

General

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Contribute to the development, implementation and review of equity and diversity strategies	1.1 Identify equity and diversity issues in the workplace. 1.2 Develop equity and diversity strategies in consultation with stakeholders, including people from key equity groups and the organisation's clients. 1.3 Promote strategies within the organisation. 1.4 Incorporate achievable reporting and feedback processes into strategies. 1.5 Monitor and review effectiveness and efficiency of strategies. 1.6 Identify and act upon recommendations for enhancements.
2. Facilitate the development of a workforce that promotes and values equity and diversity	2.1 Identify and model benefits of a diverse workforce and communicate them to those working within the organisation. 2.2 Develop and adopt initiatives and resources to advance the position of equity and diversity groups within the organisation. 2.3 Identify and utilise diversity factors associated with individuals to address business needs. 2.4 Utilise diversity training and awareness programs to promote and encourage the benefits of a diverse workforce. 2.5 Provide assistance to maximise individual contribution to the attainment of the organisations objectives. 2.6 Apply strategies to resolve grievance and complaints and to maximise the benefits obtained through a diverse workforce.
3. Communicate with a diverse workforce	3.1 Identify and address language and literacy issues to facilitate full participation of all members in work and development activities. 3.2 Identify target audience and tailor communications strategies. 3.3 Employ a range of communication strategies to meet the needs of a diverse workforce base. 3.4 Identify and utilise resources to facilitate effective communication within the workplace.

Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

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ACSF levels indicative of performance:

1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Learning					Reading					Writing					Oral communication					Numeracy NA					

Performance variables:

1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Support					Context					Text complexity					Task complexity				

Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

Unit Mapping Information

This unit supersedes and is equivalent to DEFEQ003 Manage equity and diversity.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFGEN027 Manage equity and diversity

Modification History

Release	Comments
1	These Assessment Requirements were released in DEF Defence Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- interpreting equity and diversity legislation
- managing equity and diversity principles, policies and practices
- applying the guidelines related to unacceptable behaviour
- managing cross cultural communications
- facilitating group discussion
- encouraging the development of the workforce
- resolving grievance and complaints

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- equity and diversity legislation
- defence equity and diversity policies and practices
- equity and diversity principles
- equity and diversity resources
- change management
- code of behaviour
- professional codes of practice

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Assessment Conditions

Competency should be assessed in an actual workplace or in a simulated environment, with access to equipment and infrastructure appropriate to the outcome. Competency should be demonstrated over time to ensure the candidate is assessed across a variety of situations.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFGEN029 Lead successful workplace relations

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Application

This unit describes the skills required to develop and maintain successful working relationships in the Defence environment.

This unit applies to those working in a management and leadership role in Defence.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to, particularly those related to financial management.

Those undertaking this unit would work independently or as part of a team, under indirect supervision. They must be able to use discretion and judgement and take responsibility for the quality of their outputs. They would perform complex tasks in familiar context.

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

Pre-requisite Unit

Not applicable.

Competency Field

General

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Manage ideas and	**1.1** Ensure strategies and processes are in place to

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	information		communicate information to all co-workers
		1.2	Develop and implement consultation processes to ensure that colleagues have the opportunity to contribute to issues related to their work role
		1.3	Facilitate feedback to colleagues on outcomes of the consultation processes
		1.4	Develop and implement processes to ensure that issues raised are resolved promptly or referred to relevant personnel
2	**Establish systems to develop trust and confidence**	**2.1**	Establish and implement processes to ensure that the organisation's cultural diversity and ethical values are adhered to
		2.2	Gain and maintain the trust and confidence of colleagues and external contacts through professional conduct
		2.3	Adjust own interpersonal communication style to meet the organisation's cultural diversity and ethical environment
3	**Manage the development and maintenance of networks and relationships**	**3.1**	Use networks to build workplace relationships providing identifiable outcomes for the team and the organisation
		3.2	Conduct ongoing planning to ensure that effective internal and external workplace relationships are developed and maintained
4	**Foster cooperation between teams**	**4.1**	Identify teams or individuals where cooperation would enhance work outcomes
		4.2	Discuss areas where greater cooperation would yield benefits
		4.3	Agree to and implement strategies to achieve greater cooperation in these areas
5	**Manage difficulties to achieve positive outcomes**	**5.1**	Develop and implement strategies to ensure that difficulties in workplace relationships are identified and resolved
		5.2	Establish processes and systems to ensure that conflict is identified and managed constructively
		5.3	Provide guidance, counselling and support to assist

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co-workers in resolving their work difficulties

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

No equivalent unit.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFGEN029 Lead successful workplace relations

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- accessing and analysing information to achieve planned outcomes
- adjusting interpersonal style and communications to respond to cultural and social diversity
- applying relationship management and communication skills with a range of people that:
  - demonstrate integrity, respect, empathy and cultural sensitivity and promote trust
  - forge effective relationships with internal and/or external people and help to maintain these networks
  - encourage participation and foster contribution of and respect for ideas and feedback
  - provide support to colleagues to resolve difficulties
- applying techniques for resolving problems and conflicts and dealing with poor performance within organisational and legislative requirements
- consulting and providing advice on complex issues
- implementing policy and procedural changes
- managing stakeholder relationships
- reviewing and improving workplace outcomes in consultation with relevant personnel
- researching complex issues.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- Commonwealth policies impacting on own role
- how to monitor, analyse and introduce ways to improve work relationships
- how work relationships, and the cultural and social environment, can support or hinder achieving planned outcomes
- key internal and external stakeholders
- methods and techniques for communicating information and ideas to a range of stakeholders
- methods to resolve workplace conflict
- methods to manage poor work performance
- policies and procedures impacting on own role

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- problem solving methods
- techniques for developing positive work relationships and building trust and confidence in a team including interpersonal styles, communications, consultation, cultural and social sensitivity, networking
- the impact of legislation and organisational policies on workplace relationships
- strategic priorities or activities affecting the organisation.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment (PPE) currently used in industry
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- acceptable means of simulated assessment.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFGEO001 Support geospatial operations

Modification History

Release 1. This is the first release of this unit of competence from the Defence DEF Training Package

Application

This unit describes the knowledge and skills required to support Defence geospatial operations. It covers such tasks as the provision of support for field surveying and other spatial projects.

In the context of this unit, an understanding of the Defence geospatial operations being conducted and the production of the geospatial products to support the operation is required.

This unit was developed in a Defence environment but may be relevant to others who work in the geospatial field.

Those undertaking this unit would work independently, or as part of a team, with minimal supervision, while performing complex tasks, including complex problem solving, in a limited range of contexts. They would use discretion and judgement and take responsibility for the quality of their outputs.

Licensing/Regulatory Information

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

Pre-requisite Unit

Not applicable

Competency Field

Geospatial

Unit Sector

Defence

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1	**Plan and prepare to support geospatial operations**	**1.1**	Tasking for geospatial work requirements are received and, where required, clarified in accordance with regulatory requirements and standard operating procedures (SOPs)
		1.2	Operational geospatial environment is identified and equipment relevant to geospatial operations is selected in accordance with SOPs
		1.3	All resources required to perform the geospatial functions are identified and accessed in accordance with SOPs
2	**Provide support for geospatial operations**	**2.1**	All required resources are prepared to ensure effective operation in accordance with manufacturer requirements and SOPs
		2.2	All geospatial equipment is operated effectively in accordance with manufacturer specifications and SOPs to collect and record measurements and data
		2.3	All required tasks are completed within applied time allocation in accordance with SOPs
3	**Finalise support tasks**	**3.1**	All geospatial equipment utilised during tasks are refurbished in accordance with manufacturer requirements and SOPs
		3.2	All documentation and reports are completed and alerted to the relevant supervisory personnel in accordance with SOPs

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide

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Unit Mapping Information

No equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFGEO001 Support geospatial operations

Modification History

Release 1. This is the first release of this unit of competence from the Defence DEF Training Package

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion:

- applying relevant Work Health and Safety (WHS)/Occupational Health and Safety (OHS)/Occupational Safety and Health (OSH) and Australian Defence Force (ADF) regulatory requirements, organisational policy and procedures
- communicating clearly with others to clarify work tasks and equipment selection
- following manufacturer specifications and standard operating procedures to correctly:
  - set up and operate
- pack up and store equipment identifying, reviewing and analysing information that may impact on the tasks
- providing support for field surveying and other spatial projects
- selecting and using the geospatial tools and equipment relevant to completing support tasks
- undertaking data measuring and recording using relevant equipment and tools
- using information technology and software appropriate to geospatial operations
- using approved procedures to accurately collect and record measurements and data
- using communication devices effectively
- using safety equipment and supplies, including personal protective equipment (PPE)
- completing reports and documentation for geospatial operations

Knowledge Evidence

Evidence required to demonstrate competence, must satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- personal protective equipment (PPE) appropriate for geospatial operations
- effective communication techniques for verbal and written reports on geospatial operations
- legislative obligations of Work Health and Safety (WHS)/Occupational Health and Safety (OHS)/Occupational Safety and Health (OSH) requirements relevant to geospatial operations
- organisational policy relevant to geospatial operations
- operational geospatial environments
- resources and equipment used to support geospatial operations

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- range of geospatial operations used in a Defence environment
- standard operating procedures (SOPs) for geospatial equipment requirements

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in simulated workplace operational situations that reflect workplace conditions.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFGEO002 Apply geospatial visualisation

Modification History

Release 1. This is the first release of this unit of competence from the Defence DEF Training Package

Application

This unit describes the knowledge and skills required to provide geospatial visualisation products to Defence clients. It covers such tasks as the production of maps and charts, and specialised product such as contour maps, slope maps, shaded relief products and three dimensional flythrough.

The outcomes require the application of geospatial software, such as geographic information system (GIS) functionality. In the context of this unit, a general understanding of the operational or training environment is required.

This unit was developed in a Defence environment but may be relevant to others who work in the geospatial field.

Those undertaking this unit would work independently, or as part of a team, with minimal supervision, while performing complex tasks, including complex problem solving, in a limited range of contexts. They would use discretion and judgement and take responsibility for the quality of their outputs.

Licensing/Regulatory Information

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

Pre-requisite Unit

Not applicable

Competency Field

Geospatial

Unit Sector

Defence

Elements and Performance Criteria

ELEMENTS **PERFORMANCE CRITERIA**

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Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.
1	**Plan and prepare to provide geospatial visualisation products**	**1.1** Tasking for geospatial work requirements are received and where required, clarified in accordance with standard operational procedures (SOPs)
		1.2 Operational geospatial environment is identified and equipment relevant to geospatial operations is selected in accordance with SOPs
		1.3 All resources required to perform the geospatial functions are identified and accessed in accordance with SOPs
2	**Compile geospatial data**	**2.1** Data is processed and analysed to prepare product content in accordance with SOPs
		2.2 Data is checked for accuracy in accordance with SOPs
3	**Produce geospatial product**	**3.1** Product information and content are prepared and produced in required format and content in accordance with SOPs
		3.2 Product content and format are checked against task and remediated as required in accordance with SOPs
		3.3 Product is distributed to identified client in accordance with SOPs
4	**Finalise geospatial task**	**4.1** All documentation and reports are completed and alerted to the relevant supervisory personnel in accordance with SOPs
		4.2 All geospatial equipment utilised during tasks are refurbished in accordance with manufacturer requirements and SOPs

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

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Non-essential conditions may be found in the Companion Volume Implementation Guide

Unit Mapping Information

No equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFGEO002 Apply geospatial visualisation

Modification History

Release 1. This is the first release of this unit of competence from the Defence DEF Training Package

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion:

- communicating clearly with others to clarify work tasks and equipment selection
- following manufacturer specifications and standard operating procedures to correctly:
  - set up and operate
- pack up and store equipment identifying, reviewing and analysing data and other information that may impact on the tasks
- producing relevant maps and charts, and specialised product including:
  - contour maps
  - slope maps
  - shaded relief products
  - three dimensional flythrough
- selecting and using the appropriate geospatial resources and equipment to provide geospatial visualisation products
- using information technology and software appropriate to geospatial visualisation operations
- using approved procedures to accurately apply measurements and data
- completing report and documentation for geospatial task

Knowledge Evidence

Evidence required to demonstrate competence, must satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- common geospatial terms used in geospatial operations
- common types of geospatial products used for Defence operations and training
- operational capabilities and limitations of the geospatial equipment, including computing equipment and software being used
- legislative and regulatory requirements related to the geospatial products
- organisational policy relevant to providing geospatial products
- standard operating procedures (SOPs) for geospatial equipment and resources

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- reporting requirements for providing geospatial products
- legislative obligations of Work Health and Safety (WHS)/Occupational Health and Safety (OHS)/Occupational Safety and Health (OSH) requirements and safe work / workplace procedures
- standards and practices for measuring and recording spatial data
- the environment in which the geospatial products will be applied
- typical referencing systems used on different types of geospatial products including:
  - contour maps
  - slope maps
  - shaded relief products
  - three dimensional flythrough

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in simulated workplace operational situations that reflect workplace conditions.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFGEO003 Provide geospatial support to operations

Modification History

Release 1. This is the first release of this unit of competence from the Defence DEF Training Package

Application

This unit describes the knowledge and skills required to provide geospatial support to Defence operations and training. This includes identifying the geospatial resources available for the performance requirement, and identifying and operating the resources for the geospatial products required.

In the context of this unit, an understanding of Defence operations or training being conducted and the production of the geospatial products to support the operation or training are required.

This unit was developed in a Defence environment but may be relevant to others who work in the geospatial field.

Those undertaking this unit would work independently, or as part of a team, with minimal supervision, while performing complex tasks, including complex problem solving, in a limited range of contexts. They would use discretion and judgement and take responsibility for the quality of their outputs.

Licensing/Regulatory Information

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

Pre-requisite Unit

Not applicable

Competency Field

Geospatial

Unit Sector

Not applicable

Elements and Performance Criteria

ELEMENTS **PERFORMANCE CRITERIA**

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Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Plan to provide geospatial support for operations	**1.1** Tasking for geospatial operational work requirements are received and acknowledged in accordance with Work Health and Safety (WHS)/Occupational Health and Safety (OHS)/Occupational Safety and Health (OSH), regulatory requirements and standard operational procedures (SOPs)
	1.2 The operational geospatial requirements are identified and clarified in accordance with SOPs
	1.3 Operational geospatial environment is identified and equipment relevant to geospatial operations is selected in accordance with SOPs
	1.4 The geospatial products required are identified and confirmed in accordance with SOPs
2 Prepare to provide geospatial support for operations	**2.1** All resources required to produce the products required in the tasking are identified in accordance with SOPs
	2.2 All resources available to operations are identified and any deficiencies are identified in accordance with SOPs
	2.3 All resource deficiencies are addressed to ensure task requirements are met in accordance with SOPs
3 Develop and supply geospatial product	**3.1** All geospatial resources are analysed and prepared in accordance with SOPs
	3.2 Geospatial products to meet task requirements are prepared in accordance with SOPs
	3.3 Geospatial products are distributed to identified client in accordance with regulatory requirements and SOPs
	3.4 User acceptance is confirmed and remediated as required in accordance with SOPs
4 Finalise support tasks	**4.1** All documentation and reports are completed and alerted to the relevant supervisory personnel in accordance with SOPs
	4.2 All geospatial equipment utilised during tasks are refurbished in accordance with manufacturer requirements and SOPs

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide

Unit Mapping Information

No equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFGEO003 Provide geospatial support to operations

Modification History

Release 1. This is the first release of this unit of competence from the Defence DEF Training Package

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion:

- checking product to ensure interoperability with defence operations
- communicating clearly and concisely with others to receive and clarify instructions
- following logical and complex analysis techniques
- identifying and rectifying performance abnormalities
- identifying the geospatial resources available for the performance requirement
- identifying and operating the resources for the geospatial products required
- identifying, reviewing and analysing information that may impact on the geospatial product's operational performance
- locating and applying documentation, policies and standard operational procedures (SOPs) relevant to providing geospatial support
- negotiating and communicating effectively with key stakeholders
- undertaking research and analysing related to geospatial operations
- using information technology and software appropriate to geospatial operations
- completing reports and documentation
- following manufacturer specifications and SOPs for resources and equipment

Knowledge Evidence

Evidence required to demonstrate competence, must satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- legislative and regulatory requirements related to the geospatial products being generated
- legislative obligations of Work Health and Safety (WHS)/Occupational Health and Safety (OHS)/Occupational Safety and Health (OSH) requirements and safe work / workplace procedures relevant to geospatial operations
- geospatial operational outcomes and requirements
- geospatial operational or training environment in which the products will be applied
- operational capabilities and limitations of the relevant geospatial equipment for the products required

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- organisational policy and procedures related to generating geospatial products
- geospatial product knowledge related to resources and equipment in service
- effective communication and negotiation techniques for supplying products and producing reports on spatial operation

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in simulated workplace operational situations that reflect workplace conditions.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFGEO004 Provide geospatial technical advice

Modification History

Release 1. This is the first release of this unit of competence from the Defence DEF Training Package

Application

This unit describes the skills required to provide geospatial technical advice related to geospatial capabilities within a Defence environment. The geospatial capabilities include current and future capability options and are related to current and future Defence operations and training.

This unit was developed for Defence personnel in a geospatial workplace but may be relevant to others who work in this field.

Those undertaking this unit would work independently or as part of a team, under indirect supervision while performing complex tasks, in a small range of familiar contexts. They would use discretion and judgement and take responsibility for the quality of their outputs.

Licensing/Regulatory Information

No licensing, legislative or certification requirements apply to unit at the time of publication.

Pre-requisite Unit

Not applicable

Competency Field

Geospatial

Unit Sector

Not applicable

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Identify and analyse	**1.1** Circumstances requiring the provision of advice for operations capabilities are observed, received and

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	issues		clarified in accordance with Australian Defence Force (ADF) regulatory requirements, organisational policy and Standard Operational Procedures (SOPs)
		1.2	Issues relating to operations capabilities are identified and confirmed through effective consultation with relevant personnel in accordance with SOPs
		1.3	Issues are interpreted and analysed to determine the circumstances in accordance with SOPs
		1.4	Research of relevant documents and literature is conducted in relation to identified issues and unclear findings are clarified with relevant personnel in accordance with SOPs
2	**Formulate options**	**2.1**	Options are identified and evaluated relating to the provision of current and potential future geospatial capability advice in accordance with SOPs
		2.2	Options are prioritised and preferred geospatial capability option is selected in accordance with SOPs
3	**Provide advice**	**3.1**	Advice is formulated and discussed with stakeholders in accordance with SOPs
		3.2	Stakeholder requirements are negotiated, incorporated and documented within the proposed advice in accordance with SOPs
		3.3	Reports are prepared for concluded advice within specified time and budget in accordance with SOPs

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide

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Unit Mapping Information

No equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFGEO004 Provide geospatial technical advice

Modification History

Release 1. This is the first release of this unit of competence from the Defence DEF Training Package

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion:

- analysing and evaluating geospatial information
- conducting research to clarify issues and unclear findings
- identifying the issues surrounding the provision of advice
- identifying geospatial capabilities
- identifying and providing current and future capability options related to current and future Defence operations and training
- liaising with stakeholders in providing advice and receiving feedback in a constructive manner
- preparing and presenting reports

Knowledge Evidence

Evidence required to demonstrate competence, must satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- capability requirements for current and future Defence operations and training
- research and analysis techniques for identifying and clarifying issues
- Australian Defence Force (ADF) regulatory requirements, and organisational policy, standard operational procedures including code of behaviour
- geospatial technical information sources
- relevant policies and procedures in relation to duty of care, ethical standards, geospatial capabilities and all other organisational requirements
- verbal communication techniques for clarifying issues and providing advice to stakeholders
- written communication techniques for preparing letters and reports

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of

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assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in simulated workplace operational situations that reflect workplace conditions.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFINT001 Supervise intelligence operations

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Application

This unit specifies the skills and knowledge required by an intelligence supervisor working across the spectrum of strategic, operational and tactical environments.

It includes planning, preparing, conducting and finalising intelligence operations.

This unit applies to Defence intelligence operatives although it could apply to any personnel working in this field.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Persons undertaking this unit work independently or as part of a team, and perform complex tasks in unfamiliar contexts.

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

Pre-requisite Unit

Not applicable

Competency Field

Intelligence

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1	**Plan and prepare for intelligence operations**	**1.1** Confirm and maintain competence of subordinates to undertake intelligence operations in accordance with operational procedures
		1.2 Maintain relevant personnel administration
		1.3 Clarify orders to determine commander's intent
		1.4 Determine and manage constraints relevant to task in accordance with operational procedures
		1.5 Assemble resources for task and report shortfalls that limit capability to chain of command
		1.6 Make planning decisions to solve operational problems, based on a logical process
		1.7 Conduct battle procedure to meet task requirements
		1.8 Identify hazards, assess risks and implement control measures in accordance with operational procedures
2	**Conduct intelligence operations**	**2.1** Prepare and deliver orders and briefs, as required
		2.2 Direct and supervise subordinates in accordance with operational procedures
		2.3 Liaise with stakeholders in accordance with operational requirements
		2.4 Conduct, organise and direct support from outside agencies
		2.5 Provide intelligence operations technical advice to supervisors and subordinates
3	**Finalise intelligence operations**	**3.1** Conduct debriefs in accordance with operational procedures
		3.2 Conduct post activity analysis and make subsequent recommendations
		3.3 Manage equipment, stores and explosive ordnance as required, in accordance with operational procedures
		3.4 Complete documentation in accordance with operational procedures
		3.5 Monitor and manage subordinate health and wellbeing,

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and address any identified issues as required

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to DEFIN007A Supervise intelligence operations.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFINT001 Supervise intelligence operations

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least two separate occasions and include:

- accessing and using resources
- applying logical process when planning and problemsolving
- conducting briefings and debriefings
- counselling subordinates and evaluating performance
- developing instructions from given orders
- disseminating information and providing technical advice
- planning and coordinating protective security operations
- preparing and writing reports
- presenting logical and structured arguments
- processing and maintaining workplace information
- reading, interpreting and applying relevant legislation, policies and procedures
- using a variety of verbal and non-verbal communication techniques, including:
  - giving and receiving workplace feedback
- working as part of a team
- working with minimal supervision.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- collection planning
- evaluation criteria
- intelligence operations
- logical processes including:
  - intelligence preparation of the battlefield
  - military appreciation process
  - war gaming

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- relevant battle procedures and constraints
- relevant legal responsibilities must include one or more of the following:
  - Geneva conventions and protocols
  - international laws
  - laws of armed conflict
  - rules of engagement
  - state/territory legislation
- relevant legislation and procedures in relation to environmental requirements and rules of engagement
- relevant organisational policies and procedures including:
  - work health and safety (WHS)/occupational health and safety (OHS) legislation
  - equipment
  - material and personal safety requirements
- risk assessments
- troop and personnel movement requirements
- workplace communication strategies.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Assessment must occur in workplace operational situations, where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions. This includes assessment in a minimum of two environments, which must include the following:

- protective security
- combat intelligence
- specialist intelligence disciplines.

Resources for assessment must include access to:

- intelligence workers
- relevant communication and information technology equipment and data
- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including operational procedures, regulations, codes of practice

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and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFINT002 Plan and lead a counter-surveillance operation

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Application

This unit specifies the skills and knowledge required to plan and lead counter-surveillance operations. This unit of competency will be used by specialist intelligence workers operating in a hostile surveillance environment as a team leader.

It includes planning, conducting and finalising counter-surveillance activity.

This unit applies to Defence intelligence operatives although it could apply to any personnel working in this field.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Persons undertaking this unit work independently or as part of a team, and perform complex tasks in unfamiliar contexts.

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

Pre-requisite Unit

Not applicable

Competency Field

Intelligence

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1	**Plan counter-surveillance activity**	**1.1** Confirm instructions to conduct activity with supervisor
		1.2 Identify resource availability, serviceability and constraints
		1.3 Analyse situation, terrain and threat forces to determine operational risk
		1.4 Conduct reconnaissance of operational area to inform planning process
		1.5 Conduct research to inform planning process
		1.6 Develop a counter-surveillance plan in accordance with operational procedures
		1.7 Prepare counter-surveillance orders and deliver to team members
		1.8 Conduct rehearsals in accordance with operational procedures
		1.9 Confirm and monitor competence of team members
		1.10 Liaise with outside agencies, as required
		1.11 Identify hazards, assess risks and implement control measures in accordance with operational procedures
2	**Conduct counter-surveillance activity**	**2.1** Direct and supervise counter-surveillance team in accordance with counter-surveillance plan
		2.2 Recognise and respond to situations that require quick and decisive responses in accordance with operational requirements and procedures
		2.3 Complete counter-surveillance tasks in accordance with counter-surveillance plan
		2.4 Organise and direct support from outside agencies, as required
		2.5 Provide technical advice to identified stakeholders in accordance with counter-surveillance plan
3	**Finalise counter-surveillance**	**3.1** Provide information gained during activity to identified stakeholders in a timely manner

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activity

3.2 Complete counter-surveillance documentation in accordance with operational procedures

3.3 Conduct post activity analysis and make subsequent recommendations

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces but is not equivalent to DEFIN008A Plan and lead a counter-surveillance operation.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFINT002 Plan and lead a counter-surveillance operation

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least two separate occasions and include:

- applying relevant operational policies and procedures
- conducting liaison
- applying knowledge of human facial and body recognition characteristics
- applying knowledge vehicle recognition characteristics
- identifying hazards, assessing risks and implementing control measures
- navigating
- operating safely and within the constraints and limitations of local laws
- operating verbal communications equipment
- photographing objects and people
- planning, organising, monitoring and supervising the tasks of all the team members in accordance with organisational guidance
- positively identifying and tracking hostile surveillance within the parameters of the counter-surveillance plan
- preparing and writing counter-surveillance reports and/or completing relevant documentation.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- counter-surveillance documentation
- counter-surveillance plan
- counter-surveillance techniques
- operational risk factors including:
  - terrain
  - threat forces
- regulatory framework
- relevant legislation and operational policies and procedures

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- reporting standards and procedures
- resource administration including:
  - resource serviceability
  - resource constraints.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Assessment must occur in workplace operational situations, where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Resources for assessment must include access to:

- counter-surveillance team with equipment to scale
- anti-surveillance personnel appropriate to plan
- surveillance team with equipment to scale
- support personnel appropriate to task
- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including operational procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFINT003 Edit intelligence material for security purposes

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Application

This unit specifies the skills and knowledge required to amend and arrange information into useful intelligence material, in accordance with specific security requirements.

It includes conducting source and method protection risk assessment of received information, and editing this data into intelligence material to achieve security criteria.

This unit applies to Defence intelligence operatives although it could apply to any personnel working in this field.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Persons undertaking this unit work independently or as part of a team, and perform complex tasks in unfamiliar contexts.

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

Pre-requisite Unit

Not applicable

Competency Field

Intelligence

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1	**Conduct source and method protection risk assessment**	**1.1**	Determine sensitivity of intelligence information and document in accordance with organisational procedures
		1.2	Obtain and apply organisational procedures for security of intelligence material throughout the editorial process
		1.3	Identify information requiring source and/or method protection and apply suitable risk control measures
		1.4	Assess the risk of potential security compromise on release of intelligence material and document
		1.5	Confirm risk control measures with appropriate authorities
		1.6	Identify and apply legal requirements for intelligence material activities
2	**Edit intelligence material to achieve security criteria**	**2.1**	Edit intelligence material to remove identified risks and non-essential information
		2.2	Review edited material against security criteria and confirm that it meets the criteria
		2.3	Release edited material in accordance with organisational procedures
		2.4	Consider stakeholder requirements for intelligence material

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to DEFIN003A Edit intelligence material for security

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purposes.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFINT003 Edit intelligence material for security purposes

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least two separate occasions and include:

- applying safety, legislative and statutory requirements relevant to the risk assessment
- conducting protection risk assessment of source material
- editing intelligence material
- identifying hazards, assessing risks and implementing control measures
- identifying, interpreting and analysing risk assessment requirements
- maintaining security of material.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- intelligence assessments and reports
- intelligence community
- legal responsibilities
- organisational operational considerations
- relevant legislation and procedures in relation to intelligence and security requirements
- relevant work health and safety/occupational health and safety (WHS/OHS) regulations/requirements, equipment, material and personal safety requirements
- risk assessment techniques
- security of classified information
- workplace communication strategies
- workplace safety procedures.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

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As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Assessment must occur in workplace operational situations, where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including operational procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFLAW013 Conduct basic fact finding

Modification History

Release 2. Modifications made to Assessment Conditions.

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Application

This unit specifies the skills and knowledge required to conduct basic fact finding into an incident or complaint and to report back with recommendations.

It includes conducting and reporting on fact finding.

This unit applies to persons working as members of the Australian Defence Organisation who may be required to complete a Defence Incident Report and conduct basic fact finding into an incident or complaint.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Persons undertaking this unit work under indirect supervision and perform specific tasks in a broad range of contexts. They use discretion and judgement, undertake simple or complex tasks, and take responsibility for the quality of their outputs.

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

Pre-requisite Unit

Not applicable

Competency Field

Military Justice

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS **PERFORMANCE CRITERIA**

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Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Conduct fact finding	**1.1** Declare conflict/s of interest or bias when tasked to conduct fact finding
	1.2 Identify relevant sources and gather information
	1.3 Identify occurrence facts and circumstances from collated information in accordance with task requirements
	1.4 Suspend fact finding activity and notify fact finding initiator as soon as a Defence Force Discipline Act (DFDA) offence or notifiable incident becomes evident
2 Report fact finding results	**2.1** Develop fact finding report and submit to fact finding initiator
	2.2 Make recommendation/s in accordance with organisational procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to DEFLAW007 Conduct a quick assessment.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFLAW013 Conduct basic fact finding

Modification History

Release 2. Modifications made to Assessment Conditions.

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and includes:

- applying relevant legislation and organisational policies and procedures
- communicating orally and in writing
- identifying conflicts, occurrences, facts and circumstances
- questioning and responding to questioning
- recommending and reporting fact finding outcomes
- undertaking research.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- interview techniques
- privacy principles
- relevant investigation techniques
- relevant legislation, and organisational policies and procedures

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in simulated workplace operational situations that reflect workplace

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conditions.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or simulations
- relevant materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- acceptable means of simulation assessment.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFMIL001 Use personal camouflage and concealment in a threat environment

Modification History

Release	Comments
1	This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to DEFCM001B Use personal camouflage and concealment in a threat environment. • Unit code updated • Content and formatting updated to comply with new standards • All PC transitioned from passive to active voice • PC 1.1, 1.2 and 1.3 merged • PC 2.2, 2.3 and 2.4 merged • PC 3.4 remove • PC 3.6 revised

Application

This unit describes the skills required to reduce one's personal signature in a threat environment. Detection capabilities may include:

- aural
- electronic (e.g. radio)
- olfactory
- thermal
- visual

This includes camouflaging oneself (and own personal equipment), concealing movement and minimising signs.

This unit was developed for those working as Defence personnel required to use personal camouflage and concealment in a deployed threat environment, but may be relevant to others who work in this field.

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The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work under direct and/or indirect supervision. They would use discretion and judgement, and take responsibility for the quality of their outputs. They would perform routine tasks in a range of contexts that are sometimes unfamiliar and unpredictable.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Competency Field

Military Skills

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Apply appropriate camouflage and concealment techniques	1.1 Assess environment and tactical situation to apply appropriate camouflage and concealment techniques. 1.2 Assess threat's detection capabilities and identify weaknesses for exploitation. 1.3 Maintain personal camouflage.
2. Minimise personal signature	2.1 Prepare and pack personal equipment. 2.2 Minimise personal signature, shadow, odours. 2.3 Minimise or avoid electronic signature which may include radios, mobile phones and emergency positioning devices. 2.4 Avoid detection while preparing and consuming rations. 2.5 Communicate using non-verbal signals. 2.6 Carry and/or dispose of waste in a fashion that minimises detection.
3. Minimise personal signature when on the move	3.1 Select a route that minimises detection or retards the ability and/or desire for the threat to track and pursue. 3.2 Move according to environment and tactical situation. 3.3 Minimise silhouetting.

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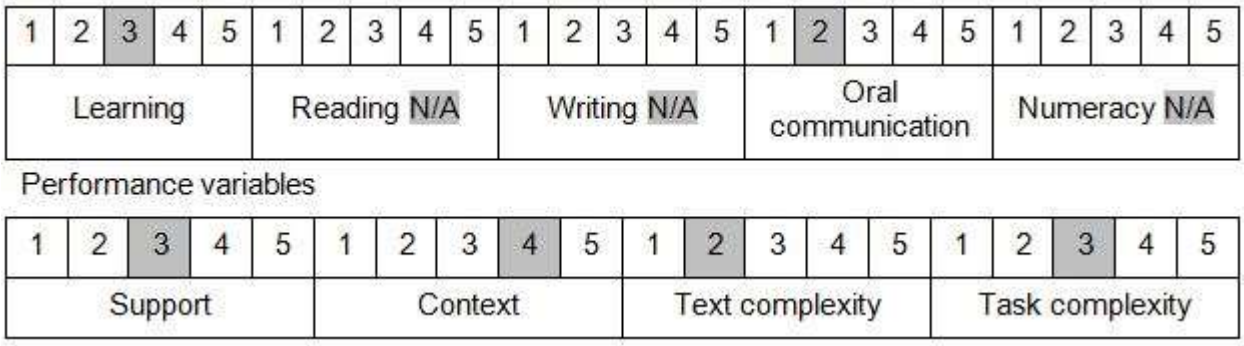
	3.4 Minimise spoor displacement. 3.5 React to unexpected incidents such as a shot, flare, shout or tripping device. 3.6 Select rest areas that provide optimum concealment and refurbish them upon leaving to remove evidence of stay.

Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

ACSF levels indicative of performance:



Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

Unit Mapping Information

This unit supersedes and is equivalent to DEFCM001B Use personal camouflage and concealment in a threat environment.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFMIL001 Use personal camouflage and concealment in a threat environment

Modification History

Release	Comments
1	These Assessment Requirements were released in DEF Defence Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- assembling and carrying personal equipment
- undertaking movement by day or night
- reacting appropriately to unexpected incidents
- using visual scanning
- using non-verbal signals
- applying appropriate camouflage and concealment techniques
- minimising signature at the halt and when on the move

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- ability of technology
- information that can be obtained through examination of waste
- issues influencing personal camouflage
- methods of packing
- non-verbal signals
- WHS techniques
- physical environment
- principles of camouflage and concealment

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- reasons why things are seen/compromised
- tactical situation
- threat detection capabilities

Assessment Conditions

Competency should be assessed in an actual workplace or in a simulated environment, with access to equipment and infrastructure appropriate to the outcome. Competency should be demonstrated over time to ensure the candidate is assessed across a variety of situations.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFMIL002 Operate night fighting equipment

Modification History

Release	Comments
1	This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to DEFCM002C Operate night fighting equipment. • Unit code updated • Content and formatting updated to comply with new standards • All PC transitioned from passive to active voice • Elements 1 and 2 merged • All PC in elements 1 and 2 revised

Application

This unit describes the skills required to operate night fighting equipment in a threat environment. Night fighting equipment:

- is a collective term that refers to image intensification equipment
- is normally used in conjunction with weapons in low light conditions
- improves natural vision when other forms of illumination may not be suitable

This unit was developed for military personnel within a combat zone in Defence but may be relevant to others who work in this field.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work independently, under direct and/or indirect supervision. They would use discretion and judgement, and take responsibility for the quality of their outputs. They would perform specific tasks, in a range of contexts.

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No licensing, legislative or certification requirements apply to unit at the time of publication.

Competency Field

Military Skills

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Prepare and operate night fighting equipment	1.1 Prepare, handle and adjust night fighting equipment applying Defence work health and safety (WHS) requirements for night fighting equipment. 1.2 Operate and handle night fighting equipment applying Defence WHS requirements for night fighting equipment and laser safety. 1.3 Apply fire with service weapons using night fighting equipment.
2. Maintain night fighting equipment	2.1 Inspect, maintain and store night fighting equipment. 2.2 Report faults, damage and/or deficiencies.

Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

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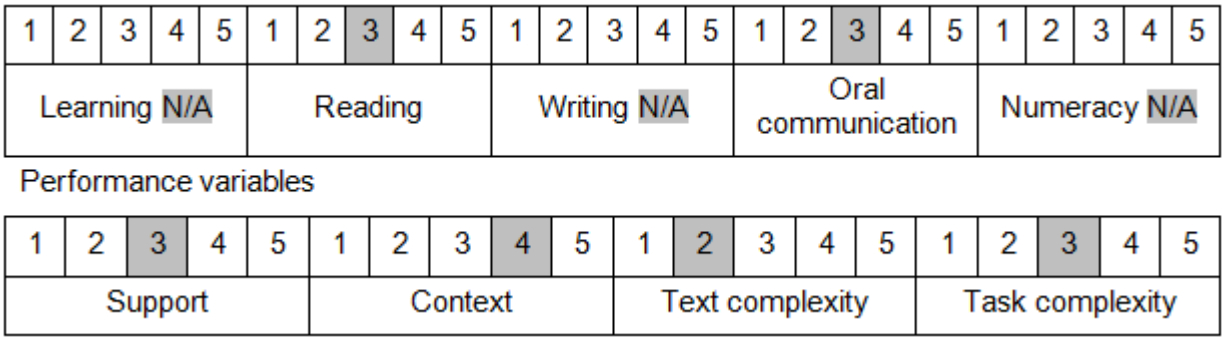
ACSF levels indicative of performance:



Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

Unit Mapping Information

This unit supersedes and is equivalent to DEFCM002C Operate night fighting equipment.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFMIL002 Operate night fighting equipment

Modification History

Release	Comments
1	These Assessment Requirements were released in DEF Defence Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specifies the candidate must demonstrate evidence of performance of the following on at least one occasion.

- applying recognised safety precautions
- understanding and carrying out orders
- handling weapons and night fighting equipment safely
- interpreting fire control orders
- using night fighting equipment

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- characteristics, technical capabilities, effects, employment and limitations of equipment
- night vision theory
- WHS requirements for using night fighting equipment and weapons

Assessment Conditions

Competency should be assessed in an actual workplace or in a simulated environment, with access to equipment and infrastructure appropriate to the outcome. Competency should be demonstrated over time to ensure the candidate is assessed across a variety of situations.

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Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFMIL003 Operate a service rifle

Modification History

Release	Comments
1	This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to DEFCM101C Operate a service rifle. • Unit code updated • Content and formatting updated to comply with new standards • All PC transitioned from passive to active voice • PC 1.1 and 1.4 removed • PC 4.1 and 4.2 merged

Application

This unit covers the competency required to operate any current in service rifle. Operating a service rifle involves the ability to safely handle, maintain, operate and fire the service rifle.

This unit applies to those working as a member of the Australian Defence Force.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work under direct supervision, in accordance with the Rules of Engagement. They would perform specific tasks, in a broad range of contexts, focussing on applying safety requirements.

No licensing, legislative or certification requirements apply to unit at the time of publication.

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Competency Field

Military Skills

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Handle a service rifle	1.1 Handle and carry service rifle. 1.2 Identify, select and handle ammunition.
2. Maintain a service rifle	2.1 Strip and assemble service rifle. 2.2 Clean and service rifle and associated equipment as required. 2.3 Clean, inspect, carry and secure ammunition. 2.4 Identify and rectify defects within limits of authority or report to supervisor. 2.5 Complete documentation.
3. Operate a service rifle	3.1 Fill and empty service rifle magazine. 3.2 Conduct weapon drills. 3.3 Apply marksmanship principles. 3.4 Adopt fire positions as required by environment and threat. 3.5 Employ weapon equipment.
4. Fire a service rifle	4.1 Fire service rifle complying with Range Safety Brief and Practice Brief. 4.2 Identify and engage targets.

Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

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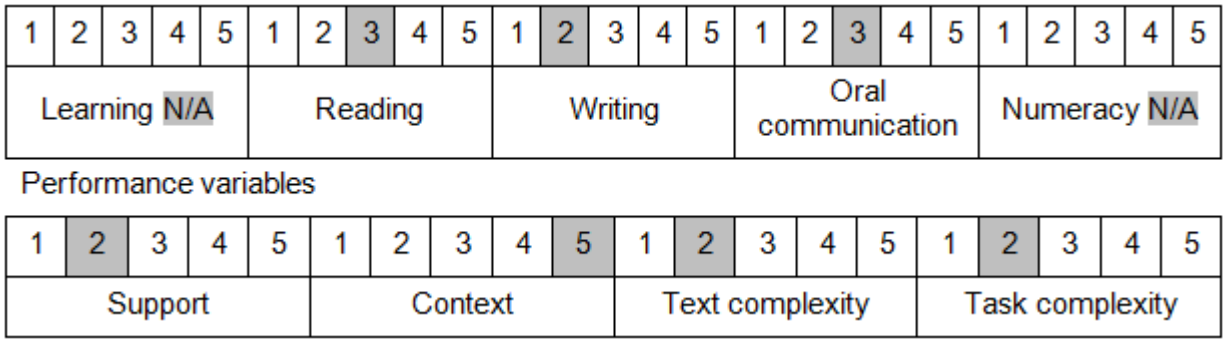
ACSF levels indicative of performance:



Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

Unit Mapping Information

This unit supersedes and is equivalent to DEFCM101C Operate a service rifle.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFMIL003 Operate a service rifle

Modification History

Release	Comments
1	These Assessment Requirements were released in DEF Defence Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- operating the weapon without any safety breaches
- adopting appropriate firing position
- aiming the service rifle
- applying immediate action and stoppage drills
- applying recognised safety precautions
- conducting weapon drills
- firing the weapon using, as a minimum, ball ammunition
- recognising the limit of own authority
- passing weapons training test
- firing the weapon qualification practice

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- characteristics, technical capabilities, effects, employment and limitations of the rifle and ammunition
- cycle of operation of the service rifle
- degrees of weapon readiness
- WHS requirements
- marksmanship principles

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- range safety
- safety precautions of the service rifle
- types of targets

Assessment Conditions

Competency should be assessed using live ammunition on a live firing range, with access to equipment and infrastructure appropriate to the outcome. Competency should be demonstrated over time to ensure the candidate is assessed across a variety of situations in accordance with the current weapons pamphlet. This would include ‘dry’ assessment to ensure that a safe environment is maintained.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFMIL004 Operate a light support weapon

Modification History

Release	Comments
1	This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to DEFCM102C Operate a light support weapon. • Unit code updated • Content and formatting updated to comply with new standards • All PC transitioned from passive to active voice • PC 1.1 and 4.2 removed

Application

This unit describes the skills required to operate a light support weapon. This includes handling, maintaining, operating and firing the light support weapon and obtaining satisfactory engagement accuracy. The light support weapon would usually be carried and fired from the shoulder.

This unit applies to those working as a member of the Australian Defence Force.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work under direct supervision, in accordance with the Rules of Engagement. They would perform specific tasks, in a broad range of contexts that could be unpredictable, focussing on applying safety requirements.

No licensing, legislative or certification requirements apply to unit at the time of publication.

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Competency Field

Military Skills

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Handle a light support weapon	1.1 Handle and carry light support weapon. 1.2 Identify, select and handle ammunition. 1.3 Secure light support weapon.
2. Maintain a light support weapon	2.1 Strip and assemble light support weapon. 2.2 Clean light support weapon and associated equipment. 2.3 Clean, inspect, carry and secure ammunition. 2.4 Identify and rectify defects within limits of authority or report to supervisor. 2.5 Complete documentation.
3. Operate a light support weapon	3.1 Fill and empty light support weapon magazine. 3.2 Conduct weapon drills. 3.3 Apply marksmanship principles. 3.4 Adopt fire positions according to environment and threat. 3.5 Employ weapon equipment.
4. Fire a light support weapon	4.1 Fire light support weapon. 4.2 Identify and engage targets. 4.3 Comply with safety brief and/or practice brief when firing the weapon.

Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

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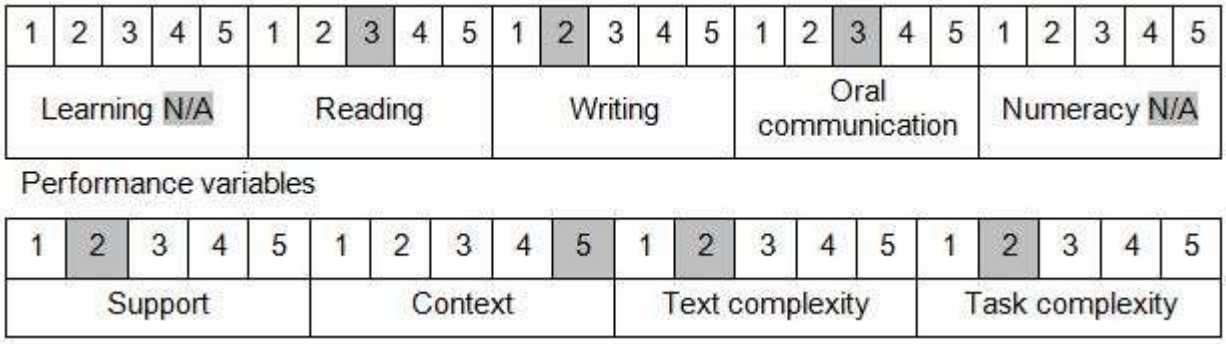
ACSF levels indicative of performance:



Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

Unit Mapping Information

This unit supersedes and is equivalent to DEFCM102C Operate a light support weapon.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFMIL004 Operate a light support weapon

Modification History

Release	Comments
1	These Assessment Requirements were released in DEF Defence Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- adopting appropriate firing position
- aiming the light support weapon
- applying immediate action and stoppage drills
- applying recognised safety precautions
- conducting weapon drills
- firing the weapon using, as a minimum, ball ammunition
- recognising the limit of own authority
- passing the weapon training test
- passing the qualification practice

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- characteristics, technical capabilities, effects, employment and limitations of the light support weapon and ammunition
- cycle of operation of the light support weapon
- degrees of weapon readiness
- WHS requirements
- marksmanship principles

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- range safety
- safety precautions of the light support weapon
- types of targets

Assessment Conditions

Competency should be assessed using live ammunition on a live firing range, with access to equipment and infrastructure appropriate to the outcome. Competency should be demonstrated over time to ensure the candidate is assessed across a variety of situations in accordance with the current weapons pamphlet. This would include ‘dry’ assessment to ensure that a safe environment is maintained.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFMIL005 Operate a service hand grenade

Modification History

Release	Comments
1	This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to DEFCM103C Operate a service hand grenade. • Unit code updated • Content and formatting updated to comply with new standards • All PC transitioned from passive to active voice • Elements 1 and 2 merged • All PC in elements 1 and 2 revised • PC 3.2, 3.3 and 3.6 merged • PC 3.4 and 3.5 removed

Application

This unit describes the skills required to operate a service hand grenade, which may include drill, high explosive, and practice grenades. This includes handling, maintaining, throwing the grenade and obtaining a satisfactory throwing accuracy.

This unit applies to those working as a member of the Australian Defence Force.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work under direct supervision, in accordance with the Rules of Engagement. They would perform specific tasks, in a broad range of contexts that could be unpredictable, focussing on applying safety requirements.

No licensing, legislative or certification requirements apply to unit at the time of publication.

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Competency Field

Military Skills

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Handle and maintain a service hand grenade	1.2 Identify and select service hand grenade in accordance with supervisor's instructions and operational requirements. 1.3 Handle and carry service hand grenade. 1.4 Secure service hand grenade. 1.5 Clean service hand grenade.
2. Operate a service hand grenade	2.1 Conduct grenade drills. 2.2 Throw the grenade after adopting throwing position and by applying throwing principles complying with Range Safety Brief and Practice Brief.

Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

ACSF levels indicative of performance:

1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Learning N/A					Reading					Writing N/A					Oral communication					Numeracy N/A				

Performance variables

1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Support					Context					Text complexity					Task complexity				

Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

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Unit Mapping Information

This unit supersedes and is equivalent to DEFCM103C Operate a service hand grenade.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFMIL005 Operate a service hand grenade

Modification History

Release	Comments
1	These Assessment Requirements were released in DEF Defence Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- demonstrating use of a hand grenade while applying recognised safety precautions
- conducting all grenade drills
- recognising the limit of own authority

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- characteristics, technical capabilities, effects, employment and limitations of the service hand grenade
- WHS requirements
- range safety
- weapon drills

Assessment Conditions

Competency should be assessed using a live grenade usually on a live firing range, with access to equipment and infrastructure appropriate to the outcome. Competency should be demonstrated over time to ensure the candidate is assessed across a variety of situations in accordance with the current weapons pamphlet. This would include ‘dry’ assessment to ensure that a safe environment is maintained.

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The assessment must include the handling and throwing of live HE grenades and achievement of blast effect on the targets.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFMIL006 Operate in a threat environment

Modification History

Release	Comments
1	This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to DEFCM104C Operate in a threat environment. • Unit code updated • Content and formatting updated to comply with new standards • All PC transitioned from passive to active voice • Elements 2 and 3 merged • PC 1.2 and 1.3 merged, 2.1 and 3.1 merged, 2.2 and 3.2 merged

Application

This unit describes the skills required to apply offensive and defensive operational procedures as a member of a team within a threat environment. These operational methods are based on principles that support the conduct of any mission carried out in a threat environment.

This unit was developed for combat arms personnel within an operational zone in Defence but may be relevant to others working in this field.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work as individuals and as part of a team, under direct and/or indirect supervision. They would use discretion and judgement and take responsibility for the quality of their outputs, while performing specific tasks, in a range of unpredictable contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

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Competency Field

Military Skills

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Apply fieldcraft techniques	1.1 Receive, interpret and carry out orders and instructions. 1.2 Apply fieldcraft techniques while carrying out tasks.
2. Employ defensive and offensive measures	2.1 Employ defensive and/or offensive measures. 2.2 Deal with enemy offensive and/or defensive measures and tactics.
3. Comply with the conventions of armed conflict	3.1 Comply with laws of armed conflict. 3.2 Follow Rules of Engagement, Orders for Opening Fire and Orders for Use of Force. 3.3 Guard prisoners of war in accordance with the laws of armed conflict and operational requirements. 3.4 Care for and protect prisoners of war, captured persons, detainees and civilians.

Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

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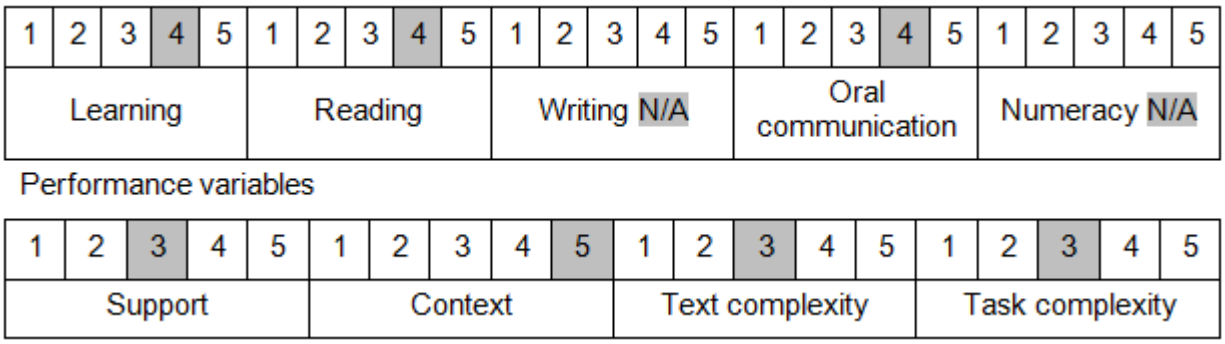
ACSF levels indicative of performance:



Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

Unit Mapping Information

This unit supersedes and is equivalent to DEFCM104C Operate in a threat environment.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFMIL006 Operate in a threat environment

Modification History

Release	Comments
1	These Assessment Requirements were released in DEF Defence Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- applying obstacle crossing drills
- applying mine and booby trap incident drills
- digging fighting pits to directed specifications
- erecting wire obstacles under supervision
- handling detainees, prisoners of war and civilians
- hardening fighting positions
- undertaking tactical movement on foot
- employing fieldcraft, offensive and defensive measures
- complying with the Laws of Armed Conflict

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- principles of fieldcraft
- Rules of Engagement
- detection avoidance techniques
- duties and responsibilities of an individual member of a tactical team
- field routine within a tactical environment
- Laws of Armed Conflict

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- Orders for Opening Fire
- Orders for the Use of Force
- tactical terminology and orders
- use of field equipment: webbing, hoochie, rope, military pack

Assessment Conditions

Competency should be assessed in an actual workplace or in a simulated environment, with access to equipment and infrastructure appropriate to the outcome. Competency should be demonstrated over time to ensure the candidate is assessed across a variety of situations.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFMIL007 Participate in ceremonial activities

Modification History

Release 2.0

This unit was released in DEF Defence Training Package Release 2.2.

Application

This unit describes the skills required to perform ceremonial drill movements and to participate in ceremonial activities. Ceremonial drill fosters discipline, teamwork and a sense of collective identity while providing an appropriate means to physically commemorate the unique history, customs and traditions of Defence service.

This unit applies to personnel undertaking training relevant to the Defence Organisation and the development of relevant skills and attributes.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work both individually and as part of a team, under direct supervision, performing specific tasks in a limited range of contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Competency Field

Military Skills

Elements and Performance Criteria

ELEMENTS		PERFORMANCE CRITERIA	
Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Prepare for ceremonial activities**	**1.1**	Prepare clothing, accessories and equipment for drill and ceremonial activities.
		1.2	Practise drill movements to achieve the required standards.
2	**Participate in ceremonial activities**	**2.1**	Wear clothing, accessories and equipment to the high standard required for ceremonial activities.

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2.2 Execute all drill movements as required for the relevant ceremonial activity.

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

Supersedes and is equivalent to DEFCM105C Participate in ceremonial activities

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFMIL007 Participate in ceremonial activities

Modification History

Release 2.0

This unit was released in DEF Defence Training Package Release 2.2.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and includes:

- performing ceremonial drill manoeuvres, including:
- turns and inclines at the halt and on the march
- performing eyes right and left
- open and close order on the march
- forming ranks, standing at ease, standing easy, advancing in review order
- leaving ranks, reporting to an officer and being dismissed
- performing salutes

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- fronts and flanks
- generic parade sequences
- meaning of words of command
- preparation of clothing and equipment in accordance with Standing Orders for Dress
- purpose of drill
- types of ceremonial activities that employ drill

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in suitable workplace operational situations. Where this is not appropriate, assessment must occur in suitable simulated workplace operational situations

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reflecting actual industry workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, facilities, equipment and personal protective equipment currently used in the industry
- applicable documentation relevant to the industry including workplace procedures, industry standards, equipment specifications, regulations, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFMIL008 Display the attributes of Defence personnel

Modification History

Release 3. This unit was released in DEF Defence Training Package Release 4.2.

Release 2.0. This unit was released in DEF Defence Training Package Release 2.2.

Application

This unit describes the skills required to work ethically while upholding the relevant values and exhibiting the qualities required by Defence personnel regardless of the environment.

This unit applies to those working as personnel within the Defence organisation.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work under direct supervision. They would use discretion and judgement and take responsibility for the quality of their outputs. They would perform specific tasks, in a broad range of contexts that could be unpredictable.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Competency Field

Military Skills

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Uphold the values and ethos of the Australian Defence Force	**1.1** Reflect Defence organisation values in all actions and behaviours.
	1.2 Assimilate ethos of the Defence organisation.
2 Exhibit the qualities of a member of the Australian Defence Force	**2.1** Demonstrate self-discipline.

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	2.2 Maintain standards of dress and bearing.
	2.3 Maintain a positive attitude to Defence service.
	2.4 Comply with organisational policies and guidelines in personal work practices and relationships with colleagues.
	2.5 Provide impartial, substantiated, accurate and complete verbal and written advice and reports.
	2.6 Use public resources in accordance with Defence ethical standards and guidelines.
3 Deal with ethical situations	**3.1** Comply with organisational policies/codes on the prevention and reporting of unethical conduct.
	3.2 Report unethical conduct.
	3.3 Resolve or refer situations which pose ethical problems.

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

Supersedes and is equivalent to DEFCM106C Display the attributes of an Australian soldier.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFMIL008 Display the attributes of Defence personnel

Modification History

Release 3. This unit was released in DEF Defence Training Package Release 4.2.

Release 2.0. This unit was released in DEF Defence Training Package Release 2.2.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and includes:

At least two ethical problems should be posed requiring a response or action that can be assessed.

- being aware of self and others
- developing character
- displaying:
- daily living skills
- dedication to duty
- initiative
- loyalty and honour
- mateship and teamwork
- the will to win
- physical and moral courage
- compassion and honesty towards others
- coping with the demands of service life
- performing tasks within a Defence context
- accepting new challenges that are a feature of service life
- recognising the fundamental importance of the Defence team

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- organisational drug policy
- organisational security
- arrest, charges, rights of an accused
- customs, uniforms and ranks of the Defence organisation
- Defence Force Discipline Act and common military offences
- organisation of the Defence and the Australian Defence Force (ADF)
- performance assessment system

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- requirement for appropriate Defence conduct

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in suitable workplace operational situations. Where this is not appropriate, assessment must occur in suitable simulated workplace operational situations reflecting actual industry workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, facilities, equipment and personal protective equipment currently used in the industry
- applicable documentation relevant to the industry including workplace procedures, industry standards, equipment specifications, regulations, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFMIL009 Integrate into the Defence working environment

Modification History

Release 2.0

This unit was released in DEF Defence Training Package Release 2.2

Application

This unit describes the skills required by young Australians to integrate themselves into a challenging Defence-like work environment.

This unit applies to personnel with a range of experiences and challenges who will develop skills and values that will usually include teamwork, leadership, work ethos, self-discipline, self-reliance and initiative.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would perform routine tasks under direct supervision in small range of contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Competency Field

Military Skills

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Identify organisational requirements	**1.1** Comply with protocols for dealing with the Defence Organisation personnel and with policies and procedures including Work Health and Safety (WHS)
	1.2 Communicate within the organisation.
	1.3 Seek assistance within the organisation as required.
	1.4 Carry out personal administration requirements.

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	1.5	Maintain standards of dress and bearing.
	1.6	Display Defence code of ethical conduct and organisation values.
2 Participate in personal development activities	**2.1**	Implement team work while participating in activities.
	2.2	Follow directions from superior and plan activities to achieve the desired outcome.
	2.3	Seek and act upon formal and informal performance feedback.

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

Supersedes and is equivalent to DEFDC001B - Integrate into the cadet working environment.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFMIL009 Integrate into the Defence working environment

Modification History

Release 2.0

This unit was released in DEF Defence Training Package Release 2.2.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and includes:

- accessing organisational information
- encouraging team members
- following instructions and directives
- reading and understanding organisational policies and guidelines
- working in a team.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- Defence Organisation policy on ethical conduct and procedures for reporting unethical behaviour
- organisational codes of conduct and Defence values
- equal employment opportunity, equity and diversity principles
- nature of attitudes, values and beliefs
- WHS requirements
- techniques for supporting team members.

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in suitable workplace operational situations. Where this is not appropriate, assessment must occur in suitable simulated workplace operational situations reflecting actual industry workplace conditions.

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Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, facilities, equipment and personal protective equipment currently used in the industry
- applicable documentation relevant to the industry including workplace procedures, industry standards, equipment specifications, regulations, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFMIL023 Operate a radar to locate targets

Modification History

Release	Comments
1	This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to DEFCA003B Operate a radar to locate targets. • Unit code updated • Content and formatting updated to comply with the new standards • All PC transitioned from passive to active voice • PC 2.1 removed

Application

This unit describes the skills required to operate a radar in order to locate targets and to provide information as directed by the operational plan. Operation of the radar may include: classification, identification, location and navigation.

This unit was developed for those required to operate a radar but is applicable to any individual in this field of work.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work as part of a team and under direct or indirect supervision. They would use discretion and judgement, and take responsibility for the quality of their outputs. They would perform specific tasks in a range of unpredictable contexts.

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

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Competency Field

Military Skills

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Set up radar	1.1 Prepare radar for operation. 1.2 Initialise radar. 1.3 Confirm operational performance and accuracy of the radar and take action where performance is out of limits. 1.4 Detect and discount misrepresentations and false echoes.
2. Operate radar	2.1 Interpret and use radar data to assist command decisions, taking into account known limitations and errors associated with the equipment. 2.2 Resolve faults or difficulties within the operator's ability. 2.3 Refer any faults or difficulties beyond the operator's ability to correct to supervisor and take action as directed. 2.4 Provide data to supervisor or user. 2.5 Complete administration. 2.6 Conduct operational maintenance.

Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

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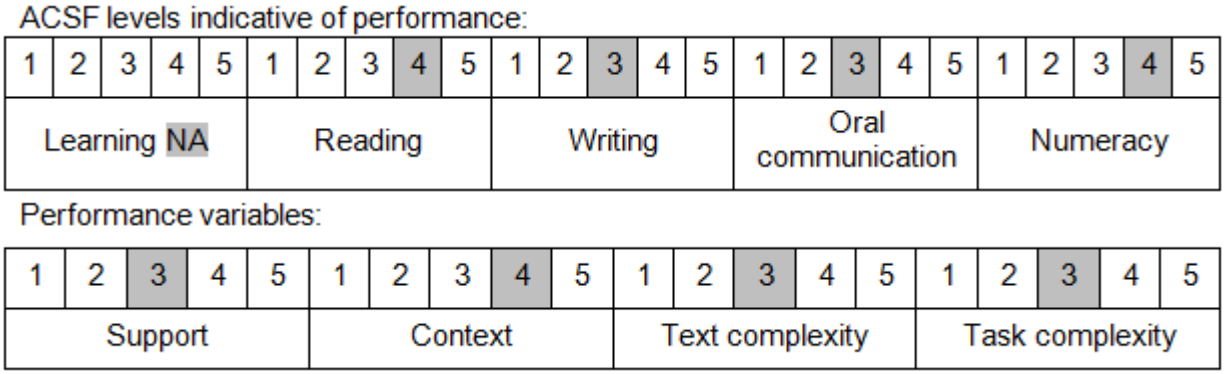

Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

Unit Mapping Information

This unit supersedes and is equivalent to DEFCA003B Conduct military searches.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFMIL023 Operate a radar to locate targets

Modification History

Release	Comments
1	These Assessment Requirements were released in DEF Defence Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- applying operational safety
- conducting equipment maintenance
- applying fieldcraft skills including tactical movement and camouflage
- carrying out each operator task

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- characteristics and effects of hostile and friendly equipment and weapons
- nature of the threat environment
- radar equipment characteristics and limitations
- relevant WHS constraints
- Rules of Engagement
- tactical techniques and procedures
- target recognition

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Assessment Conditions

Competency should be assessed in an actual workplace or in a simulated environment, with access to equipment and infrastructure appropriate to the outcome. Competency should be demonstrated over time to ensure the candidate is assessed across a variety of situations.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFMIL024 Conduct military searches

Modification History

Release	Comments
1	This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to DEFCA004B Conduct military searches. • Unit code updated • Content and formatting updated to comply with the new standards • All PC transitioned from passive to active voice • PC 1.5 removed • PC 2.3 and 3.2 revised

Application

This unit describes the skills required to conduct military searches of areas, routes, vehicles, buildings, property and people to find items of equipment and other material intended to cause harm to individuals and groups and destroy or damage property. It includes detecting, identifying and reporting the presence of any weapon, device or other object intended to cause harm and taking measures to prevent and/or minimise any loss or damage to persons or property. On detecting a device the individual is not responsible for ongoing management of the incident or rendering the device safe.

This unit was developed for those working as combat arms personnel in a deployed operational environment but is applicable to any individual in this field of work.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work as part of a team under direct and/or indirect supervision, use discretion and judgement, and take responsibility for the quality of their outputs. They would perform specific tasks in a broad range of contexts that could be highly unpredictable.

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

Competency Field

Military Skills

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Prepare for search operations	1.1 Identify purpose, timing, environment and type of search from supervisor. 1.2 Establish and maintain the location of other individuals engaged in the search. 1.3 Select and use appropriate personal protective equipment. 1.4 Identify, obtain, inspect and test tools and search equipment appropriate to the type of search and report any faults. 1.5 Deploy to an incident site or search area. 1.6 Coordinate the preparation of the search site and the conduct of searches with other agencies.
2. Search buildings, structures, property, vehicles, equipment, personnel and the environment	2.1 Erect barriers and signs, as required, to slow down or stop pedestrian and/or vehicular traffic and to direct them to checkpoints for search. 2.2 Carry out search drills/procedures applicable to the type of search. 2.3 Identify presence of unauthorised personnel and/or suspect items and material. 2.4 Secure unauthorised personnel and/or suspect items or take other relevant action. 2.5 Protect potential evidence and/or other items or material of interest from contamination, improper handling or removal. 2.6 Record information and complete reports.
3. Maintain and clean site and equipment	3.1 Return any items removed from suspects or the area for further examination in the condition found. 3.2 Conduct periodic and routine maintenance of equipment. 3.3 Identify and report faulty/defective equipment.

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Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

ACSF levels indicative of performance:

1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
Learning NA	Reading NA	Writing	Oral communication	Numeracy NA

Performance variables:

1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
Support	Context	Text complexity	Task complexity

Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

Unit Mapping Information

This unit supersedes and is equivalent to DEFCA004B Conduct military searches.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFMIL024 Conduct military searches

Modification History

Release	Comments
1	These Assessment Requirements were released in DEF Defence Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- selecting and using items of equipment appropriate to the type of search and the environment
- employing correct search drills and procedures for personnel and property
- protecting evidence

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- WHS requirements
- policies and procedures, government legislation and international conventions related to conducting searches
- safety and security of persons and property during searches
- duty of care
- teamwork principles and strategies
- techniques for supporting others
- composition of teams and roles and responsibilities of team members
- verbal and non-verbal communication techniques including language style, active listening
- written communication to a level required to complete workplace forms and reports

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Assessment Conditions

Competency should be assessed in an actual workplace or in a simulated environment, with access to equipment and infrastructure appropriate to the outcome. Competency should be demonstrated over time to ensure the candidate is assessed across a variety of situations.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFMIL029 Supervise combat operations

Modification History

Release	Comments
1	This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to DEFCA015 Supervise combat arms operations. • Unit code updated • Content and formatting updated to comply with the new standards • All PC transitioned from passive to active voice • PC 1.6, 3.5 and 4.1 removed

Application

This unit describes the skills required to command, lead and manage a combat organisation or detachment of up to 30 personnel under extreme conditions in a high risk environment. Members of the organisation or detachment may be drawn from military personnel from the armoured, artillery, engineer or infantry corps or a group made up of personnel from more than one corps.

This unit was developed for combat personnel required to deploy in an operational environment, but is applicable to any individual in this field of work.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would typically work independently or as part of a team, under indirect supervision. They use discretion and judgement, lead by example and take responsibility for the quality of their outputs. They would perform complex tasks in a broad range of unpredictable and demanding contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

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Competency Field

Military Skills

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Identify tasks and collect appropriate information	1.1 Determine requirement to conduct combat tasks from orders, and identify and apply appropriate standard procedures. 1.2 Determine and manage constraints imposed on tasks. 1.3 Identify and address training requirements. 1.4 Identify and manage resource requirements. 1.5 Report shortfalls/problems through the chain of command.
2. Plan and prepare for combat tasks	2.1 Identify and analyse information and intelligence in support of operations. 2.2 Identify and manage risk. 2.3 Conduct decision making process. 2.4 Identify and advise combat elements appropriate to the task. 2.5 Manage in-service resources allocated to the task. 2.6 Adjust plans to accord with resource availability. 2.7 Prepare and issue orders to combat organisations indicating their missions, tasks, resources, constraints and limitations. 2.8 Supervise and conduct battle procedure. 2.9 Liaise with stakeholders.
3. Conduct combat operations	3.1 Employ and/or coordinate appropriate supporting battlespace operating systems. 3.2 Modify plans to reflect changes in effort, resources and support. 3.3 Conduct operations as ordered, reallocating/adjusting resources to meet operational requirements. 3.4 Monitor operations to ensure efficiency of their conduct and achievement of the mission. 3.5 Action reported problems. 3.6 Provide reports.
4. Finalise combat operations	4.1 Conduct debriefing. 4.2 Conduct post activity analysis and make recommendations. 4.3 Compile and process reports and returns.

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Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

ACSF levels indicative of performance:

1	2	3	**4**	5	1	2	**3**	4	5	1	2	3	**4**	5	1	2	**3**	4	5	1	2	3	4	5
Learning					Reading					Writing					Oral communication					Numeracy **NA**					

Performance variables:

1	2	3	**4**	5	1	2	3	4	**5**	1	2	3	**4**	5	1	2	3	**4**	5
Support					Context					Text complexity					Task complexity				

Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

Unit Mapping Information

This unit supersedes and is equivalent to DEFCA015 Supervise combat arms operations.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFMIL029 Supervise combat operations

Modification History

Release	Comments
1	These Assessment Requirements were released in DEF Defence Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- allocating appropriate resources and personnel to the operations
- developing plans and delivering orders, instructions, directions and training programs
- commanding, directing, controlling, conducting, coordinating and monitoring subordinate organisations and activities
- providing reports and documentation
- coordinating multiple activities

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- characteristics, technical capabilities, effects, employment and limitations of relevant combat arms organisations
- organisation, tactics, techniques and procedures of the threat organisation
- resources, personnel skills and other requirements to conduct operations
- operational environment
- standard procedures and requirements for the conduct of operations
- reporting requirements and procedures associated with the conduct of operations
- safety precautions associated with the conduct of operations
- operational doctrine for the conduct of combat arms operations
- combat arms tactics, techniques and procedures

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Assessment Conditions

Competency should be assessed in an actual workplace or in a simulated environment, with access to equipment and infrastructure appropriate to the outcome. Competency should be demonstrated over time to ensure the candidate is assessed across a variety of situations.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFMIL063 Produce meteorological data

Modification History

Release	Comments
1	This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to DEFCA203B Produce meteorological data. • Unit code updated • Content and formatting updated to comply with the new standards • All PC transitioned from passive to active voice • PC 1.2 and 2.4 removed • PC 1.1 and 1.3 merged • Elements 1 and 2 merged

Application

This unit describes the skills required to produce meteorological data in terms of likely weather conditions in areas, which is to be used to inform operations.

This unit was developed for those working as combat arms personnel required to produce meteorological data in areas which are to be used to conduct Defence operations, but is applicable to any individual in this field of work.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work as part of a team under supervision. They would use discretion and judgement, and take responsibility for the quality of their outputs. They would perform routine tasks in a broad range of contexts.

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

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Competency Field

Military Skills

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Gather meteorological data	1.1 Select, prepare and check equipment for serviceability. 1.2 Fill and launch weather balloon or other device in order to collect atmospheric information. 1.3 Collect surface data using meteorological equipment. 1.4 Operate receiving equipment.
2. Monitor and report meteorological information	2.1 Communicate meteorological information as directed by supervisor. 2.2 Monitor incoming data to identify changing conditions and notify supervisor about any changes. 2.3 Maintain and/or refurbish meteorological equipment. 2.4 Complete and maintain documentation and records.

Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

ACSF levels indicative of performance:

1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Learning NA					Reading					Writing					Oral communication					Numeracy					

Performance variables:

1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Support					Context					Text complexity					Task complexity				

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Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

Unit Mapping Information

This unit supersedes and is equivalent to DEFCA203B Produce meteorological data.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFMIL063 Produce meteorological data

Modification History

Release	Comments
1	These Assessment Requirements were released in DEF Defence Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- using communication systems
- operating meteorological data recording equipment to provide accurate data on weather conditions

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- basic principles of meteorology
- capabilities of the equipment
- characteristics, tabulated data and limitations of the computerised meteorological station

Assessment Conditions

Competency should be assessed in an actual workplace or in a simulated environment, with access to equipment and infrastructure appropriate to the outcome. Competency should be demonstrated over time to ensure the candidate is assessed across a variety of situations.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFMIL067 Maintain radar systems at field operator level

Modification History

Release	Comments
1	This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to DEFCA208B Maintain radar systems at field operator level. • Unit code updated • Content and formatting updated to comply with the new standards • All PC transitioned from passive to active voice

Application

This unit describes the skills required to inspect, test and troubleshoot faults with radar systems and components in an environment away from a maintenance facility.

This unit applies to combat arms personnel who are required to inspect, test and troubleshoot faults with radar systems and components in a deployed operational environment.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would typically work under indirect supervision. They use discretion and judgement, and take responsibility for the quality of their outputs. They would perform routine tasks in familiar contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Competency Field

Military Skills

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Inspect radar systems and components	1.1 Identify specific inspection requirements using relevant maintenance documentation and modification status, including system defect reports where relevant. 1.2 Visually or physically check primary radar system components for external signs of defects. 1.3 Identify and note/report defects.
2. Test/adjust radar systems and components	2.1 Prepare radar system for the application of power/system operation. 2.2 Functionally test radar system for evidence of serviceability or malfunction. 2.3 Perform system calibration or adjustments.
3. Troubleshoot primary radar system faults	3.1 Draw conclusions about the nature and cause of the fault from available evidence and take appropriate action. 3.2 Use available information from maintenance documentation, inspection and test results to assist in fault determination. 3.3 Use maintenance manual fault diagnosis guides and logic processes. 3.4 Identify faults beyond authority to repair and document for higher level repair by an outside agency. 3.5 Locate, identify cause of and record primary radar system faults in maintenance documentation. 3.6 Identify, select and obtain spare parts, consumables and other equipment. 3.7 Rectify fault in accordance with maintenance documentation. 3.8 Complete documentation and records.

Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

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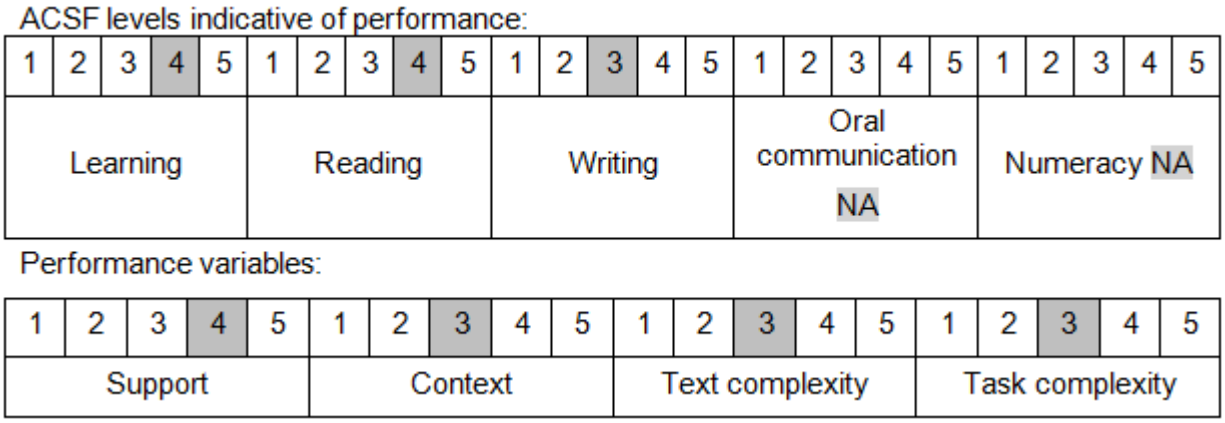

Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

Unit Mapping Information

This unit supersedes and is equivalent to DEFCA208B Maintain radar systems at field operator level.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFMIL067 Maintain radar systems at field operator level

Modification History

Release	Comments
1	These Assessment Requirements were released in DEF Defence Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- applying analytical skills
- performing radar drills and procedures
- referring problems on to appropriate outside agencies

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- characteristics, tabulated data and limitations of the radar equipment
- principles of radar theory

Assessment Conditions

Competency should be demonstrated over a range of radar maintenance scenarios that could be expected in the workplace. Competency should be assessed on operations or in a simulated operational environment. Specifically, access is required to the following resources:

- a radar
- ancillary equipment
- maintenance documentation

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFMIL069 Supervise indirect fire weapons

Modification History

Release	Comments
1	This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to DEFCA210B Supervise indirect fire weapons. • Unit code updated • Content and formatting updated to comply with the new standards • All PC transitioned from passive to active voice • PC 1.4 removed

Application

This unit describes the skills required to supervise and control all aspects of the operation of indirect fire weapons. While this work will be undertaken under the commander's direction the individual must be able to act independently as required by the circumstances.

This unit applies to combat arms personnel who are required to supervise and control all aspects of the operation of an indirect fire weapons in a deployed operational environment.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would lead a team under indirect supervision. They use discretion and judgement, and take responsibility for the quality of their outputs. They would perform routine tasks in a range of unpredictable contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

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Competency Field

Military Skills

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Prepare and deploy an indirect fire weapon	1.1 Determine and organise resources required. 1.2 Report identified problems/shortfalls to immediate supervisor. 1.3 Deploy indirect fire weapon in accordance with orders.
2. Engage targets with indirect fire	2.1 Direct and control indirect fire weapon operations. 2.2 Select appropriate ammunition. 2.3 Rectify minor incidents. 2.4 Report major incidents beyond own level of authority or competence to manager/s and take action as directed.
3. Maintain indirect fire weapons	3.1 Supervise operator maintenance activities. 3.2 Complete maintenance activities.

Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

ACSF levels indicative of performance:

1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	**3**	4	5	1	2	3	4	5
Learning NA					Reading NA					Writing NA					Oral communication					Numeracy NA				

Performance variables:

1	2	3	**4**	5	1	2	3	4	**5**	1	2	**3**	4	5	1	2	**3**	4	5
Support					Context					Text complexity					Task complexity				

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Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

Unit Mapping Information

This unit supersedes and is equivalent to DEFCA210B Supervise indirect fire weapons.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFMIL069 Supervise indirect fire weapons

Modification History

Release	Comments
1	These Assessment Requirements were released in DEF Defence Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- interpreting orders
- leading an indirect fire weapon operating crew
- conducting sight testing
- conducting non-technical inspections

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- ammunition:
  - type colour hazard band labelling
  - marking
  - slot/batch numbers
  - packaging
  - nomenclature
- factors affecting local defence
- laws of armed conflict
- principles of camouflage
- safety precautions associated with the task

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Assessment Conditions

Competency should be assessed in an actual workplace or in a simulated environment, with access to equipment and infrastructure appropriate to the outcome. Competency should be demonstrated over time to ensure the candidate is assessed across a variety of situations.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFMIL082 Perform military high-risk search

Modification History

Release	Comments
1	This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to DEFCA309B Perform military high-risk search. • Unit code updated • Content and formatting updated to comply with the new standards • All PC transitioned from passive to active voice • PC 1.5 removed

Application

This unit describes the skills required to conduct high risk military searches of areas, routes, vehicles, buildings, property and objects to detect, identify and report the presence of items of equipment and other material intended to cause harm to individuals and to destroy or damage property. It also includes the skills to prove, mark and record safe routes. The search would be conducted where the likelihood of injury or death to the searcher is high.

This unit was developed for military personal required to perform military high-risk search in a deployed operational environment, but is applicable to individual in this field of work.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit will usually work under supervision as part of a team. They use discretion and judgement, and take responsibility for the quality of their outputs in a broad range of highly unpredictable contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

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Competency Field

Military Skills

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Prepare for search	1.1 Identify purpose, timing, search environment and type of search from briefing provided by supervisor. 1.2 Establish and maintain location of other individuals engaged in the high risk search. 1.3 Select and wear personal protective equipment in accordance with the type of search. 1.4 Identify, obtain, inspect and test tools and search equipment appropriate to the type of search and report faults. 1.5 Deploy search personnel to an incident site or search area. 1.6 Coordinate preparation of the search site and the conduct of searches with other agencies.
2. Enter the search site	2.1 Conduct search drills/procedures applicable to the type of search in accordance with supervisor's instructions. 2.2 Mark and record a safe route through the site to the target. 2.3 Enter target using improvised remote means.
3. Neutralise the target	3.1 Inspect target and assess identified risks. 3.2 Determine future actions and equipment requirements based on the risk assessment. 3.3 Relay detailed description of activity to recorder. 3.4 Clear site. 3.5 Provide relevant information to stakeholders once the target has been searched. 3.6 Protect potential evidence and/or other items or material of interest from contamination, improper handling or removal.
4. Finalise the task	4.1 Complete and submit relevant documentation in accordance with organisational procedures. 4.2 Complete a handover of responsibility. 4.3 Conduct periodic and routine maintenance of equipment and identify and report faulty/defective equipment.

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Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

ACSF levels indicative of performance:

1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Learning NA					Reading NA					Writing					Oral communication					Numeracy NA				

Performance variables:

1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Support					Context					Text complexity					Task complexity				

Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

Unit Mapping Information

This unit supersedes and is equivalent to DEFCA309B Perform military high-risk search.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFMIL082 Perform military high-risk search

Modification History

Release	Comments
1	These Assessment Requirements were released in DEF Defence Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- describing in detail the immediate area over the communications system
- applying knots, lashings and field machines
- neutralising and disarming booby traps and mines
- operating current high risk search equipment
- operating for protracted periods wearing ballistic individual protective equipment
- operating in a high stress environment
- operating search equipment
- operating secure communications
- using pulleys, blocks and tackle
- conducting searches including at least two of:
  - occupied building
  - unoccupied building
  - vehicle (aircraft, boat, truck, train etc.)
  - route (road)
  - area

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

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- basic blast effects
- building construction methods and materials
- combat engineering skill sets
- design data for generic buildings
- design data for generic vehicles
- explosive and non-explosive demolitions
- laws of armed conflict
- legal responsibilities
- mine and booby trap emplacement and breaching
- organisation's communication system
- relevant WHS regulations/requirements, equipment, material and personal safety requirements
- Rules of Engagement
- Rules of Evidence
- search equipment
- threat capability

Assessment Conditions

Competency should be demonstrated over a number of activities, exercises or incidents, including day and night searches. Competency should be assessed in an actual workplace or in a simulated environment, with access to equipment and infrastructure appropriate to the outcome. Competency should be demonstrated over time to ensure the candidate is assessed across a variety of situations.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFMIL088 Coordinate area and route search, and clearance of explosive ordnance

Modification History

Release	Comments
1	This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to DEFCA327 Coordinate area and route search, and clearance of explosive ordnance. • Unit code updated • Content and formatting updated to comply with the new standards • All PC transitioned from passive to active voice • PC 1.9 removed

Application

This unit describes the skills required to plan and direct obstacle. Obstacle reduction is the creation of a safe path through an obstacle which may be widened to the boundaries/extremities for the complete removal of the obstacle, and can be accomplished by the use of explosive or non-explosive methods, including the tasking of purpose designed clearance vehicles and plant equipment.

This unit applies to combat engineer personnel who are required to plan and direct high risk search tasks as part of an obstacle reduction to provide an unhindered and safe path in a deployed operational environment.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would lead a team under indirect supervision. They use discretion and judgement, and take responsibility for the quality of their outputs, while performing complex tasks in a broad range of highly unpredictable contexts.

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No licensing, legislative or certification requirements apply to unit at the time of publication.

Competency Field

Military Skills

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Plan area and route clearance	1.1 Interpret and confirm requirements with higher authority as necessary. 1.2 Identify resource availability and serviceability and determine constraints. 1.3 Conduct reconnaissance. 1.4 Develop clearance plan in accordance with design, resources, risks and environmental considerations. 1.5 Refer problems that cannot be resolved locally to higher authority. 1.6 Confirm and monitor competence of team members. 1.7 Brief clearance team. 1.8 Liaise with outside agencies as required.
2. Supervise area and route clearance	2.1 Direct and supervise clearance team in accordance with the clearance plan. 2.2 Recognise and respond to unexpected situations that require a quick and decisive response. 2.3 Check safety signage, lane marking and fencing. 2.4 Record information throughout operation and report to outside agencies as necessary. 2.5 Organise and direct support from outside agencies. 2.6 Provide technical advice to the chain of command or support agencies.
3. Finalise the task	3.1 Notify higher authority that clearance is complete. 3.2 Conduct post activity analysis and make recommendations. 3.3 Recondition, replace or return equipment and stores. 3.4 Complete documentation.

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Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

ACSF levels indicative of performance:

1	2	3	**4**	5	1	**2**	3	4	5	1	2	**3**	4	5	1	2	**3**	4	5	1	2	3	**4**	5
Learning					Reading					Writing					Oral communication					Numeracy					

Performance variables:

1	2	3	**4**	5	1	2	3	4	**5**	1	2	**3**	4	5	1	2	3	**4**	5
Support					Context					Text complexity					Task complexity				

Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

Unit Mapping Information

This unit supersedes and is equivalent to DEFCA327 Coordinate area and route search, and clearance of explosive ordnance.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFMIL088 Coordinate area and route search, and clearance of explosive ordnance

Modification History

Release	Comments
1	These Assessment Requirements were released in DEF Defence Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- compiling minefield records
- analysing the threat – tactics, techniques and procedures
- collecting and reporting information for intelligence
- destroying malfunctioned explosive ordnance
- employing chemical detectors
- employing clearance methods
- employing hazard marking
- employing RRAMNS
- employing Rules of Evidence
- employing Rules of Engagement
- enforcing explosive safety distances
- laying, arming, neutralising and disarming mines and booby traps
- navigating with compass and GPS
- planning road and route repair
- calculating blast effects
- using electronic metal detector
- coordinating clearance of at least a 50 metre route, containing obstacles of explosive ordnance that as a minimum includes mines and booby traps

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Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- blast effects
- breaching techniques
- characteristics, technical capabilities, effects, employment and limitations of electronic metal detectors, chemical detectors
- characteristics, technical capabilities, effects, employment and limitations of mines, booby traps and battlefield ordnance
- clearance methods
- destruction of malfunctioned explosive ordnance
- explosive safety distances
- GPS
- intelligence collection and reporting
- navigation techniques
- obstacle effects and obstacle construction
- recording requirements including minefield records
- relevant WHS regulations/requirements, equipment, material and personal safety requirements
- road and route repair techniques
- supervision requirements of explosive users/workers

Assessment Conditions

Competency should be assessed over time in simulated work environment that replicates the operational threat environment. The context of assessment is simulated due to the nature of this high risk environment. Specifically, access is required to the following resources:

- cranes
- earth moving equipment
- electronic metal detectors
- explosives and ancillary equipment
- hand held prodder
- personal protective equipment
- rapid route and area mine neutralisation system
- remote positioning devices
- signage
- suitable site clearance team
- communications equipment

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFMIL089 Shift loads manually utilising non-motorised equipment

Modification History

Release	Comments
1	This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to DEFCA318 Shift loads manually utilising non-motorised equipment. • Unit code updated • Content and formatting updated to comply with the new standards • All PC transitioned from passive to active voice

Application

This unit describes the skills required to manually shift construction materials and other loads of up to 500kg in weight that are unable to be moved by motorised lifting equipment such as forklifts.

Loads may be moved with equipment such as chain blocks, jacks and winches, which provide mechanical advantage. Alternatively, devices such as slings, gins, derricks and sheers may need to be constructed to provide the mechanical advantage necessary to lift and move the load. Loads will need to be prepared for movement using a range of ancillary devices such as strapping, netting, ropes and chains.

This unit was developed for combat engineer personnel required to shift loads manually utilising non-motorised equipment in a deployed operational environment, but is applicable to any individual in this field of work.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

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Those undertaking this unit would typically work as part of a team under direct supervision. They use discretion and judgement, and take responsibility for the quality of their outputs. They would perform routine tasks in a broad range of contexts.

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

Competency Field

Military Skills

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Plan and prepare to shift the load	1.1 Select and wear personal protective equipment. 1.2 Identify the type of load, safe working load and working load limits, and the distance and/or height to be moved from job instructions. 1.3 Determine condition, length, bulk, weight, most appropriate method to shift the load and resources required. 1.4 Record any damage to load and report to supervisor. 1.5 Develop a movement plan to identify potential difficulties and request approval for the method of shifting the load and any requirement for additional personnel from the supervisor. 1.6 Select and check for serviceability tools, load shifting equipment and other materials and report any defects to the supervisor. 1.7 Prepare work site to ensure sufficient clear space is available.
2. Shift the load	2.1 Break down load to allow handling and moving a number of single items to ensure the maximum weight of 500 kg is not exceeded. 2.2 Use mechanical strapping equipment and other securing devices to stabilise the load. 2.3 Sling/unsling the load using the correct securing devices. 2.4 Construct mechanical aids and field machines by the approved shifting method, so that the load can be shifted. 2.5 Identify and maintain safe working limits for lifting equipment. 2.6 Move load in accordance with approved shifting method and steadied by tag lines and store and stack in relocated position.

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	2.7 Report any part of the load that is damaged during the lift to the supervisor.
3. Refurbish equipment and work site	3.1 Clean site and clear of debris and unwanted material. 3.2 Clean, inspect, service, maintain and store field machines, tools and equipment. 3.3 Complete documentation.

Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

ACSF levels indicative of performance:

1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Learning NA					Reading					Writing					Oral communication					Numeracy					

Performance variables:

1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Support					Context					Text complexity					Task complexity				

Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

Unit Mapping Information

This unit supersedes and is equivalent to DEFCA318 Shift loads manually utilising non-motorised equipment.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFMIL089 Shift loads manually utilising non-motorised equipment

Modification History

Release	Comments
1	These Assessment Requirements were released in DEF Defence Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- calculating using basic formulae and measuring
- using knots and lashings
- splicing and maintaining cordage and steel wire rope (SWR)
- handling materials and identifying manual handling risks
- using manual handling equipment to shift loads
- using slings and securing devices
- following instructions/directives and reporting information
- using a variety of verbal and non-verbal communication techniques including language style, active listening
- completing workplace forms and reports
- calculating total weights of individual items and estimating overall load and comparing with safe working load(s) of equipment
- shifting loads of weights up to 500 kg using at least three different methods:
  - chain blocks
  - flatbed hand trucks
  - hand trucks
  - incline planes
  - levers
  - mechanical aids and field machines
  - pallet trolleys
  - rollers

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    - slab trolleys
- utilising load shifting equipment:
    - anchorages
    - cables
    - chains
    - cordage
    - crow bars
    - measuring tape/rule
    - mechanical aids
    - packers
    - slings
    - SWR
    - wedges
- utilising mechanical aids and field machines:
    - block and tackle, pulleys
    - gins, sheers and derricks
    - hand operated winches
    - improvised methods including Spanish windlass and par buckles
    - jacks
    - use of expedient materials such as materials obtained on the job from resources available in the local environment
- using slinging devices in conjunction with a load shifting activity using a field machine
- calculating safe working limits and working load limits of anchors, load attachment points and lifting/moving equipment
- constructing field machines and mechanical aids
- safely strapping, slinging, lifting and moving loads without damage to the load, equipment or personnel
- identifying faults and deficiencies and taking action to rectify any problems
- communicating effectively and work in a team

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- types of construction materials and their characteristics
- workplace and equipment safety requirements including relevant WHS regulations, codes and standards applying to load shifting
- handling requirements for different types of material and loads
- storage requirements for different materials
- use of tools and equipment relevant to shifting loads
- pulling and lifting equipment relevant to manual handling operations

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- appropriate anchor points for locating slings and anchorages
- estimation/calculation of weights
- principles of team work
- techniques for supporting others
- composition of teams and roles and responsibilities of team members
- verbal and nonverbal communication techniques including language style, active listening

Assessment Conditions

Competency should be assessed in an actual workplace or in a simulated environment, with access to equipment and infrastructure appropriate to the outcome. Competency should be demonstrated over time to ensure the candidate is assessed across a variety of situations.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFMIL125 Operate a service rifle on operations

Modification History

Release	Comments
1	This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to DEFCA419B Operate a service rifle on operations. • Unit code updated • Content and formatting updated to comply with the new standards • All PC transitioned from passive to active voice • PC 1.5 and 2.2 removed • PC 1.2 and 1.6 merged

Application

This unit describes the skills required to effectively conduct battle shooting on operations with a service rifle in the Defence Force. The individual will usually operate under Orders for Opening Fire and in accordance with the Rules of Engagement.

This unit was developed for combat arms personnel required to operate a service rifle in a deployed operational environment.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work under supervision, usually as part of a team and will usually operate under direct orders. They would use discretion and judgement, and take responsibility for the quality of their outputs while performing specific tasks in a broad range of unpredictable contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

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Competency Field

Military Skills

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Handle a service rifle	1.1 Handle and carry service rifle. 1.2 Identify, select, handle and secure ammunition. 1.3 Conduct weapon drills. 1.4 Adopt fire positions as required by environment and threat.
2. Apply fire with a service rifle	2.1 Employ weapon sighting systems and associated equipment as required by the operational environment. 2.2 Identify and engage targets as required by the operational environment.
3. Maintain and stow a service rifle	3.1 Clean and service weapon and associated equipment in all operational conditions. 3.2 Identify defects and rectify within limits of authority or report to supervisor. 3.3 Complete documentation. 3.4 Secure service rifle.

Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

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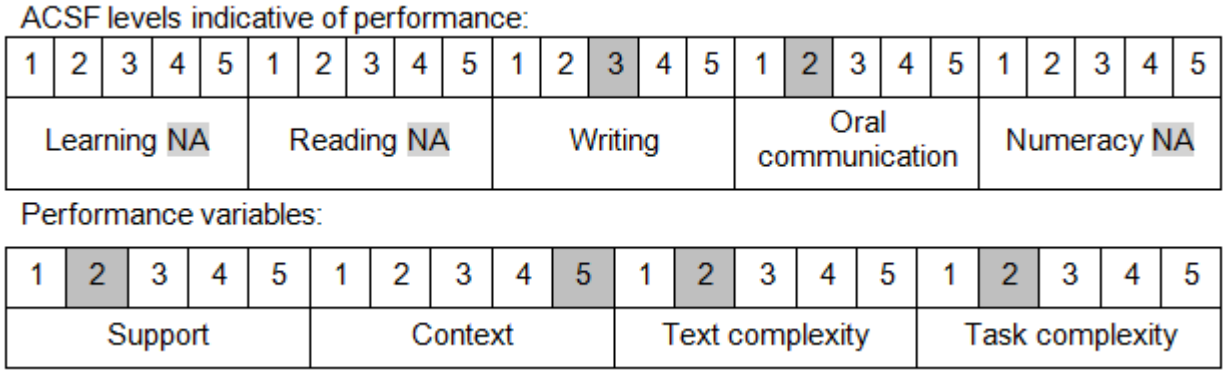

Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

Unit Mapping Information

This unit supersedes and is equivalent to DEFCA419B Operate a service rifle on operations.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFMIL125 Operate a service rifle on operations

Modification History

Release	Comments
1	These Assessment Requirements were released in DEF Defence Training Package release 1.0 and meet the Standards for Training Packages. ▸ Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- achieving the required effects of fire
- applying battle craft
- applying fieldcraft skills
- applying recognised safety precautions
- handling weapons in an operational environment
- following fire control orders
- working in a team
- conducting the following weapon drills:
  - checking clearances
  - degrees of weapon readiness
  - immediate action and stoppage
  - safety precautions
  - stripping and assembling
- firing the weapon using, as a minimum, ball ammunition
- applying engagement techniques including at least one of:
  - fix
  - destruction
  - neutralisation
  - rates of fire
  - suppression
- recognising limit of own authority

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Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- battle craft
- characteristics, technical capabilities, effects, employment and limitations of the service rifle and ammunition
- fieldcraft
- fire control orders
- WHS requirements
- recognised safety precautions
- weapon drills

Assessment Conditions

Competency should be assessed in an actual workplace or in a simulated environment, with access to equipment and infrastructure appropriate to the outcome. Competency should be demonstrated over time to ensure the candidate is assessed across a variety of situations.

The service rifle operator must be able to achieve the organisational standard of operation and marksmanship, in Defence stipulated in Training the Battle Shot Stage 5; MLW 2 9 1Training the Battle Shot.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFMIL127 Conduct range practices

Modification History

Release	Comments
1	This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to DEFCA422B Conduct range practices. • Unit code updated • Content and formatting updated to comply with the new standards • All PC transitioned from passive to active voice • PC 1.2 and 2.3 removed

Application

This unit describes the skills required to conduct weapons range practice, range practice may include the following types of ranges:

- standard 25 metre range
- 25 metre and 100 metre open ranges
- classification range
- static mechanical range
- MTR
- field firing ranges including small arms, high explosive, anti-armour and indirect fire weapons
- WTSS

This unit encompasses the safe and efficient planning and conducting of range practices as the Officer in Charge (OIC). Conducting, in this instance, also includes effective supervision of safety, and the preparation and finalisation of range practice using weapons and ammunition for which the OIC is qualified to operate.

This unit applies to Defence personnel required to perform the duties of OIC for the conduct of range practices within a Defence working environment.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

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Those undertaking this unit would typically work independently under indirect supervision. They use discretion and judgement, and take responsibility for the quality of their outputs. They would perform routine tasks, in a range of contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Competency Field

Military Skills

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Prepare for a range practice	1.1 Identify and apply relevant range regulations. 1.2 Identify and employ relevant control measures. 1.3 Complete administrative requirements. 1.4 Conduct safety trace when required.
2. Conduct a range practice	2.1 Supervise and maintain safety. 2.2 Identify and apply safety trace data. 2.3 Conduct range practice in accordance with current publications and the relevant range instruction.
3. Finalise a range practice	3.1 Refurbish ranges. 3.2 Complete post range practice administration.

Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

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ACSF levels indicative of performance:

1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Learning NA					Reading					Writing					Oral communication					Numeracy NA					

Performance variables:

1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Support					Context					Text complexity					Task complexity				

Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

Unit Mapping Information

This unit supersedes and is equivalent to DEFCA422B Conduct range practices.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFMIL127 Conduct range practices

Modification History

Release	Comments
1	These Assessment Requirements were released in DEF Defence Training Package release 1.0 and meet the Standards for Training Packages. ▸ Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- applying weapon and ammunition safety
- operating relevant weapons and ammunition
- conducting the appropriate range practice
- adhering to orders and instructions

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- characteristics, technical capabilities, effects, employment and limitations of relevant weapons, simulation and ammunition
- operational safety
- risk identification and management

Assessment Conditions

Competency should be assessed in an actual workplace or in a simulated environment, with access to equipment and infrastructure appropriate to the outcome. Competency should be demonstrated over time to ensure the candidate is assessed across a variety of situations.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFMIL128 Manage range practices and qualifications

Modification History

Release	Comments
1	This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to DEFCA423B Manage range practices and qualifications. • Unit code updated • Content and formatting updated to comply with the new standards • All PC transitioned from passive to active voice

Application

This unit describes the skills required to audit weapons and range qualifications, to confirm the accuracy and safety of range instructions and to issue range qualifications within the level of authority in the Australian Defence Force (ADF).

This unit was developed for Defence personnel required to manage range practices and range qualifications within a Defence working environment.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would typically work independently under indirect supervision. They use discretion and judgement, and take responsibility for the quality of their outputs. They would perform specific tasks in a range of known contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Competency Field

Military Skills

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Audit range practice documentation	1.1 Identify areas to be audited. 1.2 Select and inspect documentation to be audited to confirm currency and accuracy. 1.3 Prepare relevant reports and recommend remedial action where appropriate. 1.4 Review audit recommendations to ensure that action has been implemented.
2. Manage range safety	2.1 Inspect safety traces to confirm and approve accuracy. 2.2 Review safety instructions to ensure compliance with standard procedures. 2.3 Inspect range practices to ensure compliance with standard procedures.
3. Issue clearances to conduct range practices	3.1 Confirm ability of range conducting officers. 3.2 Issue and record authority to conduct relevant range practices.

Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

ACSF levels indicative of performance:

1	2	3	4	5	1	2	**3**	4	5	1	2	**3**	4	5	1	2	**3**	4	5	1	2	3	4	5
Learning **NA**					Reading					Writing					Oral communication					Numeracy **NA**				

Performance variables:

1	2	3	**4**	5	1	2	3	**4**	5	1	2	**3**	4	5	1	2	**3**	4	5
Support					Context					Text complexity					Task complexity				

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Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

Unit Mapping Information

This unit supersedes and is equivalent to DEFCA423B Manage range practices and qualifications.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFMIL128 Manage range practices and qualifications

Modification History

Release	Comments
1	These Assessment Requirements were released in DEF Defence Training Package release 1.0 and meet the Standards for Training Packages. ▸ Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- applying weapon and ammunition safety
- operating relevant weapons and ammunition
- auditing weapons and range qualifications
- confirming accuracy and safety of range instructions
- issuing range qualifications within the scope of their authority
- implementing current range regulations, policies and procedures

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- characteristics, technical capabilities, effects, employment and limitations of relevant weapons, simulation and ammunition
- command, management and leadership principles
- operational safety
- risk identification and management

Assessment Conditions

Competency should be assessed in an actual workplace or in a simulated environment, with access to equipment and infrastructure appropriate to the outcome. Competency should be demonstrated over time to ensure the candidate is assessed across a variety of situations.

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Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFMIL135 Supervise the operation of mortars

Modification History

Release	Comments
1	This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to DEFCA432 Supervise the operation of mortars. • Unit code updated • Content and formatting updated to comply with the new standards • All PC transitioned from passive to active voice • PC 1.4, 2.1 and 3.3 removed

Application

This unit describes the skills required to supervise and control all aspects of the operation of mortars.

This unit applies to combat arms personnel who are required to supervise and control all aspects of the operation of a mortar in a deployed operational environment.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would lead a team under indirect supervision. They use discretion and judgement, and take responsibility for the quality of their outputs. They would perform routine tasks in a range of unpredictable contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Competency Field

Military skills

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Prepare and deploy mortars	1.1 Determine and organise resources required. 1.2 Report identified problems/shortfalls to immediate supervisor. 1.3 Deploy mortars and establish and supervise the command post.
2. Engage targets with mortars	2.1 Confirm accuracy of all firing data. 2.2 Check lay of all weapons are correct before firing. 2.3 Give appropriate firing orders to the mortar operators. 2.4 Select appropriate ammunition. 2.5 Rectify minor incidents. 2.6 Report major incidents beyond own level of authority or competence to manager and take action as directed.
3. Maintain mortars	3.1 Supervise operator maintenance activities. 3.2 Rectify reported defects within limits of authority or report to supervisor.

Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

ACSF levels indicative of performance:

1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
Learning NA	Reading	Writing NA	Oral communication	Numeracy NA

Performance variables:

1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
Support	Context	Text complexity	Task complexity

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Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website

Unit Mapping Information

This unit supersedes and is equivalent to DEFCA432 Supervise the operation of mortars.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFMIL135 Supervise the operation of mortars

Modification History

Release	Comments
1	These Assessment Requirements were released in DEF Defence Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- interpreting orders
- directing and controlling the mortar operating crew
- supervising command post activities
- conducting sight testing
- conducting non-technical inspection

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- ammunition identification:
  - type
  - colour
  - hazard band
  - labelling
  - markings
  - lot/batch numbers
  - packaging
- safety precautions associated with the task

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Assessment Conditions

Competency should be demonstrated on operations or in simulated operational environments over time while firing live high explosive ammunition. Specifically, access is required to the following resources:

- a live firing range
- mortar crews
- at least two mortars
- live ammunition

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFMIL136 Supervise the operation of direct fire support weapons

Modification History

Release	Comments
1	This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to DEFCA433 Supervise the operation of direct fire support weapons. • Unit code updated • Content and formatting updated to comply with the new standards • All PC transitioned from passive to active voice • PC 1.4 and 3.3 removed

Application

This unit describes the skills required to supervise and control all aspects of the operation of direct fire support weapons.

This unit applies to combat arms personnel who are required to supervise and control all aspects of direct fire support weapons in a deployed operational environment.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would lead a team under indirect supervision. They use discretion and judgement, and take responsibility for the quality of their outputs. They would perform routine tasks in a broad range of unpredictable contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

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Competency Field

Military skills

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Prepare and deploy direct fire support weapons	1.1 Determine and organise resources required. 1.2 Report identified problems/shortfalls to immediate supervisor. 1.3 Deploy direct fire support weapons and establish and supervise the command post.
2. Engage targets with direct fire support weapons	2.1 Confirm accuracy of all firing data. 2.2 Check lay of all weapons are correct before firing. 2.3 Give appropriate firing orders to the direct fire support weapon operators. 2.4 Select appropriate ammunition. 2.5 Direct and control direct fire support weapons operations.
3. Maintain direct fire support weapons	3.1 Supervise operator maintenance activities. 3.2 Rectify reported defects within limits of authority or report to supervisor.

Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

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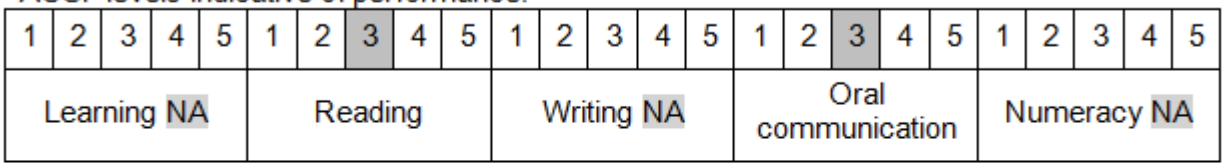
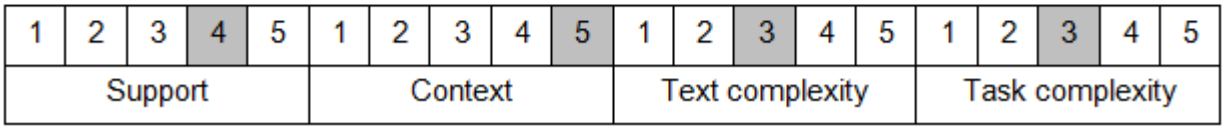
ACSF levels indicative of performance:



Performance variables:



Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

Unit Mapping Information

This unit supersedes and is equivalent to DEFCA433 Supervise the operation of direct fire support weapons

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFMIL136 Supervise the operation of direct fire support weapons

Modification History

Release	Comments
1	These Assessment Requirements were released in DEF Defence Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- interpreting orders
- directing and controlling the direct fire support weapon crew
- supervising both sustained fire machine gun and medium direct fire support weapons
- supervising sight testing
- supervising non-technical inspections

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- ammunition identification:
  - type
  - colour
  - hazard band
  - labelling
  - markings
  - lot/batch numbers
  - packaging
  - nomenclature
- safety precautions associated with the task

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Assessment Conditions

Competency should be demonstrated in a simulated operational environment over time while firing live high explosive and ball link ammunition. Specifically, access is required to the following resources:

- at least two direct fire support weapons of each type, such as sustained fire machine gun and medium direct fire support weapons
- competent direct fire support weapon crews
- live ammunition
- a live firing range

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFMIL147 Establish and operate a field kitchen

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Application

This unit specifies the skills and knowledge required to plan and establish a field kitchen, and to supervise catering operations within a field environment.

It includes planning, preparing and maintaining field catering operations by supervising the establishment of a field kitchen. It also includes controlling waste management and ceasing field operations.

This unit applies to those working as catering personnel in a deployed operational environment but is applicable to any individual in this field of work.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Persons undertaking this unit work independently with supervisory responsibilities and perform complex tasks in contexts that could be unpredictable.

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

Pre-requisite Unit

Not applicable

Competency Field

Military skills

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential	Performance criteria describe the performance needed to

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outcomes.	demonstrate achievement of the element.
1 Plan and prepare for field catering operations	**1.1** Determine catering situation requirements and develop a catering plan
	1.2 Plan and organise personnel, stores and equipment required to complete task
	1.3 Apply operational work health and safety (WHS)/occupational health and safety (OHS) requirements and recognised safety precautions
	1.4 Brief and task catering team in accordance with catering plan
	1.5 Ensure personnel are familiar with the correct operation of field catering equipment in accordance with manufacturer instructions
	1.6 Develop and communicate food safety plan to team members
	1.7 Coordinate preparation of stores and equipment to ensure they are operational, and are ready for use and deployment
	1.8 Organise suitable transport to move personnel and equipment to catering activity
	1.9 Transport dangerous cargo in accordance with government regulations and operational procedures
	1.10 Confirm and monitor competence of team members
	1.11 Liaise with outside agencies, as required
2 Supervise the establishment of a field kitchen	**2.1** Site field kitchen in accordance with environmental procedures
	2.2 Task staff to establish field catering facilities and monitor progress against catering plan
	2.3 Coordinate setting up of catering stores and equipment to ensure facility is operational and ready for use
	2.4 Identify and manage problems with establishment or unexpected situations as they occur, in accordance with catering plan

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		2.5	Coordinate support from outside agencies
		2.6	Set up safety equipment prior to commencing catering operations
3	**Maintain field catering operations**	**3.1**	Calculate required resources to operate field facility and conduct resupply, as required
		3.2	Maintain equipment in accordance with manufacturer procedures
		3.3	Identify and respond to defective performance and incorrect processes or procedures in accordance with organisational procedure
		3.4	Report on activity and compile returns
4	**Control waste management**	**4.1**	Establish method of waste disposal and waste disposal facilities in accordance with relevant government regulations, food safety standards and environmental regulations
		4.2	Brief and manage team members on waste disposal in accordance with operational procedures and regulations
		4.3	Keep worksite clean during work operations, and keep waste disposal containers covered and sanitised
		4.4	Take precautions to ensure spilt fuel, lubricants and chemicals do not pollute the environment
5	**Cease field operations**	**5.1**	Task staff to pack up field catering facilities
		5.2	Supervise pack up in accordance with catering plan
		5.3	Conduct stocktake of equipment
		5.4	Coordinate loading of stores and equipment to ensure that transportation is suitable for task
		5.5	Refurbish site in accordance with workplace environmental procedures
		5.6	Facilitate debriefing and evaluation of field activity

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of

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competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent unit to DEFCM304A Establish and operate a field kitchen.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFMIL147 Establish and operate a field kitchen

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant legislation, and organisational policies and procedures
- applying relevant food safety standards
- developing work priorities and schedules
- identifying hazards, assessing risks and implementing control measures
- implementing operational plans
- promoting team effectiveness.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- equipment maintenance techniques
- food storage procedures
- personal hygiene principles
- planning principles
- relevant legislation, and organisational policies and procedures including catering, hygiene and food safety standards
- safety equipment including:
  - fire blankets
  - fire extinguishers
  - first aid kits
  - personal protective clothing and equipment.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include

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requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Assessment must occur in workplace operational situations, where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including operational procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFMIL148 Assist with the establishment and operation of a field kitchen

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Application

This unit specifies the skills and knowledge required to assist with the establishment and operation of a kitchen within a field environment.

It includes assisting to prepare and operate field catering equipment and activities. It also includes maintaining food safety and hygiene standards, assisting with waste management, and ceasing field catering operations.

This unit applies to persons working as Defence personnel in a field kitchen environment.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Persons undertaking this unit work under supervision and perform specific tasks in a range of contexts that could be unpredictable.

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

Pre-requisite Unit

Not applicable

Competency Field

Military skills

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential	Performance criteria describe the performance needed to

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outcomes.	demonstrate achievement of the element.
1 Prepare for catering activities	**1.1** Confirm activity instructions with supervisor and apply, as required
	1.2 Check equipment and stores for completeness and serviceability in accordance with directions and manufacturer specifications
	1.3 Pack equipment and stores in accordance with directions
	1.4 Identify hazards, assess risks and implement control measures
	1.5 Obtain and follow food safety plan during operation activity
	1.6 Select and use personal protective equipment during field catering operations
	1.7 Identify, assess and implement environmentally sustainable work practices, as required
2 Conduct field catering operations	**2.1** Safeguard equipment and stores against loss and damages
	2.2 Select, inspect and operate field catering equipment, and identify and rectify equipment faults
	2.3 Select and use appropriate safety equipment while operating catering equipment
	2.4 Follow emergency procedures when incidents/accidents occur
3 Maintain food safety and hygiene	**3.1** Maintain personal hygiene when working in a field kitchen
	3.2 Store food appropriately to avoid spoilage and contamination in accordance with food safety procedures and standards
	3.3 Maintain cleanliness of field catering equipment and facilities in accordance with operational hygiene procedures
	3.4 Dispose of kitchen waste in accordance with operational procedures
4 Assist with waste	**4.1** Keep worksite clean and orderly during work operations

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	management	
		4.2 Keep waste disposal containers covered and sanitised in accordance with food safety standards
		4.3 Dispose of waste and take precautions to ensure spilt fuel, lubricants and chemicals do not pollute the environment
5	**Cease field catering operations**	**5.1** Pack equipment and stores in accordance with operational procedures
		5.2 Dispose of unused foodstuffs in accordance with food safety standards
		5.3 Refurbish kitchen site and stores in accordance with organisational environmental policies and procedures
		5.4 Clean and maintain equipment in accordance with manufacturer instructions

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to DEFCM305A Assist with the establishment and operation of a field kitchen.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFMIL148 Assist with the establishment and operation of a field kitchen

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant food safety standards
- applying relevant legislation, and organisational policies and procedures
- conducting scheduled and unscheduled maintenance
- containing waste and byproducts (preventing spills)
- identifying hazards, assessing risks and implementing control measures
- operating at all stations in the field kitchen
- responding to fire or other minor emergency
- setting up in consideration of landscape and environment (on flat land – not near a river)
- working in a team.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- composition of teams, and roles and responsibilities of team members
- deployment procedures
- equipment maintenance techniques
- field kitchen equipment, layout and stations
- food safety procedures and standards
- maintenance procedures
- operation of electrical, gas and fuel catering equipment
- organisational work health and safety (WHS)/occupational health and safety (OHS) procedures
- personal hygiene principles
- relevant legislation, and organisational policies and procedures.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include

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requirements in the Standards for Registered Training Organisations current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Assessment must occur in workplace operational situations, where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry including:
  - field catering equipment
  - facilities
  - stores
- applicable documentation including operational procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFPBC001 Employ the fundamentals of a Performance Based Contract

Modification History

Release 2. This is the second release of this unit of competency in the DEF Defence Training Package.

Application

This unit describes the skills required to establish and operate the various elements of a Performance Based Contract (PBC).

This unit applies to those working as administrators or managers working within the contract management field in Defence but may be applicable to any individual in this field of work.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work within a team or as a supervisor under limited direction, while performing complex tasks in a range of contexts.

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

Pre-requisite Unit

Not applicable.

Competency Field

Performance based contract

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1	**Define a PBC**	**1.1**	Main elements of the Performance Based Contract (PBC) are defined for employment within contract management practice
		1.2	Goals of the PBC are defined to meet identified key contractual outcomes
		1.3	Method of application required for the key elements of a PBC is identified and defined
2	**Describe the establishment of a PBC**	**2.1**	Key stakeholder benefits are described within the PBC
		2.2	Limitations and associated risks are identified and described within the PBC
		2.3	PBC creation processes are applied and incorporate any risk mitigation measures identified
3	**Describe the design of a PBC**	**3.1**	Performance measure types are described in the PBC and are used to improve contract performance management
		3.2	PBC reward and remedy types are described within the contract in conjunction with risk mitigation measures
		3.3	PBC design principles are applied to maximise supplier motivation and encompass strategic contract management benefits

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

No equivalent unit.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFPBC001 Employ the fundamentals of a Performance Based Contract

Modification History

Release 2. This is the first release of this unit of competency in the DEF Defence Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant risk mitigation measures within the Performance Based Contract (PBC) framework
- applying the principles of PBC to the management of strategic contracts
- defining the goals, benefits and limitations of a PBC in accordance with strategic business requirements
- defining the two key elements of a PBC to meet strategic contract management requirements
- defining the types of rewards and remedies and relevant performance measures used in a PBC to achieve strategic outcomes
- describing the process for creating a PBC
- identifying contract risks
- understanding how a PBC motivates the supplier and applying this in managing a PBC.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- communication techniques to effectively communicate decisions
- complex strategic contractual provisions
- contract strategy and construction
- Defence business units that incorporate PBC methodologies
- government procurement processes and options
- PBC design principles
- PBC features in comparison with a standard contract and key performance indicators
- PBC reward and remedy types
- strategic contract management benefits
- theory and benefits of PBC management.

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Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in simulated workplace operational situations that reflect workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or simulations
- acceptable means of simulation assessment
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and PPE currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFPBC002 Establish the basis of a Performance Based Contract

Modification History

Release 2. This is the second release of this unit of competency in the DEF Defence Training Package.

Application

This unit describes the skills and knowledge required to establish the basis of a Performance Based Contract (PBC). It includes determining the requirements, establishing an integrated project team, and drafting a business case for the PBC. This unit applies to administrators or managers working within the contract management field in Defence but may be applicable to any individual in this field of work.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work within a team or as a supervisor under limited direction, while performing complex tasks in a range of contexts.

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

Pre-requisite Unit

Not applicable.

Competency Field

Performance based contract

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Determine the	**1.1** Contribute to analysing the contracted requirements

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	requirements	
		1.2 Contribute to establishing the contract outcome
		1.3 Contribute to establishing the contract scope of work
		1.4 Contribute to preparing an initial requirements report
2	**Establish an integrated project team**	**2.1** Contribute to defining the team necessary to establish the PBC
		2.2 Contribute to assessing the list of stakeholders required to establish the PBC
3	**Draft a business case**	**3.1** Contribute to assessing the net benefit
		3.2 Contribute to assessing the key enablers
		3.3 Consult with stakeholders to determine the resource implications
		3.4 Contribute to selecting the PBC approach with stakeholders
		3.5 Contribute to preparing a PBC business case report with recommendations

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

No equivalent unit.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFPBC002 Establish the basis of a Performance Based Contract

Modification History

Release 2. This is the second release of this unit of competency in the DEF Defence Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- analysing the net cost/benefit ratio to determine the viability of a Performance Based Contract (PBC)
- defining the contract outcome and scope of work to define capability
- using PBC methodologies to define the PBC business case within the procurement strategy
- using stakeholder negotiation to meet contract requirements and outcomes.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- analytical and operational skills to comprehend complex contractual provisions
- contract strategy and construction components and key elements
- communication techniques to effectively communicate decisions
- Defence business units and operational procedures
- government procurement processes and options
- relevant legislation and organisational policy.

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in simulated workplace operational situations that reflect workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy

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requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or simulations
- acceptable means of simulation assessment
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and PPE currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFPBC003 Establish a Performance Based Contract performance measures hierarchy

Modification History

Release 2. This is the second release of this unit of competency in the DEF Defence Training Package.

Application

This unit describes the skills and knowledge required to establish a Performance Based Contract (PBC) performance measures hierarchy. It includes conducting a performance measures workshop, establishing the individual performance measures, establishing the individual payment curves for performance measures, analysing and assessing the agreed performance measure hierarchy.

This unit applies to administrators or managers working within the contract management field in Defence but may be applicable to any individual in this field of work.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work within a team, with limited supervision while performing complex tasks in a range of contexts.

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

Pre-requisite Unit

Not applicable.

Competency Field

Performance based contract

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS **PERFORMANCE CRITERIA**

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Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.
1	**Contribute to the conduct of a performance measure workshop**	**1.1** Contribute to the assessment of a list of stakeholders required to define the performance measures
		1.2 Gather and collate candidate performance measures from a workshop
2	**Establish the individual performance measures**	**2.1** Define key characteristics of the different type of performance measures used in PBC
		2.2 Contribute to the assessment whether individual performance measures from the list of candidate performance measures are required in the PBC as strategic performance measures, key performance indicators or system health indicators
		2.3 Contribute to establishing the process for operating the performance measure, including application of business rules
		2.4 Contribute to assessing the averaging technique applied to the performance measure
3	**Establish the individual payment curves for performance measures**	**3.1** Contribute to establishing the performance levels for each performance measure, including the upper, mean and lower levels
		3.2 Contribute to establishing the payment curve for each performance measure
		3.3 Apply weightings to each key performance indicator
4	**Analyse and assess the agreed performance measure hierarchy**	**4.1** Implement the established the performance measures
		4.2 Assess coverage of the performance measures against the Key Result Areas (KRA)
		4.3 Contribute to determining and assessing the risks associated with each of the performance measures
		4.4 Contribute to preparing a performance measure hierarchy report

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

No equivalent unit.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFPBC003 Establish a Performance Based Contract performance measures hierarchy

Modification History

Release 2. This is the second release of this unit of competency in the DEF Defence Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying weighting to key performance indicators
- assessing Key Result Area (KRA) coverage of performance measures
- establishing an effective performance measure hierarchy
- establishing performance requirements for performance measures
- gathering and analysing data
- identifying statistical requirements for Performance Based Contracting (PBC).

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- applying PBC principles
- effective communication techniques
- management and coordination of staff and stakeholders
- management of stakeholder expectation
- managing meetings and workshops
- performance measures hierarchy and their role in PBC.

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in simulated workplace operational situations that reflect workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy

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requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or simulations
- acceptable means of simulation assessment
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and PPE currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFPBC004 Establish the contract details of a Performance Based Contract

Modification History

Release 2. This is the second release of this unit of competency in the DEF Defence Training Package.

Application

This unit describes the skills required to establish the contract details for a Performance Based Contract (PBC) within an existing contract or to commission a new contract.

This unit applies to administrators or managers working within the contract management field in Defence but may be applicable to any individual in this field of work.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work within a team under limited direction while performing complex tasks in a range of contexts.

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

Pre-requisite Unit

Not applicable.

Competency Field

Performance based contract

Unit Sector

Not applicable.

Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Establish contract requirements	**1.1** Contribute to establishing PBC requirements to be included in the contract

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		1.2	Communicate to all relevant stakeholders the agreed PBC requirements
		1.3	Document all agreed PBC requirements
2	**Draft contract requirements**	**2.1**	Contribute to drafting PBC requirements into the contract, including Conditions of Contract and Conditions of Tender
		2.2	Contribute to assessing draft PBC requirements against agreed PBC requirements
3	**Assess contract viability**	**3.1**	Contribute to assessing the draft PBC against original contract requirements, contract outcome and contract scope of work defined in the initial requirements report
		3.2	Contribute to assessing the draft PBC against the business case report, including net benefits and key enablers
		3.3	Contribute to preparing a final PBC report

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

No equivalent unit.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFPBC004 Establish the contract details of a Performance Based Contract

Modification History

Release 2. This is the second release of this unit of competency in the DEF Defence Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- assessing Performance Based Contract (PBC) requirements against PBC business plan
- communicating effectively with stakeholders
- customising contract requirements for application in a PBC
- drafting the elements of a PBC
- maintaining records of PBC requirements
- planning and organising to meet PBC requirements
- preparing complex PBC documents.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- contract drafting and negotiation
- government procurement processes, requirements and timeframes
- management of stakeholders and stakeholder expectations
- PBC principles.

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in simulated workplace operational situations that reflect workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy

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requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or simulations
- acceptable means of simulation assessment
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and PPE currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFPBC005 Operate a Performance Based Contract

Modification History

Release 2. This is the second release of this unit of competency in the DEF Defence Training Package.

Application

This unit describes the skills required to operate a Performance Based Contract (PBC) within an existing contract or in commencing a new contract. This unit applies to administrators or managers working within the contract management field in Defence but may be applicable to any individual in this field of work.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work within a team under limited direction while performing complex tasks in a range of contexts.

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

Pre-requisite Unit

Not applicable.

Competency Field

Performance based contract

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Conduct PBC tender evaluation	**1.1** Contribute to detailing the PBC requirements within a Tender Evaluation Plan (TEP)

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	1.2	Contribute to assessing individual tenderer performance against a PBC
	1.3	Contribute to establishing the requirements for the PBC element of an Offer Definition and Improvement Activity (ODIA)
	1.4	Contribute to assessing individual tenderer performance against the PBC element of an ODIA
	1.5	Document individual tenderers against TEP and PBC requirements in the source evaluation report
2 Undertake PBC negotiations	**2.1**	Contribute to establishing the PBC element of the Contract Negotiations Directive (CND)
	2.2	Assist with the negotiation of PBC requirements and framework with stakeholders, including contractors
	2.3	Document final agreement against CND and PBC requirements
3 Operate a PBC	**3.1**	Calculate PBC performance measures in accordance with agreed PBC elements
	3.2	Document PBC elements and identified performance measures in the payment schedule
	3.3	Document PBC elements against identified performance measures in the rewards and remedies solution
	3.4	Ensure PBC elements and performance measures are included in the remediation plan
	3.5	Contribute to evaluating effectiveness of agreed PBC elements and identified performance measures and modify
	3.6	Communicate all modifications with relevant stakeholders

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

No equivalent unit.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFPBC005 Operate a Performance Based Contract

Modification History

Release 2. This is the second release of this unit of competency in the DEF Defence Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying any rewards and remedies for contractor performance
- assessing the performance of a contractor
- calculating the performance payment of a contractor
- planning and conducting Performance Based Contract (PBC) negotiations
- planning and conducting PBC tender evaluation
- preparing complex PBC documents and reports.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- government procurement processes and timeframes
- management of stakeholders and stakeholder expectations
- PBC principles and processes
- performance measure report and its requirements in the application of a PBC
- relevant legislation and organisational policies and procedures.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy

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requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations
- acceptable means of simulated assessment.
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- relevant and appropriate materials, tools, equipment and personal protective equipment (PPE) currently used in industry

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFPET001 Conduct field refuelling operations from a bulk fuel installation

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Application

This unit specifies the skills and knowledge required to conduct refuelling of vehicles and plant from a bulk fuel installation in a field environment to transfer fuel products between storage mediums within the installation.

It includes preparing, conducting and completing refuelling and fuel transfer operations.

This unit applies to persons working as petroleum operators in Defence but is applicable to any individual in this field of work.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Persons undertaking this unit work under supervision and perform specific tasks in a range of contexts.

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

Pre-requisite Unit

Not applicable

Competency Field

Petroleum Operations

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential	Performance criteria describe the performance needed to

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outcomes.	demonstrate achievement of the element.
1 Prepare for and conduct refuelling and fuel transfer operations	**1.1** Identify and confirm refuelling tasks with supervisor
	1.2 Inspect and prepare refuelling equipment for operation in accordance with manufacturer specifications and operational procedures
	1.3 Select and fit personal protective equipment to operate bulk fuel installation in accordance with safety data sheets, environmental and work health and safety procedures
	1.4 Test for fuel contamination and quarantine, as required
	1.5 Monitor fuel transfer process, and rectify and/or report faults in accordance with manufacturer specifications and operational procedures
	1.6 Recognise equipment breakdowns and emergencies/incidents, and instigate emergency response plan to shut down fuel transfer process in accordance with manufacturer specifications and operational guidelines
2 Complete refuelling operations	**2.1** Shut down, maintain and pack away refuelling equipment in the bulk fuel installation in accordance with manufacturer specifications and operational procedures
	2.2 Recover, inspect and maintain fuel transfer equipment in accordance with operational procedures
	2.3 Complete documentation, as required
	2.4 Refurbish equipment in the fuel installation in accordance with manufacturer specifications and operational procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to DEFPE001A Conduct field refuelling operations from a bulk fuel installation.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFPET001 Conduct field refuelling operations from a bulk fuel installation

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant legislation, regulatory standards, and organisational policies and procedures
- controlling fuel spills
- earthing vehicle and plant
- implementing environmentally sustainable work practices
- interpreting fuel markings and panels
- operating refuelling equipment
- refuelling vehicles and plant
- responding to emergencies using emergency response plans
- testing fuel for product contamination.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- Australian dangerous goods codes including:
  - segregation and storage requirements
- causes of explosions and related preventative measures
- emergency/incident response plans
- environmental protection measures to be applied during fuel transfer operations
- firefighting techniques
- fuel products and fuel transfer systems including valve and hose systems
- functions and responsibilities of team members
- hazard control methods associated with fuel products
- hydraulics principles
- physical properties of fuels
- refuelling equipment must include one or more of the following:
  - 50 mm/100 mm fuel equipment including:

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    - fittings
    - pipelines and hoses
    - pumps
    - valves, vessels and tanks
  - measurement instruments including:
    - hydrometers
    - tapes
    - thermometers
- relevant organisational policies and procedures.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Assessment must occur in workplace operational situations, where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry including:
  - workplace refuelling equipment and fuel products
  - safety equipment
  - specific workplace operating procedures and publications
- applicable documentation including operational procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFPET002 Conduct field refuelling operations using drum stock

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Application

This unit specifies the skills and knowledge required to refuel vehicles and equipment from packaged fuel within a field environment or small temporary field refuelling site.

It includes preparing, conducting and finalising field refuelling operations.

This unit applies to Defence personnel working in fuelling operations but could apply to persons working in a similar environment.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Persons undertaking this unit work under supervision and perform specific tasks in a range of contexts.

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

Pre-requisite Unit

Not applicable

Competency Field

Petroleum Operations

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1	**Prepare for refuelling operations**	**1.1** Inspect equipment for serviceability and prepare for operation in accordance with manufacturer specifications and operational procedures
		1.2 Establish refuelling site
		1.3 Select and use safety equipment in accordance with manufacturer specifications and operational procedures
		1.4 Test fuel for contamination, quarantine as required and report to relevant personnel
		1.5 Implement environmentally sustainable work practices, where feasible
		1.6 Calculate mass, volume and special requirements of packaged fuel products
2	**Perform refuelling operations**	**2.1** Monitor refuelling operations and rectify faults as required, in accordance with operational procedures
		2.2 Deliver fuel products as required, to meet task requirements
3	**Finalise refuelling operations**	**3.1** Shut down, maintain and pack away refuelling equipment
		3.2 Compile refuelling documentation in accordance with operational procedures
		3.3 Issue other fuel products, as required
		3.4 Refurbish refuelling site in accordance with operational procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

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Unit Mapping Information

This unit replaces and is equivalent to DEFPE002A Conduct field refuelling operations using drum stock.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFPET002 Conduct field refuelling operations using drum stock

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant legislation, and organisational policies and procedures
- calculating the mass, volume and special requirements of packaged fuel products
- conducting field refuelling operations using drum stock
- controlling fuel spills
- earthing equipment and vehicles
- interpreting fuel markings and panels
- operating refuelling equipment
- responding to emergencies using emergency response plans
- supplying liquid fuels and other fuel products
- testing fuel for product contamination
- using drums up to 205 litres and small portable fuel bladders
- using small motorised and hand fuel pumping equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- Australian dangerous goods codes including:
  - segregation and storage requirements
- causes of explosions and related preventative measures
- emergency/incident response plans
- environmental protection
- fuel products and fuel transfer systems
- functions and responsibilities of team members during refuelling and fuel transfer operations
- hydraulics principles
- liquid fuels must include:
  - aviation gasoline
  - aviation turbine fuels

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  - diesel fuel
  - ground gasoline
  - kerosene
- other fuel products include:
  - anti-freeze fluids
  - greases
  - oils and lubricants
  - temporary protectives
- relevant legislation and organisational policies and procedures
- physical properties of fuels
- valve and hose systems.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Assessment must occur in workplace operational situations, where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, safety equipment and personal protective equipment currently used in industry including:
  - workplace refuelling systems and fuel products
  - specific workplace operating procedures and publications
- applicable documentation including operational procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFPET003 Test fuel hoses

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Application

This unit specifies the skills and knowledge required to perform hydrostatic and continuity testing of petroleum hoses.

It includes preparing for and performing fuel hose testing process, and finalising test procedures.

This unit applies to persons working as petroleum operators in Defence but is applicable to any individual in this field of work.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Persons undertaking this unit work independently and as part of a team under supervision, and perform routine tasks in a range of contexts.

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

Pre-requisite Unit

Not applicable

Competency Field

Petroleum Operations

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1	**Prepare for testing process**	**1.1**	Interpret and apply relevant industry standards, industry and safety requirements relating to hydrostatic and continuity testing of petroleum hoses
		1.2	Inspect and test equipment for serviceability prior to operations in accordance with manufacturer specifications and operational procedures
		1.3	Apply hydrostatic safety requirements to conduct continuity testing process
		1.4	Select and fit relevant personal protective equipment
2	**Perform fuel hose tests**	**2.1**	Perform continuity tests to meet task requirements
		2.2	Perform hydrostatic tests to meet task requirements
		2.3	Conduct secondary tests where accuracy is in doubt or abnormal results obtained
3	**Finalise test procedures**	**3.1**	Record and report test results in accordance with operational procedures
		3.2	Classify and label hoses in accordance with test results
		3.3	Quarantine and report hoses that fail test standards to relevant personnel

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to DEFPE003A Test fuel hoses.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFPET003 Test fuel hoses

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant legislation, and organisational policies and procedures
- compiling test documentation
- interpreting relevant industry testing requirements and standards
- operating hydrostatic and continuity test equipment
- performing tests at stipulated intervals including:
  - hydrostatic pressure test
  - continuity test
- handling hoses that fail testing procedures including:
  - quarantining hose
  - reporting to relevant personnel
- performing multiple tests on different sizes and types of petroleum hoses used in the workplace.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- hose serviceability
- purging equipment
- relevant dangerous/hazardous goods codes including:
  - segregation and storage requirements
- relevant industry standards including:
  - hose and hose assemblies for distribution of petroleum and petroleum products
- relevant organisational policies and procedures
- safety requirements including:
  - bunding
  - location of testing
  - personal protective equipment
  - pressure in accordance with relevant industry standards

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    - manufacturer specifications
- stakeholder communication
- test equipment including:
    - multimeter
    - hydraulic pressure tester
- use of common hand tools and specialist equipment.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Assessment must occur in workplace operational situations, where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry including:
- workplace specific fuel hoses
- specific test equipment
- relevant industry standards, and workplace operating procedures and publications
    - applicable documentation including operational procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFPET004 Assist in the construction and maintenance of a non-permanent bulk fuel installation

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Application

This unit specifies the skills and knowledge required to assist in the construction and maintenance of multi-product non-permanent bulk fuel installations within a Defence operational environment.

It includes preparing and assisting in constructing and maintaining field bulk fuel installations.

This unit applies to persons working as petroleum operators in Defence but is applicable to any individual in this field of work.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out including the current Australian Dangerous Goods Code. Organisational policies and procedures must be consulted and adhered to.

Persons undertaking this unit work under supervision, and perform routine tasks in a range of familiar and unfamiliar contexts.

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

Pre-requisite Unit

Not applicable

Competency Field

Petroleum Operations

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential	Performance criteria describe the performance needed to

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outcomes.	demonstrate achievement of the element.
1 Prepare for construction	**1.1** Obtain and confirm installation instructions and schematic diagrams with relevant personnel
	1.2 Select and inspect equipment for serviceability prior to construction in accordance with manufacturer specifications and operational procedures
	1.3 Set up safety equipment prior to construction in accordance with operational procedures
	1.4 Apply work health and safety (WHS)/occupational health and safety (OHS) requirements and recognised safety precautions in accordance with operational procedures
	1.5 Identify and apply environmentally sustainable work practices as required, in accordance with operational procedures
2 Construct field bulk fuel installations	**2.1** Position storage tanks in accordance with schematic diagrams and relevant industry code/s
	2.2 Construct manifold system to meet task requirements
	2.3 Respond to unplanned problems with manifold construction in accordance with operational procedures and emergency response plan, in a manner that minimises risk to personnel and equipment
	2.4 Pressure test and commission installation in accordance with operational directions and procedures
	2.5 Return and restow construction equipment, and refurbish site in preparation for bulk fuel delivery
3 Maintain field bulk fuel installations	**3.1** Maintain equipment to provide bulk fuel supplies in accordance with manufacturer specifications
	3.2 Perform fuel site housekeeping to maintain a safe and operational installation
	3.3 Measure bulk fuel storage tank levels and record results
	3.4 Test fuel for contamination, record results and quarantine as required, in accordance operational procedures

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to DEFPE004A Assist in the construction and maintenance of a non-permanent bulk fuel installation.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFPET004 Assist in the construction and maintenance of a non-permanent bulk fuel installation

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying Australian dangerous goods codes including:
  - segregation and storage requirements
- applying relevant legislation, and organisational policies and procedures
- assisting in constructing and maintaining nonpermanent bulk fuel installations of different sizes with different fuel products to be stored
- controlling fuel spills
- dealing effectively with unplanned events
- interpreting fuel markings and panels
- interpreting technical/schematic diagrams and publications
- implementing environmentally sustainable work practices
- responding to emergencies
- working effectively as part of a team
- working remotely.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- Australian dangerous goods codes including:
  - segregation and storage requirements
- emergency response plan
- fuel transfer equipment operation
- functions and responsibilities of team members
- hazard risk control methods associated with fuel products
- maintenance procedures for fuel transfer systems
- relevant legislation, and organisational policies and procedures, including pollution control
- relevant work health and safety (WHS)/occupational health and safety (OHS) requirements

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- schematic diagrams.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Assessment must occur in workplace operational situations, where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, safety equipment and personal protective equipment currently used in industry including:
- workplace equipment required for the construction of non-permanent bulk fuel installations
- specific workplace operating procedures and publications
- applicable documentation including operational procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFPET005 Assist in the construction and operation of a non-permanent inland pipeline system

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Application

This unit specifies the skills and knowledge required to assist in the construction and operation of a non-permanent inland pipeline distribution system and to perform liquid transfer operations.

It includes preparing and assisting in the construction of inland pipeline distribution systems. It also includes transferring liquid and maintaining an inland pipeline distribution system incorporating equipment recovery.

This unit is applicable in environments where a need exists to transfer liquids such as fuel and water over distances ranging from 600 m to 37 km.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Persons undertaking this unit work in teams under direct supervision, follow set procedures and methods that require some discretion and judgement. The size of the team varies and will increase as the length of the pipeline increases.

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

Pre-requisite Unit

Not applicable

Competency Field

Petroleum Operators

Unit Sector

Not applicable.

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Prepare for construction	**1.1** Obtain and confirm instructions and schematic diagrams for the installation of a non-permanent inland pipeline system with relevant personnel
	1.2 Select and inspect equipment for serviceability prior to pipeline construction
	1.3 Set up safety equipment and a first aid station prior to commencement of pipeline construction in accordance with work health and safety (WHS)/occupational health and safety (OHS) safety guidelines
	1.4 Apply WHS/OHS requirements and recognised safety precautions throughout the operation
	1.5 Identify, assess and implement environmentally sustainable work practices, as required
2 Construct an inland pipeline distribution system	**2.1** Construct inland pipeline distribution system in accordance with instructions
	2.2 Earth pipeline to prevent static discharge
	2.3 Test inland pipeline distribution system in accordance with instructions and operational procedures
	2.4 Report unplanned safety or environmental issues and problems encountered during construction or testing, to relevant personnel
3 Transfer liquid using an inland pipeline distribution system	**3.1** Identify and confirm tasks for liquid transfer with relevant personnel
	3.2 Configure pumping equipment for transfer operations in accordance with manufacturer specifications and operational procedures
	3.3 Test liquid for product contamination and record results in accordance with operational procedures
	3.4 Quarantine contaminated product and report to relevant

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		personnel, as required
	3.5	Maintain communication with team members and relevant personnel throughout liquid transfer operations
	3.6	Conduct liquid transfer in accordance with instructions and operational procedures
	3.7	Pig pipeline as directed
	3.8	Monitor liquid transfer process and rectify or report faults in accordance with operational procedures
	3.9	Respond to emergencies/incidents in accordance with emergency response plans
	3.10	Shut down liquid transfer equipment on completion of transfer operations in accordance with manufacturer instructions
	3.11	Document liquid transfer operations, as required
4 Maintain an inland pipeline distribution system	**4.1**	Inspect pipeline and pumping equipment and report results to relevant personnel in accordance with workplace procedures
	4.2	Maintain operation of non-permanent inland pipeline system equipment in accordance with manufacturer instructions
	4.3	Complete minor repairs within scope of work, as required
	4.4	Record and report maintenance and repair tasks undertaken
5 Recover equipment	**5.1**	Return and restow inland pipeline distribution system on completion of operational requirements
	5.2	Recover and inspect inland pipeline system equipment on completion of operational requirements
	5.3	Refurbish site in accordance with organisational and environmental policies and procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to DEFPE005A Assist in the construction and operation of a non-permanent inland pipeline system.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFPET005 Assist in the construction and operation of a non-permanent inland pipeline system

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying dangerous/hazardous goods handling procedures
- applying relevant legislation, statutory requirements and operational policies and procedures
- communicating effectively with relevant personnel
- constructing a pipeline system that is greater than 1 km in length and that uses a minimum of two pumps
- decommissioning liquid pipeline system
- identifying, interpreting and analysing risk assessment requirements relevant to work being performed
- interpreting fuel markings and panels, and technical diagrams and publications
- labelling pipeline on or near hazardous chemical using signs or other appropriate labels
- preparing for construction and maintenance of an inland pipeline distribution system
- operating liquid transfer systems
- pigging a pipeline
- recovering equipment
- refurbishing site
- testing a distribution system
- transferring liquid using an inland pipeline distribution system.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- Australian dangerous goods codes including:
  - segregation and storage requirements
- characteristics and capabilities of liquid pipelines and pumping equipment
- communication protocols
- dangerous/hazardous goods handling procedures
- decommission liquid distribution system and must include one or more of the following:

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  - deconstructing the system
  - pigging the pipeline
  - recovering equipment
- emergency response plans
- environmentally sustainable work practices
- liquid testing procedures including:
  - fuel products
- functions and responsibilities of team members
- hazard control methods associated with liquid products
- maintenance procedures for liquid transfer systems
- minor repairs including:
  - emergency repairs to hoses
- non-permanent inland pipeline distribution system including:
  - filters
  - fittings
  - metres
  - pipes
  - pumps
- pigging system
- relevant equipment manufacturer specifications
- relevant operational policies and procedures
- relevant work health and safety (WHS)/occupational health and safety (OHS) and environmental control legislation and policies
- schematic diagrams
- testing distribution system including:
  - conducting pressure testing
  - ensuring a closed system
  - ensuring installation conforms to schematic diagram
  - pressing the line with air
  - security of all components, fittings and fasteners
- unplanned event and problemsolving operational procedures.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy

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requirements of the work being performed and the needs of the candidate.

Assessment must occur in workplace operational situations, where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations
- liquid pipelines, pumping equipment and suitable products
- relevant and appropriate materials, tools, safety equipment and personal protective equipment currently used in industry including:
  - eye protection
  - hearing protection
  - high visibility clothing
  - gloves
  - safety headwear and footwear
- applicable documentation including specific workplace operating procedures, publications, regulations, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFPET006 Assist in the operation of the tank fabric collapsible marine system

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Application

This unit specifies the skills and knowledge required to assist in the operation of the tank fabric collapsible marine (TFCM) system to transfer fuel from ships anchored offshore to shorebased storage facilities.

It includes preparing and receiving a fuel bladder from a suitable marine vessel and issuing fuel from the TCFM system to shorebased operations.

The TCFM system is a flexible fuel storage tank that is installed onto a suitable marine vessel; it is used in the maritime environment where no other facilities exist to transfer fuel from ship to shorebased field fuel installations.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Persons undertaking this unit work in a team under supervision and perform routine tasks in familiar contexts.

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

Pre-requisite Unit

Not applicable

Competency Field

Petroleum Operations

Unit Sector

Not applicable.

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Prepare for operations	**1.1** Obtain and confirm task requirements with relevant personnel
	1.2 Unpack and inspect components for serviceability in accordance with operational procedures
	1.3 Assemble components in accordance with manufacturer instructions
	1.4 Obtain and confirm operational orders, administrative and emergency response procedures
	1.5 Select and use appropriate personal protective equipment
	1.6 Apply work health and safety (WHS)/occupational health and safety (OHS) requirements and safety precautions in accordance with operational procedures and emergency response plan
	1.7 Identify and apply environmentally sustainable work practices, as required
	1.8 Complete appropriate documentation or records, as required
2 Receive fuel from ship	**2.1** Install flexible fabric tank onto vessel from the shore or directly off a ship in accordance with instructions, operational procedures and manufacturer specifications
	2.2 Connect TFCM system to ship’s pipeline in preparation for transfer operations
	2.3 Conduct pre-operation checks in accordance with manufacturer instructions and operational procedures
	2.4 Test fuel for product contamination, record results and quarantine defective product as required
	2.5 Transfer fuel in accordance with instructions and operational procedures
	2.6 Disconnect TFCM system from refuelling ship

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3	**Issue fuel from TFCM system to shore**	**3.1** Monitor condition of TFCM system during sea transit in accordance with operational procedures and emergency response plan and promptly report or rectify issues within scope of own authority
		3.2 Discharge fuel after vessel has been moored in accordance with operational procedures
		3.3 Monitor equipment during transfer operations and report or rectify faults, as required
		3.4 Monitor gauges to ensure transfer is in accordance with operational procedures
		3.5 Maintain communication with team members and relevant personnel during transfer operations
		3.6 Extract fabric flexible tank from vessel
		3.7 Recover equipment in accordance with operational procedures
4	**Finalise operations**	**4.1** Clean and inspect equipment in accordance with manufacturer instructions
		4.2 Conduct maintenance and minor repairs in accordance with operational and environmental procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to DEFPE006A Assist in the operation of the tank fabric collapsible marine system.

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Links

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Assessment Requirements for DEFPET006 Assist in the operation of the tank fabric collapsible marine system

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying Australian dangerous goods codes including:
  - segregation and storage requirements
- applying relevant legislation, statutory requirements, and organisational policies and procedures
- assisting in the operation of the tank fabric collapsible marine (TFCM) system
- controlling fuel spills
- dealing effectively with unplanned events
- handling cleaning chemicals
- identifying hazards, assessing risks and implementing control measures
- interpreting fuel markings and panels
- interpreting technical diagrams and publications
- operating fuel pumping and discharge systems
- responding to emergencies in accordance with emergency response plans
- selecting and fitting appropriate personal protective equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- Australian dangerous goods codes including:
  - segregation and storage requirements
- cleaning procedures and use of cleaning agents
- dangerous goods handling procedures
- emergency response plan
- functions and responsibilities of team members
- hazard control methods associated with fuel products
- maintenance procedures for fuel storage mediums
- relevant maritime dangerous goods marine orders

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- relevant legislation, safety and organisational policies and procedures
- TFCM system.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Assessment must occur in workplace operational situations, where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, safety equipment and personal protective equipment currently used in industry including:
  - TFCM system
  - bulk fuel tankers or simulated platform
  - suitable fuel products
  - specific workplace operating procedures and publications
- applicable documentation including operational procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFPET007 Assist in the operation of the towed flexible barge system

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Application

This unit specifies the skills and knowledge required to assist in the operation of the towed flexible barge (TFB) system to transfer fuel from ships anchored offshore to shore-based storage facilities.

It includes preparing to receive fuel from maritime operations and issuing fuel from a TFB system to shorebased operations.

A TFB system is utilised in marine environments where no other facilities exist to transfer large quantities of fuel from ocean tankers to shorebased field fuel installations.

This unit applies to persons working as petroleum operators in Defence but is applicable to any individual in this field of work.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Persons undertaking this unit work independently and as part of a team under supervision and perform routine tasks in a range of contexts.

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

Pre-requisite Unit

Not applicable

Competency Field

Petroleum Operations

Unit Sector

Not applicable.

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Prepare for operations	**1.1** Obtain and confirm task with relevant personnel
	1.2 Unpack and inspect components for serviceability
	1.3 Assemble TFB system components in accordance with manufacturer specifications
	1.4 Obtain and confirm operational, administrative and emergency response orders and procedures
	1.5 Select and use appropriate personal protective equipment
	1.6 Apply work health and safety (WHS)/occupational health and safety (OHS) requirements and safety precautions in accordance with operational procedures and emergency response plan
	1.7 Identify and apply environmentally sustainable work practices, as required
	1.8 Complete appropriate documentation or records as required
2 Receive fuel from ship	**2.1** Connect TFB to ship’s pipeline in preparation for fuel transfer operations
	2.2 Conduct pre-operation checks in accordance with task instructions
	2.3 Test fuel for contamination, record results and quarantine defective product as required
	2.4 Transfer fuel in accordance with task instructions
	2.5 Disconnect TFB from refuelling ship in accordance with operational procedures
3 Issue fuel from TFB system to shore	**3.1** Connect power pack, hydraulic lines and floating pipeline system to manifold raft
	3.2 Connect TFB to manifold raft

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	3.3 Conduct pre-operation fuel transfer checks in accordance with manufacturer specifications and operational procedures
	3.4 Transfer fuel to meet task requirements
	3.5 Monitor petroleum equipment during transfer and report or rectify faults in accordance with emergency response plan
	3.6 Monitor fuel transfer gauges
	3.7 Maintain communication with team members and relevant personnel during fuel transfer operations
	3.8 Disconnect TFB from manifold raft
	3.9 Inspect floating pipeline system with a pipeline inspection gauge in accordance with manufacturer specifications
	3.10 Recover equipment safely
4 Finalise operations	**4.1** Clean and restow TFB system equipment
	4.2 Inspect equipment for damage in accordance with operational procedures
	4.3 Conduct maintenance and minor repairs, as required, ensuring compliance with environmental procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to DEFPE007A Assist in the operation of the towed flexible

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barge system.

Links

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Assessment Requirements for DEFPET007 Assist in the operation of the towed flexible barge system

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant legislation, and organisational policies and procedures
- applying Australian dangerous goods codes including:
  - segregation and storage requirements
- assisting in the operation of a towed flexible barge (TFB) system and must include one of the following:
  - TFB being refuelled at sea
  - TFB being moored offshore and fuel being transferred to shore via a floating pipeline system
- controlling fuel spills
- identifying hazards, assessing risks and implementing control measures
- interpreting technical diagrams and publications
- interpreting fuel markings and panels
- operating fuel pumping and discharge systems
- dealing with difficulties encountered during assembly
- selecting and fitting appropriate personal protective equipment
- implementing environmentally sustainable work practices
- responding to emergencies in accordance with emergency response plans
- pressuring pipeline system with air
- testing for leaks
- handling cleaning chemicals safely.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- Australian dangerous goods codes including:
  - segregation and storage requirements
- cleaning procedures and use of cleaning agents

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- dangerous goods handling procedures
- emergency response plan
- functions and responsibilities of team members
- hazard control methods associated with fuel products
- maintenance procedures for fuel storage mediums
- relevant maritime dangerous goods marine orders
- relevant legislation, and organisational policies and procedures
- relevant work health and safety, pollution control legislation and policies
- TFB system.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Assessment must occur in workplace operational situations, where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, safety equipment and personal protective equipment currently used in industry including:
  - TFB system, discharge system and associated equipment
  - bulk fuel tankers or simulated platform
  - suitable fuel products
  - specific workplace operating procedures and publications
- applicable documentation including operational procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFPHL001 Contribute to environmental health operations

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Application

This unit specifies the skills and knowledge required to contribute to field environmental health operations as a member of the Australian Defence Force (ADF).

It includes providing support and advice to environmental health planning. It also includes implementing and monitoring environmental health measures.

This unit applies to persons working as environmental health operatives in Defence but is applicable to any anyone in this field of work.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Persons undertaking this unit work under supervision and perform complex tasks in a range of contexts.

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

Pre-requisite Unit

Not applicable

Competency Field

Preventive Health

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1	**Provide support to environmental health planning**	**1.1**	Attend and participate in planning briefs and activities to contribute to team planning tasks
		1.2	Gather and communicate information in support of environmental health planning to team leader
2	**Provide environmental health advice**	**2.1**	Identify scope of task and clarify health support assessment requirements
		2.2	Develop advice that is in accordance with a full consideration of identified health threats
		2.3	Conduct environmental health research to meet task requirements
		2.4	Identify need and gain assistance from environmental health assets, as required
		2.5	Identify environmental health measures in consideration of health threats
		2.6	Formulate environmental health advice in consultation with identified stakeholders
3	**Implement environmental health measures**	**3.1**	Establish personal hygiene facilities in accordance with task and operational procedures
		3.2	Supervise the establishment of field waste facilities
		3.3	Monitor the quality of field water and food supply in accordance with health plan and operational procedures
		3.4	Implement environmental injury control measures to ensure maximum safety to personnel
4	**Monitor environmental health measures**	**4.1**	Monitor personnel health in accordance with operational procedures
		4.2	Assist line managers with physical health inspections
		4.3	Detect and respond to the outbreak of disease in accordance with health plan and operational procedures
		4.4	Compile reports and returns, as required
		4.5	Seek feedback from identified stakeholders regarding effectiveness and acceptance of environmental health

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measures

4.6 Monitor the implementation of environmental health measures in accordance with operational procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to DEFPH001A Contribute to environmental health operations.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFPHL001 Contribute to environmental health operations

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant legislation, and organisational policies and procedures and determining the most appropriate method of control for each
- assessing a range of common health threats in the field environment
- communicating effectively and engaging with a broad range of stakeholders to gain support for environmental health activities
- contributing to health operations including:
  - exposure to common health threats in a field setting
- coordinating a range of environmental health measures in a practical field setting
- ensuring collection and disposal of field waste
- identifying hazards, assessing risks and implementing control measures
- identifying health risks and disease transmission
- implementing control measures of disease transmission
- implementing water quality assurance measures
- participating in planning briefs
- prioritising tasking
- promoting a safe working environment
- working effectively with relevant administrative systems.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- disease types which must include one or more of the following:
  - airborne disease such as influenza
  - contact disease such as impetigo or tinea
  - food and water-borne disease such as dysentery, cholera and typhoid
  - vector-borne disease such as malaria or dengue fever
  - causes of disease transmission

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- food storage and distribution standards including the hazard analysis and critical control points (HACCP) approach to food control
- health surveillance system
- methods of establishing field hygiene and waste facilities
- pathophysiology of common communicable diseases
- process of disease
- relevant legislation, and organisational policies and procedures
- relevant planning and control systems
- risk management principles
- role and capabilities of other health care providers including environmental health team
- water quality assurance measures.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Assessment must occur in workplace operational situations, where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations based on a range of notional health threats determined from recent and historical experience
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry including:
  - appropriate equipment and stores
  - relevant personnel
- relevant documentation including operational policies, procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFPHL002 Assist with quick assessment of disease outbreak

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Application

This unit specifies the skills and knowledge required to assist with quick assessment of disease outbreak as a member of the Australian Defence Force (ADF).

It includes collecting epidemiologic data to participate in epidemiologic assessment that identifies disease control measures.

This unit applies to personnel working in Defence preventive medicine.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Persons undertaking this unit work in a team under supervision and perform routine tasks in a range of contexts.

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

Pre-requisite Unit

Not applicable

Competency Field

Preventive Health

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1	**Collect epidemiologic data**	**1.1**	Obtain and clarify tasks, as required
		1.2	Provide information and assistance to personnel conducting assessment in accordance with operational procedures
		1.3	Obtain information about disease outbreak using appropriate data collection methods
		1.4	Collect and test data in accordance with operational procedures
2	**Participate in epidemiologic assessment**	**2.1**	Analyse epidemiologic data to identify factors relating to disease outbreak
		2.2	Compare factors relating to disease outbreak to the treatment information and to the organisation's response in accordance with relevant instructions
		2.3	Seek expert advice or opinion from personnel with relevant expertise to aid assessment in accordance with operational procedures and relevant authority
3	**Identify immediate disease control measures**	**3.1**	Identify a range of control measures in accordance with environmental health support plan
		3.2	Communicate identified control measures to personnel conducting assessment
		3.3	Integrate disease control measures into environmental health support plan in accordance with operational procedures
		3.4	Identify control measures outside of team's capability and refer to relevant personnel to address

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

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Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to DEFPH002A Assist with quick assessment of disease outbreak.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFPHL002 Assist with quick assessment of disease outbreak

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least two separate occasions and include:

- applying legislation and operational policies and procedures
- applying risk management principles
- communicating and working effectively
- gathering and analysing relevant information about the outbreak of disease and making accurate assessments
- identifying hazards, assessing risks and implementing control measures
- identifying possible causes of disease transmission
- making accurate assessments about factors of disease
- managing workplace issues and problems
- prioritising relevant tasking.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- causes and control measures of disease transmission
- relevant documentation and administrative processes
- relevant food storage and distribution standards including:
  - hazard analysis and critical control points (HACCP) approach to food control
- pathophysiology of common communicable diseases
- process of disease
- relevant legislation and operational policies and procedures
- risk management principles
- role and capabilities of other health care providers including environmental health team.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include

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requirements in the Standards for Registered Training Organisations current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Assessment must occur in workplace operational situations, where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations including:
  - actual or scenario outbreak of disease with all supporting information
  - relevant person leading disease outbreak assessment
- relevant materials, tools, equipment and personal protective equipment currently used in industry to perform environmental measurement and testing
- relevant documentation including operational procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFPHL003 Operate environmental measuring devices

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Application

This unit specifies the skills and knowledge required to operate environmental measuring devices as a member of the Australian Defence Force (ADF).

It includes taking environmental condition measurements and reporting data acquired from environmental measuring devices.

This unit applies to personnel working in Defence preventive medicine.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Persons undertaking this unit work independently or as part of a small team, and perform routine tasks in a range of contexts.

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

Pre-requisite Unit

Not applicable

Competency Field

Preventive Health

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1	**Take environmental condition measurements**	**1.1**	Check environmental measuring device for serviceability and confirm settings in accordance with manufacturer instructions
		1.2	Position environmental measuring device to optimise its function and accuracy
		1.3	Collect data and measurements in accordance with organisational procedures
		1.4	Transfer data effectively to enable accurate interpretation using relevant information technology
2	**Report data acquired from environmental measuring device**	**2.1**	Interpret data and record environmental conditions information
		2.2	Identify desired work/rest activity levels and required hydration level in accordance with operational procedures
		2.3	Draft an environmental conditions report for relevant stakeholder including recommendations on work/rest activity levels and required hydration level

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces but is not equivalent to DEFPH003A Operate environmental measuring devices.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFPHL003 Operate environmental measuring devices

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least two separate occasions and include:

- applying relevant legislation, and organisational policies and procedures
- interpreting environmental data to draw conclusions
- operating environmental measuring devices
- preparing environmental measuring devices in accordance with manufacturer instructions
- prioritising tasking
- undertaking measurements that include temperature, humidity and heat stress index.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- environmental measuring devices which must include one or more of the following:
  - altimeter
  - heat stress monitor
  - humidity meter
  - microwave oven radiation leakage detection device
  - temperature probe
- health surveillance system
- impact of the environment on human performance
- manufacturer specifications for environmental measuring devices
- relationship between heat/humidity and hydration
- relevant legislation, and organisational policies and procedures
- time management strategies to set priorities
- weather systems and patterns
- work/rest activity levels/index and required hydration level.

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Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Assessment must occur in workplace operational situations, where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations
- relevant materials, tools, equipment and personal protective equipment currently used in industry including:
  - environmental measuring devices
- relevant documentation including operational procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFPHL004 Undertake a vector borne diseases surveillance program

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Application

This unit specifies the skills and knowledge required to undertake a vector borne diseases surveillance program as a member of the Australian Defence Force (ADF).

It includes preparing, collecting, performing and reviewing data in a vector borne diseases surveillance program. It also includes interpreting and reporting data gathered from vector borne disease surveillance.

This unit applies to personnel working in Defence preventive medicine.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Persons undertaking this unit work independently and perform complex tasks in a range of contexts.

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

Pre-requisite Unit

Not applicable

Competency Field

Preventive Health

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential	Performance criteria describe the performance needed to

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outcomes.	demonstrate achievement of the element.
1 Collect and review data in preparation for surveillance activities	**1.1** Analyse historical data to determine the surveillance area and vectors
	1.2 Review climate and topography of surveillance area to identify key locations of interest and optimal time to perform surveillance
	1.3 Analyse blood and/or mosquito samples using rapid test kits in accordance with manufacturer specifications, to identify potential prevalence of vector borne diseases in surveillance area
2 Perform surveillance of vectors	**2.1** Gather surveillance data using vector collection techniques
	2.2 Operate surveillance equipment in accordance with manufacturer specifications
	2.3 Sort and identify collected vectors to enable classification
	2.4 Preserve, store and maintain collected vectors for transport, in accordance with operational procedures
3 Interpret and report data gathered from vector borne disease surveillance	**3.1** Interpret surveillance data to assess the risk of vector borne disease to personnel
	3.2 Determine the risk of vector borne disease occurrence to aid environmental health planning
	3.3 Draft and present a surveillance report to relevant stakeholders
	3.4 Recommend control measures to reduce vector borne disease risks to personnel

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to DEFPH004A Undertake a vector borne diseases surveillance program.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFPHL004 Undertake a vector borne diseases surveillance program

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least two separate occasions and include:

- applying relevant legislation, and organisational policies and procedures
- collecting research material from available relevant sources
- collecting and correctly identifying vectors
- gathering vector borne disease surveillance data
- identifying the potential prevalence of vector borne diseases in surveillance area
- identifying vector borne disease hazards, assessing risks and implementing control measures
- interpreting and reporting surveillance data
- manipulating vectors with high level of dexterity and hand–eye coordination
- prioritising tasking
- setting up and disassembling equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- aetiology of disease relevant to vector borne diseases
- health surveillance system
- historical data which must include one or more of the following:
  - health intelligence reports
  - government reports on health statistics
  - scientific reports on health statistics
- operating procedures for surveillance equipment
- preservation techniques for vectors
- relevant vector borne diseases of interest to the Australian Defence Force (ADF)
- relevant vector biology
- relevant disease control measures including:
  - avoiding known areas where vectors occur

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  - education
  - impregnating clothing and bed nets with chemical protective barriers (permethrin impregnation)
  - selecting appropriate camp sites
  - sleeping under bed nets
  - using protective clothing
  - using repellents, insecticides
  - wearing long sleeves, trousers, head nets, covered footwear
- relevant documentation processes
- relevant legislation, and organisational policies and procedures
- relevant vectors including:
  - cockroaches
  - fleas
  - house flies
  - lice
  - mites
  - mosquitoes
  - phlebotomies (sandflies)
  - ticks.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Assessment must occur in workplace operational situations, where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry including:
  - relevant surveillance equipment
  - suitable environment/setting to collect vectors
- relevant documentation including operational procedures, regulations, codes of practice and operation manuals.

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Links

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DEFPHL005 Assist with field hygiene and sanitation

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Application

This unit specifies the skills and knowledge required to assist with field hygiene and sanitation as a member of the Australian Defence Force (ADF).

It includes conducting a minor field hygiene survey and providing technical field hygiene advice.

This unit applies to Defence personnel required to assist with hygiene and sanitation.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Persons undertaking this unit work independently and perform routine tasks in a range of contexts.

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

Pre-requisite Unit

Not applicable

Competency Field

Preventive Health

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Conduct a minor field	**1.1** Clarify group’s local area of responsibility to establish

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	hygiene survey		survey boundary
		1.2	Inspect proposed camp site environment, sanitary condition and general area for hygiene risks to inform site selection
		1.3	Assess location, condition and suitability of field hygiene facilities in accordance with operational procedures
		1.4	Assess positioning, type and operation of field waste facilities in accordance with operational procedures
		1.5	Assess food/water storage and handling arrangements to ensure optimum food safety and water distribution
2	**Provide technical field hygiene advice**	**2.1**	Provide advice on camp site selection to optimise field hygiene and sanitation outcomes during temporary camp emplacement
		2.2	Provide advice on field waste management to control the risk of disease in accordance with waste handling operational procedures
		2.3	Provide advice on personal hygiene facilities and practices to promote individual health and resistance to disease
		2.4	Provide advice on food/water storage and handling measures to control the risk of disease from ingested vectors of disease

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to DEFPH005A Assist with field hygiene and sanitation.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFPHL005 Assist with field hygiene and sanitation

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least two separate occasions – one urban and one rural environment – and include:

- applying relevant legislation, regulatory standards and organisational policies and procedures
- communicating appropriately about, consulting on and imparting knowledge of field hygiene and sanitation
- gathering field hygiene data from relevant sources
- identifying hygiene risks and implementing control measures
- interpreting field hygiene data.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- causes of disease transmission
- control measures for disease transmission
- relevant documentation processes
- food storage and distribution standards including:
  - hazard analysis and critical control points (HACCP)
- health surveillance system
- methods of establishing field hygiene and waste facilities
- pathophysiology of common communicable diseases
- relevant legislation, regulatory standards and organisational policies and procedures
- process of disease
- risk management principles
- water quality assurance measures.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of

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assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Assessment must occur in workplace operational situations, where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate urban and field workplace conditions and environments.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment, stores and personal protective equipment currently used in industry
- relevant documentation including operational procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFPHL006 Monitor water handling and distribution practices

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Application

This unit specifies the skills and knowledge required to inspect and monitor water distribution for safe water handling practice as a member of the Australian Defence Force (ADF).

It includes monitoring water distribution point, storage and equipment.

This unit applies to Defence personnel required to monitor water handling and distribution.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Persons undertaking this unit work independently and perform routine tasks in a range of familiar contexts.

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

Pre-requisite Unit

Not applicable

Competency Field

Preventive Health

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Monitor water	**1.1** Perform routine monitoring of water storage and

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	distribution point		distribution points to assess standard of safe water handling practices
		1.2	Perform field water testing to determine the quality of water, in accordance with operational procedures
		1.3	Interpret information gathered during monitoring in accordance with relevant standards and guidelines for drinking water quality
		1.4	Assess water handling practices and make recommendations to relevant personnel for improving water safety
		1.5	Report contaminated water to relevant stakeholder and take immediate action to restrict the use of contaminated water
2	**Monitor water storage and distribution equipment**	**2.1**	Review local system for cleaning and sanitising water storage and distribution equipment to ensure it conforms with organisational policies and procedures
		2.2	Provide advice about cleaning and sanitising water storage and distribution equipment
		2.3	Implement regular water storage and distribution equipment surveys in accordance with operational procedures
		2.4	Quarantine and report equipment suspected of contamination or not approved for water storage and distribution, to relevant stakeholders

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

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Unit Mapping Information

This unit replaces and is equivalent to DEFPH006A Monitor water handling and distribution practices.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFPHL006 Monitor water handling and distribution practices

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least two separate occasions and include:

- applying legislation, regulatory standards and organisational policies and procedures
- communicating and consulting with stakeholders
- implementing control measures of disease transmission
- implementing safe water handling practices
- implementing water quality assurance measures
- interpreting data gathered in the field against quality standards in national water quality guidelines
- recognising unsafe water or water storage containers
- researching causes of disease transmission
- taking action to prevent disease and illness.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- aetiology of water-borne diseases
- control measures of disease transmission
- health surveillance system
- relevant legislation, standards, and organisational policies and procedures
- risk management principles
- safe water handling practices and guidelines.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include

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requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Assessment must occur in workplace operational situations, where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment, stores and personal protective equipment currently used in industry
- relevant documentation including operational procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFPHL007 Conduct chlorine dosing of water at the point of supply

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Application

This unit specifies the skills and knowledge required to conduct chlorine dosing of water at the point of supply as a member of the Australian Defence Force (ADF).

It includes preparing, conducting and monitoring chlorine dosing and performance at the point of supply to ensure chlorine disinfection residue levels meet the minimum standard for Australian drinking water guidelines (ADWG).

This unit applies to personnel working in ADF preventive medicine.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Persons undertaking this unit work under supervision and perform specific tasks in familiar contexts.

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

Pre-requisite Unit

Not applicable

Competency Field

Preventive Health

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential	Performance criteria describe the performance needed to

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outcomes.	demonstrate achievement of the element.
1 Prepare and conduct chlorine dosing	**1.1** Use, handle and store chlorine in accordance with safety data sheet and organisational procedures
	1.2 Establish chlorine residue level in accordance with operational field water testing procedures
	1.3 Determine chlorine demand by comparing chlorine residue level with ADWG and chlorine concentration
	1.4 Select, fit and use appropriate personal protective equipment
	1.5 Conduct chlorine dosing at the point of water supply, as required in accordance with ADWG and organisational procedures
	1.6 Monitor chlorine dosing to achieve desired chlorine residue level
	1.7 Identify dosing faults and carry out corrective actions in accordance with operational procedures
2 Monitor chlorine dosing performance	**2.1** Collect and test dosing samples to confirm chlorine level and water quality in accordance with organisational field water testing procedures
	2.2 Record and report test results in accordance with operational procedures
	2.3 Report observations outside defined parameters for further action

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

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Unit Mapping Information

This unit replaces and is equivalent to DEFPH007A Conduct chlorine dosing of water at the point of supply.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFPHL007 Conduct chlorine dosing of water at the point of supply

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least two separate occasions – in an urban or field setting – and include:

- applying Australian drinking water guidelines (ADWG)
- applying relevant legislation, and organisational policies and procedures
- calculating chlorine dosing levels accurately
- identifying and responding to dosing faults
- identifying hazards, assessing risks and implementing control measures
- interpreting data gathered in the field against quality standards
- liaising and communicating with persons in positions of authority
- measuring chemicals accurately
- using, handling and storing chlorine in accordance with safety data sheets (SDS)/material safety data sheet (MSDS).

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- ADWG
- chlorine dosing levels per volume of water
- documentation processes relevant to own workplace
- process of disease
- relationship between chlorine, water pH and temperature as it relates to water disinfection
- relevant dangerous/hazardous goods codes including:
  - handling and storage requirements for chlorine
- relevant SDS/MSDS
- risk management principles
- water quality assurance measures.

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Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Assessment must occur in workplace operational situations, where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment, stores and personal protective equipment currently used in industry
- relevant documentation including operational procedures, safety data sheets, regulations, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFPHL008 Coordinate environmental health operations

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Application

This unit specifies the skills and knowledge required to coordinate environmental health operations as a member of the Australian Defence Force (ADF).

It includes planning and implementing environmental health tasking.

This unit applies to Defence personnel required to provide environmental health support.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Persons undertaking this unit work independently and perform complex tasks in a range of familiar contexts.

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

Pre-requisite Unit

Not applicable

Competency Field

Preventive Health

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Plan environmental	**1.1** Obtain and clarify environmental health support

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	health tasking		instructions as required, in accordance with relevant stakeholders
		1.2	Confirm task objectives are consistent with identified health threat and operating environment
		1.3	Determine tasking allocation in accordance with operational requirements and priorities
		1.4	Allocate resources to tasks in accordance with tasking allocation and operational procedure
		1.5	Identify hazards, assess risks and implement appropriate control measures, as required
		1.6	Issue environmental health tasking to relevant personnel in accordance with operational procedures
2	**Implement and monitor environmental health tasking**	**2.1**	Liaise with relevant stakeholders to obtain environmental health tasking plan approval
		2.2	Execute tasks in accordance with health tasking plan and operational procedures
		2.3	Monitor progress and review task outcomes during the activity as required, in accordance with operational priorities, time requirements and resource allocation
		2.4	Communicate technical advice relating to environmental health tasking to relevant stakeholders, as required

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to DEFPH008A Coordinate environmental health operations.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFPHL008 Coordinate environmental health operations

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least two separate occasions and include:

- applying relevant legislation, and organisational policies and procedures
- communicating and consulting with relevant stakeholders
- coordinating tasking of at least two team members to achieve desired outcomes
- determining an achievable tasking plan with prioritised time requirements and resource allocation
- establishing and maintaining administrative systems
- identifying hazards, assessing risks and implementing control measures
- maintaining consistency in tasking
- managing workplace issues and problems
- modifying tasking to meet unplanned events
- reallocating resources based on tasking monitoring.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- principles of resource management/allocation
- causes of disease transmission
- control measures of disease transmission
- methods of establishing field hygiene and waste facilities
- pathophysiology of common communicable diseases
- planning and control systems
- process of disease
- relevant documentation processes
- relevant legislation, and organisational policies and procedures
- risk management principles
- role and capabilities of other health care providers including environmental health team
- tasking must include one or more of the following:

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  - applying the permethrin protection system
  - assisting in ongoing health threat assessment and health surveillance
  - collecting water samples for laboratory analysis
  - contributing to epidemiologic quick assessment of disease
  - contributing to organisational compliance with work health and safety (WHS)/occupational health and safety (OHS) and industrial hygiene policy/procedures
  - coordinating field waste management
  - implementing strategies to control the transmission of disease
  - inspecting and monitoring water distribution for safe water handling practices
  - monitoring food hygiene and preventing the transmission of disease via ingested sources
  - operating pesticide dispersal equipment
  - performing a water quality survey of an established water distribution point
  - performing chlorine dosing of water at the point of supply
- team leadership management principles.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Assessment must occur in workplace operational situations, where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations based on a range of notional health threats from recent and historical experience to tailor tasking
- dependent personnel
- relevant and appropriate materials, tools, equipment, stores and personal protective equipment currently used in industry
- relevant documentation including operational procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFPHL009 Conduct a quick assessment of disease outbreak

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Application

This unit specifies the skills and knowledge required to conduct a quick assessment of disease outbreak as a member of the Australian Defence Force (ADF).

It includes initiating data gathering and analysing epidemiologic data from quick assessment. It also includes reporting assessment findings and implementing disease control measures.

This unit applies to personnel working in ADF preventive medicine.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Persons undertaking this unit work independently and perform complex tasks in a range of familiar contexts.

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

Pre-requisite Unit

Not applicable

Competency Field

Preventive health

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1	**Initiate data gathering for quick assessment**	**1.1**	Liaise with stakeholders to gain consent for quick assessment to occur, in accordance with operational policies
		1.2	Determine factors affecting complexity of quick assessment
		1.3	Obtain information on life cycle of disease outbreak using appropriate data collection methods in accordance with operational procedures
		1.4	Task and provide guidance to persons assisting with quick assessment to enable them to assist independently
		1.5	Conduct environmental measurements and testing to support quick assessment
2	**Analyse epidemiologic data**	**2.1**	Construct a chronology of events to identify initial causative incident
		2.2	Analyse causative incident/s to identify nature of disease causing outbreak, in accordance with operational procedures
		2.3	Analyse epidemiologic data to identify disease spread and to classify disease outbreak proportions
		2.4	Compare factors relating to disease outbreak to treatment information and organisation's response to the disease outbreak in accordance with operational procedures
		2.5	Contact relevant specialist authorities to seek expert advice to aid with assessment of disease, as required
3	**Report assessment findings and implement disease control measures**	**3.1**	Gain relevant stakeholder approval for assessment findings
		3.2	Identify relevant control measures that specifically address factors relating to disease outbreak in accordance with operational procedures
		3.3	Record and communicate assessment findings and control measures with relevant stakeholders
		3.4	Conduct a control measure lesson learned activity to support wider environmental health support plan

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to DEFPH009A Conduct a quick assessment of disease outbreak.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFPHL009 Conduct a quick assessment of disease outbreak

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least two separate occasions and include:

- analysing information
- applying legislation, and organisational policies and procedures
- communicating and consulting with relevant stakeholders
- coordinating activities of persons assisting with quick assessment
- establishing and maintaining administrative systems
- identifying hazards, assessing risks and implementing control measures
- making accurate assessments about the nature of disease causing the outbreak
- prioritising tasking
- using data collection methodology.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- causes of disease transmission
- control measures of disease transmission
- epidemiology of disease
- food safety standards including:
  - hazard analysis and critical control points (HACCP) approach to food control
  - food storage and distribution standards
- health surveillance system
- pathophysiology of common communicable diseases
- planning and control systems
- process of disease
- relevant legislation, and organisational policies and procedures
- role and capabilities of other health care providers including environmental health team
- water quality assurance measures.

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Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Assessment must occur in workplace operational situations, where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or simulations of outbreak of disease
- relevant and appropriate supporting information, materials, tools, equipment and personal protective equipment currently used in industry including:
  - equipment to perform environmental measurement and testing
- relevant documentation including operational procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFPHL010 Conduct a field hygiene survey

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Application

This unit specifies the skills and knowledge required to conduct a field hygiene survey as a member of the Australian Defence Force (ADF).

It includes determining requirements, and performing and reporting on findings of field hygiene survey.

This unit applies to personnel working in ADF preventive health.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Persons undertaking this unit work independently and perform routine tasks in a range of familiar contexts.

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

Pre-requisite Unit

Not applicable

Competency Field

Preventive Health

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1	**Determine field hygiene survey requirements**	**1.1** Liaise with relevant stakeholders to gain support for survey activities
		1.2 Determine survey scope in accordance with operational requirements and procedures
		1.3 Clarify local area of responsibility to establish survey area and relevant boundaries
		1.4 Identify, source and evaluate current data for survey requirements to establish a point of reference and comparison
		1.5 Obtain and inspect relevant equipment in accordance with manufacturer specifications and operational procedures
		1.6 Determine data collection methodology in accordance with operational requirements
2	**Perform field hygiene survey**	**2.1** Inspect general environment for its sanitary condition and areas of general hygiene risk
		2.2 Conduct initial hygiene risk assessment of building integrity and suitability for use and habitation in accordance with operational procedures
		2.3 Assess and record the presence of disease vectors, vermin and insects in accordance with hygiene survey requirements
		2.4 Assess location, condition and suitability of field hygiene and waste facilities
		2.5 Assess positioning and arrangements for food and water storage and handling facilities to optimise food/water distribution safety
		2.6 Determine recommendations and control measures based on survey results in accordance with operational requirements
3	**Report field hygiene survey findings**	**3.1** Record assessment findings in accordance with organisational procedures
		3.2 Communicate assessment findings and control measures to relevant stakeholders

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to DEFPH010A Conduct a field hygiene survey.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFPHL010 Conduct a field hygiene survey

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least two separate occasions and include:

- applying relevant legislation, and organisational policies and procedures
- communicating appropriately and consulting effectively with stakeholders
- conducting an initial hygiene risk assessment
- gathering field hygiene data via from available sources
- identifying hazards, assessing risks and implementing control measures – in particular in relation to field hygiene risks and actions to correct field hygiene deficiencies
- interpreting field hygiene data
- making technical judgements based on own level of knowledge and experience
- prioritising tasking.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- aetiology of disease relevant to vector borne diseases
- causes of disease transmission
- control measures of disease transmission
- food safety standards including:
  - food storage and distribution standards
  - hazard analysis and critical control points (HACCP) approach to food control
- health surveillance system
- initial hygiene risk assessment including:
  - ability to withstand a storm or weather conditions
  - determining materials used in constructing the building (e.g. asbestos)
  - likelihood of collapse
  - protection from weather or flooding
  - providing appropriate access and egress

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  - suited to the purpose for which they are being used
  - ventilation
- methods of establishing field hygiene and waste facilities
- pathophysiology of common communicable diseases
- process of disease
- relevant documentation processes
- relevant legislation, and organisational policies and procedures
- relevant vector borne diseases
- risk management principles
- water quality assurance measures.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Assessment must occur in workplace operational situations, where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Resources for assessment must include access to:

- a range of environments (urban and field), relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment, stores and personal protective equipment currently used in industry
- relevant documentation including operational procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFPHL011 Perform environmental health planning

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Application

This unit specifies the skills and knowledge required to perform environmental health planning as a member of the Australian Defence Force (ADF).

It includes conducting an environmental health analysis to develop an environmental health plan.

This unit applies to preventive medicine supervisors.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Persons undertaking this unit work independently, supervise small teams and perform complex tasks in a range of familiar contexts.

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

Pre-requisite Unit

Not applicable

Competency Field

Preventive Health

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Conduct an	**1.1** Determine scope and context of environmental health

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	environmental health analysis		support required in accordance with operational policy
		1.2	Identify and review health intelligence sources
		1.3	Conduct an environmental health threat risk assessment
		1.4	Identify environmental health tasks to mitigate each threat in accordance with operational procedures
		1.5	Determine environmental health strategies and action in accordance with scope and context of identified support
		1.6	Compare strategies with responsiveness to potential obstacles and key health threats
		1.7	Present a health analysis brief to relevant stakeholders for consultation and guidance in accordance with operational procedure
2	**Develop environmental health plan**	**2.1**	Identify environmental health stakeholders for specific tasking within the plan
		2.2	Allocate environmental health assets in accordance with agreed environmental health strategies
		2.3	Prioritise and sequence environmental health tasking in accordance with environmental health strategies
		2.4	Apply principles of health support
		2.5	Draft environmental health plan to support strategic adaptability to react effectively when environmental circumstances change unexpectedly
		2.6	Present draft plan to relevant stakeholders and personnel for approval in accordance with operational procedures
		2.7	Finalise environmental health plan that incorporates stakeholder feedback and recommendations, in accordance with plan scope and operational procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to DEFPH011A Perform environmental health planning.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFPHL011 Perform environmental health planning

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant legislation, and operational policies and procedures
- communicating effectively with all stakeholders
- enabling sustained environmental health support
- identifying key health threats, assessing risks and implementing control measures during environmental health planning
- interpreting information to support health planning
- making judgements that balance health support and operational imperatives
- managing basic projects
- managing schedule with competing interests
- minimising health threat to the organisation
- negotiating complex issues and ideas to arrive at a common understanding
- optimising the implementation of health support plans
- preparing complex verbal or written health assessments for communication to relevant stakeholders
- researching information to aid health support assessment
- solving problems.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- health support logistics and planning processes
- health support resource capabilities
- health threat analysis
- injury risk assessment and management
- organisational structure, and lines of authority and communication within the organisation
- principles of health support including:
  - enable control of health resources by technically qualified personnel best placed to employ them

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    - ensure conformity of health plan with higher operational plans
    - ensure continuity of health care between levels of treatment and between different agencies involved in treatment
    - ensure health support maintains its proximity to activity being supported
    - ensure health support maintains mobility with activity of group being supported
    - facilitate provision of initial wound surgery within three hours of being injured
    - facilitate provision of resuscitation by a medical officer within an hour of being injured
    - prevent injury and illness
    - provide immediate first aid to an injured person
    - maintain flexibility to adapt health plan to changing circumstances of Australian Defence Force (ADF) operations
- relevant legislation, and organisational policies and procedures
- relevant organisational standing and routine orders
- structure and function of ADF health services
- theory of health support
- vectors of disease.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Assessment must occur in workplace operational situations, where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations including:
    - actual situation or scenario requiring environmental health planning, with all supporting information
    - welldeveloped health intelligence
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- relevant documentation including operational procedures, regulations, codes of practice and operation manuals.

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Links

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DEFPHL012 Manage environmental health operations

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Application

This unit specifies the skills and knowledge required to manage environmental health operations as a member of the Australian Defence Force (ADF).

It includes issuing team tasking, supervising operations and monitoring effectiveness of environmental health support.

This unit applies to ADF preventive medicine supervisors.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Persons undertaking this unit work autonomously with supervisory responsibilities, and perform complex tasks in a broad range of contexts.

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

Pre-requisite Unit

Not applicable

Competency Field

Preventive Health

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1	**Issue tasking for environmental health teams**	**1.1** Review and clarify as required in consultation with relevant personnel, environmental health support plan to fully ascertain the support required to be delivered
		1.2 Brief relevant personnel on recommendations for support requirements in the health support plan
		1.3 Determine tasking schedule considering the best use of environmental health assets, time and availability of dependent organisations
		1.4 Determine key performance indicators through consultation with relevant personnel and team leaders
		1.5 Allocate resources within tasking schedule to ensure teams are equipped to achieve objectives
		1.6 Task team leaders in accordance with health support plan and operational requirements
2	**Supervise environmental health team operations**	**2.1** Liaise with dependent organisations to set expectations about service being provided and to establish a common understanding of team performance and interaction
		2.2 Identify factors affecting delivery of environmental health support through consultation with team leaders and organisations receiving support
		2.3 Identify and implement measures to improve delivery of environmental health support across all teams
		2.4 Provide technical guidance to team leaders to ensure correct performance of environmental health measures
		2.5 Monitor utilisation of assets and adjust tasking schedule to ensure efficient use of all resources
		2.6 Maintain work records to allow reference and tracking of workflow to dependent organisations
		2.7 Compile and submit reports and returns in accordance with operational procedure
		2.8 Communicate technical environmental health advice to relevant personnel
3	**Monitor effectiveness of environmental health support**	**3.1** Liaise with team leaders and dependent organisations to gauge acceptance, reception and benefits of environmental health support

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3.2 Review information sources on environmental health performance

3.3 Monitor changes in environment to continually adapt tasking schedule to current situation

3.4 Optimise team composition, tasking schedule and asset allocation to ensure health support effectiveness

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to DEFPH012A Manage environmental health operations.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFPHL012 Manage environmental health operations

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least two separate occasions and include:

- applying relevant legislation, and operational policies and procedures
- coaching and mentoring to provide support to personnel
- communicating and consulting with relevant stakeholders
- confirming tasks are completed
- coordinating tasking of at least two teams, of no less than three personnel in each team
- developing a tasking schedule utilising environmental health assets
- ensuring efficient use of resources
- maintaining administrative procedures
- managing factors affecting delivery issues and problems
- mentoring team leaders to achieve team tasking and objectives
- prioritising tasking.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- food safety standards including:
  - food storage and distribution standards
  - hazard analysis and critical control points (HACCP) approach to food control
- legal rights and responsibilities
- methods of establishing field hygiene and waste facilities
- principles and techniques associated with:
  - establishing key performance indicators
  - leading people
  - making decisions
  - preparing tasking schedules and plans
  - team leadership management

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    - time management strategies to set priorities
- process of disease including the causes of disease transmission
- relevant administrative procedures
- relevant legislation, and organisational policies and procedures
- risk management principles
- role and capabilities of other health care providers including:
    - relevant environmental health personnel
- scheduling resources
- tasking must include one or more of the following:
    - applying the permethrin protection system
    - assisting in ongoing health threat assessment and health surveillance
    - collecting water samples for laboratory analysis
    - contributing to epidemiologic quick assessment of disease
    - contributing to organisational compliance with work health and safety (WHS) and industrial hygiene policy/procedure
    - coordinating field waste management
    - implementing strategies to control transmission of disease
    - inspecting and monitoring water distribution for safe water handling practices
    - monitoring food hygiene and preventing transmission of disease via ingested sources
    - operating pesticide dispersal equipment
    - performing a water quality survey of an established water distribution point
    - performing chlorine dosing of water at the point of supply.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Assessment must occur in workplace operational situations, where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations based on a range of operational situations from recent and historical experience to tailor tasking
- dependent personnel – team leaders and team members
- relevant and appropriate materials, tools, equipment, stores and personal protective

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equipment currently used in industry
- relevant documentation including operational procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFPHL013 Manage a deployed capability

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Application

This unit specifies the skills and knowledge required to manage a deployed capability as a member of the Australian Defence Force (ADF).

It includes deployment planning, supervising deployment activities and integrating operations with other co-located capabilities, supporting the leadership of the team, and communicating instructions.

This unit applies to personnel employed in the ADF who exercise supervisory responsibility over a number of support teams while deployed on ADF activities.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Persons undertaking this unit work autonomously, supervise teams, and perform complex tasks in a range of contexts that could be unpredictable.

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

Pre-requisite Unit

Not applicable

Competency Field

Preventive Health

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential	Performance criteria describe the performance needed to

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outcomes.	demonstrate achievement of the element.
1 Plan and supervise pre-deployment activities	**1.1** Obtain deployment instructions and clarify as required, in accordance with organisational procedures
	1.2 Seek further information and tasking from briefings
	1.3 Review deployment instructions to plan tasking and activities to be coordinated by team leaders
	1.4 Maintain lines of communication with team leaders to ensure teams are kept informed of the developments in the situation in accordance with operational procedures
	1.5 Issue pre-deployment tasking to team leaders
	1.6 Monitor team leader deployment preparation to ensure capability members are ready for deployment
	1.7 Monitor preparation of stores and equipment to ensure they are operational and ready for deployment, in accordance with deployment plan
	1.8 Consider and cater for specialist requirements during the preparation of stores and equipment
	1.9 Monitor loading of stores and equipment for deployment in accordance with operational requirements
	1.10 Confirm final deployment instructions and communicate to team leaders to ensure all capability members are informed and ready for deployment
2 Supervise deployment activities	**2.1** Confirm deployment site and siting considerations with commander on arrival at deployment area
	2.2 Issue detailed instructions to team leaders including ground brief, detailed tasks and timings
	2.3 Monitor setting-up capability stores and equipment in accordance with operational procedures and requirements
	2.4 Identify and rectify problems with deployment or refer to commander for resolution in accordance with deployment instructions
	2.5 Establish lines of communication with co-located capabilities and other stakeholders to enable inter-operability

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		2.6	Contribute to setting-up of support facility's amenities as directed by facility commander in accordance with operational requirements
3	**Supervise the operation of a deployed capability**	**3.1**	Monitor maintenance of operational posture to ensure the operation of the capability complements the provision of services and the operational environment
		3.2	Compile and issue reports and returns to commander in accordance with organisational procedures
		3.3	Monitor maintenance of stores and equipment
		3.4	Supervise team leaders appropriate to changing priorities and situation, and differing needs and skills of individuals
4	**Supervise re-deployment activities**	**4.1**	Acknowledge and clarify re-deployment instructions in accordance with operational procedures
		4.2	Plan tasking and activities to support re-deployment instructions
		4.3	Issue re-deployment tasking to team leaders
		4.4	Monitor refurbishment of stores and equipment to ensure capability is made ready for future deployments and to identify maintenance needs between deployments
		4.5	Monitor loading of stores and equipment for re-deployment to ensure safe transportation and arrival in the new location
		4.6	Assess deployment to identify lessons learned to improve future deployments and record findings in accordance with organisational policy

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

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Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to DEFPH013A Manage a deployed capability.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFPHL013 Manage a deployed capability

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant legislation, and operational policies and procedures
- coordinating activities of a large team to deploy and operate a capability
- ensuring capability is operational and ready for use
- establishing and maintaining administrative procedures
- establishing key performance indicators
- issuing formal and quick orders in an operational setting
- mentoring and directing team leaders
- planning and organising tasking
- preparing tasking schedules and plans.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- deployment instructions must include one or more of the following:
  - administrative guidance
  - command, control and communication guidance
  - commander’s intent/mission statement
  - execution guidelines including timings and phasing
  - situation update
- management of available resources
- orders appreciation process
- planning principles
- pre-deployment tasking must include one or more of the following:
  - arranging for transport of refrigerated items
  - arranging personal administration for deployment
  - attending briefings and orders
  - compiling freight and load documentation

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  - completing deployment documentation
  - confirming equipment serviceability and readiness
  - delivering briefings and orders
  - packing equipment for transport
  - preparing dangerous cargo for transport
- relevant administrative procedures
- relevant legislation, and operational policies and procedures
- risk management principles
- role and capabilities of other health care providers
- safe workplace practices as they relate to the operational environment
- structure, function and layout of deployed capability
- team leadership management principles
- time management strategies to set priorities.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Assessment must occur in workplace operational situations, where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations based on a range of operational situation from recent and historical experience to tailor tasking
- relevant and appropriate materials, tools, equipment, stores and personal protective equipment currently used in industry
- dependent personnel (team leaders and team members)
- relevant documentation including operational procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFPHL014 Investigate and control outbreak of disease

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Application

This unit specifies the skills and knowledge required to investigate and control disease outbreak as a member of the Australian Defence Force (ADF).

It includes gathering data and analysing that information to draw conclusions to classify the disease. It also includes identifying and determining control measures to prevent the re-occurrence of disease outbreak.

This unit applies to personnel working in ADF preventive health. This function may be performed in collaboration with other health service personnel and may be initiated and led by a medical officer.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Persons undertaking this unit work independently and perform complex tasks in a range of familiar contexts.

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

Pre-requisite Unit

Not applicable

Competency Field

Preventive Health

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS **PERFORMANCE CRITERIA**

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Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Gather data in support of the investigation	**1.1** Gain consent for investigation from relevant personnel within affected organisation and inform them of the investigation process
	1.2 Determine and address factors affecting scope, risks and complexity of investigation to facilitate commencement of investigation activities
	1.3 Task and guide personnel assisting with the investigation to enable them to assist independently
	1.4 Analyse data gathered and confirm disease outbreak by comparison of reported cases with the usual incidence of cases experienced
	1.5 Obtain a presumptive diagnosis from medical officer to focus investigation effort where feasible
	1.6 Instigate initial control measures to limit the spread of disease and to provide early treatment to those displaying symptoms of disease, in accordance with operational procedures
	1.7 Conduct interviews with affected and non-affected personnel to identify common factors in disease outbreak including potential disease source/s
	1.8 Conduct on-site inspections of areas found to be common to those affected by the disease to gather site information to assist with the identification of disease source/s, in accordance with organisational procedures
	1.9 Analyse and assess risk from site inspection and make appropriate recommendations to assist investigation
2 Analyse data to classify the path of disease	**2.1** Collate data from relevant sources to enable comparison and analysis in accordance with organisational procedures
	2.2 Assess disease characteristics and risk factors to determine disease route and likely targets
	2.3 Determine disease attack rate to establish cumulative incidence rate of disease over the period of the outbreak
	2.4 Develop an endemic curve diagram to show the spread

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		of infection over time and to identify the likely incidents of exposure to the disease
	2.5	Identify risk factors using infection attack rate data and likely incidence of exposure
	2.6	Gather additional data based on identified risk factors and integrated into analysis
	2.7	Classify the disease source, route and target by comparing information gathered during on-site inspection with analysis findings
	2.8	Document and communicate the findings from the analysis to relevant personnel to enable appropriate notification to occur and to inform the development of disease control measures
3 Determine and implement disease control measures	**3.1**	Review compliance factors to identify systemic issues that may have contributed to the disease and which require corrective action
	3.2	Determine clean up procedures to allow facilities and/or environment connected with disease source to return to normal activity as soon as possible
	3.3	Determine disease control measures to provide immediate and long term control of disease in accordance with organisational procedures
	3.4	Determine monitoring procedures to confirm compliance with initial clean up and disease control measures
	3.5	Compile investigation findings and disease control measures into a disease outbreak report and issue to relevant personnel for review and implementation
	3.6	Debrief stakeholders on disease outbreak to clarify investigation outcomes and provide lessons learned, in accordance with organisational procedures
	3.7	Integrate disease control measures into wider environmental health support plan to apply lessons learnt for other operating areas and groups

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of

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competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to DEFPH014A Investigate and control outbreak of disease.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFPHL014 Investigate and control outbreak of disease

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least two separate investigation scenarios and include:

- administering questionnaires to gather information about common factors in the outbreak of disease
- applying relevant legislation, and organisational policies and procedures
- classifying the path of disease using calculated attack rates, endemic curve diagrams and assessed risk factors as the basis for analysis
- communicating clearly and concisely
- communicating professionally with members of the organisation and health services
- conducting disease investigational activities
- determining control measures applicable to the disease
- establishing and maintaining cooperative working relationships with those contacted in the course of work
- establishing and maintaining relevant administrative procedures
- gathering data using a minimum of three data collection methods
- interpreting the significance of medical, health and other data obtained from a variety of sources
- interviewing cases to determine demographic, medically relevant information and risk factor data
- leading, planning, assigning and reviewing the work of personnel assisting with the investigation
- maintaining confidentiality
- prioritising tasking.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- aetiology of infectious diseases including:
  - microbiology

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- biological, ecologic and social factors that promote the spread of a disease
- chronic and communicable diseases including:
  - bioterrorism agents and their transmission
  - prevention
  - control methods
- common factors in the outbreak of disease
- control measures for disease transmission including:
  - initial control measures to limit the spread of disease
- current disease surveillance methods
- epidemiologic investigative principles, practices and procedures
- epidemiology of disease including:
  - calculating disease attack rate (biostatistical measure of frequency)
  - incidence rate of disease
  - population risk factors
- factors affecting the complexity of the disease investigation
- food safety standards including:
  - food storage and distribution standards
  - hazard analysis and critical control points (HACCP) approach to food control
- monitoring procedures
- planning and control systems
- relevant documentation processes
- relevant legislation, and organisational policies and procedures
- risk management principles and disease risk factors
- role and capabilities of other health care providers including environmental health team
- water quality assurance measures.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations of disease outbreak with

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all supporting information
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry required to perform measurement, testing and on-site inspection
- relevant documentation including operational procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFPOL001 Apply the values and principles of Defence police

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Application

This unit specifies the skills and knowledge required to carry out policing operations within a Defence environment.

It includes exhibiting ethical standards and dealing with ethical problems.

Persons undertaking this unit must possess and be able to apply a sound understanding of Defence and individual service ethics, values and principles. The ethical framework is particularly important under operational conditions where normal social values and norms can become clouded and obscured by operational priorities. The effectiveness of persons working in this field will be determined, in large, by their application and adherence to the ethical framework, principles and values under which they operate.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

In this situation, the person must be capable of displaying sound judgement in circumstances where professional and ethical ambiguities arise, or when there are conflicts of interest (such as the interests of service police, unit, service and/or wider community).

This work is normally undertaken while working with an associate, but also includes the ability to work individually and independently when carrying out policing operations.

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

Pre-requisite Unit

DEFGEN006 Work with equity and diversity

Competency Field

Defence Policing

Unit Sector

Not applicable.

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Exhibit ethical standards	**1.1** Apply compliance operations in accordance with individual service and wider Defence ethics, standards, organisational policy and guidelines
	1.2 Provide verbal and written advice and reports containing information that is impartial, substantiated, accurate and complete
	1.3 Use resources in accordance with Defence ethics, standards, organisational policy and guidelines
	1.4 Identify, address and document conflicts in accordance with organisational procedures
	1.5 Establish and maintain relationships with public and private organisations in accordance with ethics, standards, and guidelines
	1.6 Provide information on Defence ethical standards and values to suppliers and providers, as required
2 Deal with ethical problems	**2.1** Resolve or refer situations that pose ethical problems in accordance with Defence and individual service guidelines
	2.2 Record decision-making processes used to resolve ethical problems in accordance with Defence and individual service procedures
	2.3 Access and apply Defence and individual service policies on the prevention and reporting of unethical conduct

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work

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environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to DEFPO001B Apply the values and principles of Defence police.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFPOL001 Apply the values and principles of Defence police

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria with at least two ethical problems should be posed requiring a response or action that can be assessed and include:

- adjusting communication methods to suit relevant stakeholders
- applying objectivity/impartiality of judgement when dealing with ethical issues
- applying processes correctly for resolving or referring ethical problems, including conflict of interest
- dealing correctly with ethical problems, unethical conduct and conflicts of interest
- encouraging team members
- evaluating and assessing conflicting requirements
- exhibiting ethical standards and behaviours
- following instructions and directives
- identifying unethical conduct and conflicts of interest
- identifying, interpreting and analysing requirements relevant to values and principles of Defence police
- making ethical decisions
- participating as part of a team
- reading and applying relevant legislation, regulatory standards, and organisation plans, policies and procedures
- reading complex and formal documents such as codes of ethics and applying them to work practices.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- Defence and individual service codes of ethics
- ethical problems that may need to be referred to a relevant authority rather than resolved
- fundamental ethical principles such as justice, respect for persons and responsible care
- models of ethical decisionmaking
- natural justice/procedural fairness

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- nature of ethics and ethical values
- organisational policies and procedures for reporting fraud, corruption, mal-administration, breeches of ethics and conflicts of interest
- relevant principles, standards, and organisational policy and guidelines
- resolving ethical problems must include one or more of the following:
  - accessing relevant industry standards and other information
  - withdrawing from a situation
  - using models of ethical decision-making
  - reflection, discussion, seeking clarification from others
  - reporting breaches of ethical conduct
- techniques for supporting team members
- unethical conduct
- verbal and non-verbal communication techniques.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including organisational procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFPOL002 Conduct battlefield circulation and control operations

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Application

This unit specifies the skills and knowledge required to conduct a range of battlefield circulation control tasks that relate to the physical monitoring and controlling of traffic within an area of operations under a variety of environmental conditions.

It includes conducting battlefield circulation and control operations to collect information on traffic control matters and providing verbal and/or written advice to assist planners in the development of a traffic control plan.

Route reconnaissance includes identifying and clarifying required driving conditions, and undertaken by map reconnaissance and/or through physical route clearance.

This unit will involve persons operating from a staffed police post as a member of a team, but also operating individually and independently. Persons may be directly responsible for complex tasks such as establishing, maintaining and recovering signage on the route and may direct and control traffic as a ‘pointsman’ at critical points, and if required, implement contingency plans to divert traffic. These tasks may be undertaken in familiar or unfamiliar contexts.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

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

Pre-requisite Unit

POLGEN019 Operate safely within a policing environment

PUAOPE013A Operate communications systems and equipment

PUAOPE014A Navigate to an incident

Competency Field

Defence Policing

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Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Conduct a reconnaissance of a route	**1.1** Conduct map reconnaissance of a route linking a number of points to identify potential hazards that may impact on the free flow of traffic along that route
	1.2 Undertake route reconnaissance to identify, confirm or obtain more information on potential hazards that may impact on the free flow of traffic along that route
	1.3 Provide verbal and/or written report on the findings of the reconnaissance to appropriate personnel, as directed
2 Control movement along a route	**2.1** Obtain and interpret maps, overlays, reconnaissance reports, traffic control plans, movement instructions and movement plans, as required, to determine road movement information, identify traffic control tasks and identify the requirement for sign posting routes
	2.2 Prepare and implement traffic control plan including contingency actions, as required, in accordance with organisational orders and instructions
	2.3 Prepare, position, maintain and recover sign posting along a route in accordance with traffic control plan
	2.4 Control traffic using a range of specialist equipment and in accordance with organisational procedures
	2.5 Conduct speed checks, as required, in accordance with traffic control plan
	2.6 Communicate and liaise with external agencies and traffic authorities to ensure full details of the operation are available
3 Operate a police post	**3.1** Site and establish police post in accordance with traffic control plan and operational directives

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3.2 Provide movement guidance and road traffic advice to authorised persons in accordance with traffic control plan

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to DEFPO002B Conduct battlefield circulation and control operations.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFPOL002 Conduct battlefield circulation and control operations

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant legislation, regulatory standards and organisational policies and procedures
- conducting a reconnaissance of a route
- controlling movement along a route
- following instructions/directives and reporting relevant information
- identifying, interpreting and analysing requirements relevant to battlefield circulation and control operations
- navigating and map reading
- operating a police post
- participating as a team member
- performing police post duties as an individual and in a collective environment
- recording information
- using speed measuring equipment
- using traffic control signals
- writing up traffic control plan including diagrams and tables.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- camouflage and countersurveillance of police posts
- map reading and navigation
- operation of speed measuring equipment
- oral and written communication techniques
- police post tasks
- potential hazards relevant to battlefield circulation and control operations
- relevant legislation, regulatory standards and organisational policies and procedures
- road and traffic hazards and traffic control measures
- route reconnaissance
- sign posting a route

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- siting and layout of a police post
- specialist equipment suitable for conducting battlefield circulation and control operations
- team structures and roles and responsibilities of team members
- team work principles and strategies
- traffic control, traffic control tasks and traffic control movement plans
- written and verbal reconnaissance reports.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in suitable workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment, post kits and personal protective equipment currently used in industry
- vehicles and drivers
- a designated area where operations can be undertaken by day and night, in urban and field environments, in all types of weather and terrain, and under a variety of tactical conditions or in a simulated operational environment reflecting these conditions
- applicable documentation including organisational procedures, regulations, codes of practice and operation manuals.

Assessment must confirm the ability to effectively control traffic by ensuring that, as far as possible, all movement of personnel, vehicles and equipment is carried out in accordance with orders and instructions, movement orders and traffic control plans. This includes taking contingency actions and manually directing traffic at a convergence or choke point. Appropriate advice must also be provided on traffic flows, hazards, accidents and other delays so higher headquarters is kept informed of changes in the overall situation.

Assessment must also confirm the ability to use initiative in clearing obstructions and delays by diverting traffic around obstacles and other impediments.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFPOL003 Participate in population protection and control

Confidential Content

Confidential - content not available

Assessment Requirements for DEFPOL003 Participate in population protection and control

Confidential Content

Confidential - content not available

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DEFPSY001 Assist in the conduct of a psycho-social selection activity

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Application

This unit specifies the skills and knowledge required to assist in a psychosocial selection activity within the Australian Defence Force.

It includes preparing for and supporting a selection activity, and performing postselection activity administration.

This unit applies to military personnel required to prepare and assist in Defence specialist psychosocial selection activities, and to complete post-activity administration

This unit applies to persons working as psychologists in Defence but may be applicable to anyone in this field of work.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Persons undertaking this unit work in a broad range of contexts under limited supervision and perform a broad range of tasks.

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

Pre-requisite Unit

Not applicable

Competency Field

Psychological Support

Unit Sector

Not applicable.

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Prepare for selection activity	**1.1** Compile relevant psychosocial selection administrative documents
	1.2 Confirm bookings for facilities and other support arrangements
	1.3 Test selection activity equipment in accordance with administrative instruction
2 Support a selection activity	**2.1** Provide assistance to psychosocial selection activity exercises, as required
	2.2 Facilitate written or oral activities in accordance with activity requirements
	2.3 Monitor activity participants for safe behaviour during practical activities
	2.4 Provide advice to selection personnel about the conduct of the activity
	2.5 Provide feedback to psychologists on participant behaviour/demeanour
	2.6 Score psychosocial selection activities accurately
3 Perform post-selection activity administration	**3.1** Retrieve and store psychology documents in accordance with operational procedures
	3.2 Report selection activity outcomes to relevant stakeholders
	3.3 Undertake appropriate disposal of used scoring instruments in accordance with operational procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to DEFPS001 Assist in the conduct of a psycho-social selection activity.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFPSY001 Assist in the conduct of a psycho-social selection activity

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant organisational policies and procedures
- communicating technical testing procedures to individuals or groups
- completing and reporting activity outcomes accurately, in accordance with relevant instructions
- coordinating testing groups efficiently and effectively
- facilitating selection activities in accordance with relevant instructions
- identifying an unsafe situation and taking immediate steps to maintain safety
- identifying psychosocial activity hazards, assessing risks and implementing control measures
- scoring activities accurately
- setting-up appropriate task equipment according to a specific layout
- solving problems.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- administrative support requirements
- equipment and material requirements, including manufacturer specifications and instructions
- legislative requirements relating to collection, storage, disposal and release of psychological information
- privacy principles
- psychosocial behavioural norms relating to friendship, leadership, stress, hostility
- relevant organisational policies and procedures, including work/occupational health and safety (WHS) procedures
- reporting requirements relating to observed behaviour
- role of personnel participating in a selection activity
- scoring procedures for observation activities
- selection activity specifications and support requirements
- types of psychosocial selection activities.

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Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and psychological documents currently used in Defence
- relevant documentation including operational procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFPSY002 Conduct a mental health screening interview

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Application

This unit specifies the skills and knowledge required to conduct a mental health screening interview in the Australian Defence Force.

It includes preparing and conducting a mental health screening interview, and completing all post-screen administration.

This unit applies to persons working as psychologists in the Defence but may be applicable to anyone in this field of work.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Persons undertaking this unit work in a broad range of contexts under limited supervision and perform a broad range of tasks.

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

Pre-requisite Unit

Not applicable

Competency Field

Psychological Support

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1	**Prepare for a mental health screening interview**	**1.1**	Obtain and prepare documents in accordance with administrative procedures
		1.2	Prepare a verbal brief for clients in accordance with activity requirements
		1.3	Conduct psychological screening questionnaire with client and accurately score
		1.4	Review psychological record prior to screening interview
2	**Conduct a mental health screening interview**	**2.1**	Use screening interview tool as a guide and record client responses in accordance with activity requirements
		2.2	Use appropriate techniques to encourage an honest exchange of information
		2.3	Apply relevant principles to establish an environment of trust and mutual respect
		2.4	Use effective communication techniques to constructively handle negative responses
		2.5	Observe and note client behaviour for further exploration
		2.6	Use questioning techniques to determine moods, emotions and areas of client concern
		2.7	Record key issues and client concerns in accordance with activity requirements
		2.8	Respond to clients in crisis, in accordance with operational procedures
		2.9	Discuss considered referral options and screening outcomes with client
		2.10	Discuss education and support options with client
		2.11	Conduct interview appropriately, demonstrating sincerity, courtesy and friendliness, in accordance with operational procedures
3	**Perform post-selection activity administration**	**3.1**	Gather and store psychology documents in accordance with organisational procedures

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3.2 Report selection activity outcomes to relevant stakeholders, as required

3.3 Undertake appropriate disposal of used scoring instruments in accordance with operational procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to DEFPS002 Conduct a mental health screening interview.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFPSY002 Conduct a mental health screening interview

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant organisational policies and procedures
- communicating technical testing procedures to individuals or groups
- completing and reporting activity outcomes accurately in accordance with relevant instructions
- coordinating testing groups efficiently and effectively
- gathering appropriate information for referral action and implementing the outcomes of a psychological screen
- identifying an unsafe situation and taking immediate steps to maintain safety
- setting-up task equipment according to a specific layout
- solving problems.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- administrative support requirements
- equipment and material requirements
- ethical considerations in psychological testing
- legislative requirements relating to collection, storage, disposal and release of psychological information
- principles to establish an environment of trust and mutual respect
- privacy principles
- psychosocial behavioural norms relating to friendship, leadership, stress, hostility
- relevant organisational policies and procedures
- relevant work health and safety/occupational health and safety considerations and organisational procedures in the workplace
- problemsolving strategies
- reporting requirements relating to observed behaviour
- role of personnel participating in a selection activity

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- scoring procedures for observation activities including calculation of peer assessment ratings, ranking of totals and rating scales
- selection activity specifications and support requirements
- types of psychosocial selection activities.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations that include a suitable environment for screening interview
- relevant and appropriate materials, screening interview tools, equipment and psychological documents currently used in Defence
- applicable documentation including operational procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFPSY003 Conduct a psychometric testing activity

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Application

This unit specifies the skills and knowledge required to conduct a psychometric testing activity.

It includes planning and performing psychological testing activities, and completing psychological administrative procedures.

This unit applies to persons working as psychologists in the Australian Defence Organisation but it could apply to anyone in this field of work.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Persons undertaking this unit work in a broad range of contexts under limited supervision and perform a broad range of tasks.

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

Pre-requisite Unit

Not applicable

Competency Field

Psychological Support

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1	**Plan and prepare for psychological testing**	**1.1** Identify the purpose for psychological testing
		1.2 Obtain and prepare reference documents for testing procedures
		1.3 Review previous psychological testing to confirm test criteria to be applied
		1.4 Identify appropriate psychometric tests
		1.5 Prepare test venue
		1.6 Access and prepare testing material and equipment
		1.7 Prepare electronic psychology records and testing systems
2	**Perform psychological testing procedures**	**2.1** Administer psychological tests
		2.2 Deal with personnel or equipment interruptions during testing
		2.3 Complete psychological assessments accurately, in accordance with activity requirements
		2.4 Apply normative data to testing scores in accordance with operational requirements
		2.5 Record test results and normative data to meet psychological test requirements
		2.6 Provide feedback to psychologists on participant behaviour/demeanour
		2.7 Undertake accurate scoring of selection activities without error or omission
		2.8 Provide feedback to supervisor about potential inefficiencies and weaknesses in testing procedures
3	**Carry out psychological administrative procedures**	**3.1** Prepare psychology documents in accordance with operational procedures
		3.2 Accurately report assessment outcomes to identified personnel
		3.3 Undertake appropriate disposal of test materials in

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accordance with operational procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to DEFPS003 Conduct a psychometric testing activity.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFPSY003 Conduct a psychometric testing activity

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- administering psychometric tests in accordance with relevant instructions
- applying relevant legislation, and organisational policies and procedures
- communicating technical testing procedures to individuals or groups
- completing psychometric test documentation accurately
- coordinating testing groups efficiently and effectively
- identifying an unsafe situation and take immediate steps to maintain safety
- scoring psychometric test accurately
- setting-up relevant equipment according to a specific layout and standards

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- administrative support requirements
- equipment and material requirements
- ethical and privacy considerations in psychological testing
- legislative requirements relating to collection, storage, disposal and release of psychological information
- principles to establish an environment of trust and mutual respect
- psychosocial behavioural norms relating to friendship, leadership, stress, hostility
- psychometric test/s which must include at least one of the following:
  - aptitude tests
  - personality tests
- relevant legislation, and organisational policies and procedures, including work health and safety (WHS)/occupational health and safety (OHS)
- reporting requirements relating to observed behaviour
- role of personnel participating in a selection activity
- scoring procedures for observation activities
- selection activity specifications and support requirements

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- types of psychosocial selection activities.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate test materials, tools, equipment and psychological documents currently used in Defence
- relevant documentation including operational procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFRNG001 Provide technical advice on ranges and training areas

Modification History

Release 2. Modifications made to Assessment Conditions.

Release 1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFRM101B Provide technical advice on ranges and training areas.

- Unit code updated
- Content and formatting updated to comply with new standards
- All PC transitioned from passive to active voice
- Elements 2 and 3 reworded
- All PC in elements 2 and 3 revised

Application

This unit involves the skills and knowledge required to provide technical advice on ranges and training areas.

It includes the skills required to analyse issues, formulate options and provide advice.

This unit applies to Defence personnel who work in range management and range control but may be relevant to others who work in this field. Those undertaking this unit would work independently or as part of a team, under indirect supervision while performing complex tasks, in a small range of familiar contexts. They would use discretion and judgement and take responsibility for the quality of their outputs.

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

This unit describes the skills required to provide technical advice related to ranges and training areas.

Pre-requisite Unit

Not applicable.

Competency Field

Range

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Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS		PERFORMANCE CRITERIA	
Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Identify and analyse the issue(s)**	**1.1**	Identify and confirm issues via consultation with relevant personnel
		1.2	Observe and analyse the circumstances that require the provision of advice and interpret the issues
		1.3	Conduct research related to the issues and clarify unclear findings with relevant personnel
2	**Formulate options**	**2.1**	Identify and evaluate options related to the provision of advice
		2.2	Prioritise options and select the preferred option
3	**Provide advice**	**3.1**	Formulate advice and discuss with stakeholders
		3.2	Negotiate, incorporate and document stakeholder requirements within the proposed advice
		3.3	Provide concluding advice within the specified time and budget

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

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Unit Mapping Information

This unit supersedes and is equivalent to DEFRM101B Provide technical advice on ranges and training areas.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFRNG001 Provide technical advice on ranges and training areas

Modification History

Release 2. Modifications made to Assessment Conditions.

Release 1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFRM101B Provide technical advice on ranges and training areas.

- Unit code updated
- Content and formatting updated to comply with new standards
- All PC transitioned from passive to active voice
- Elements 2 and 3 reworded
- All PC in elements 2 and 3 revised

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and includes:

- analysing and evaluating information
- liaising with stakeholders
- preparing and presenting reports
- providing and receiving feedback in a constructive manner
- accessing relevant workplace standards
- identifying the issues surrounding the provision of advice
- conducting research

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- analysis process
- codes of conduct and behaviour
- relevant policies and procedures in relation to training area/range standing orders and workplace standards
- information sources
- research techniques
- verbal communication techniques
- written communication to a level required in the preparation of letters and reports

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Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in simulated workplace operational situations that reflect workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or simulations
- acceptable means of simulation assessment
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and PPE currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFRNG005 Manage emergency operations

Modification History

Release	Comments
1	This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to DEFRM205B Manage emergency operations. • Unit code updated • Content and formatting updated to comply with new standards • All PC transitioned from passive to active voice • PC added in element 1 • PC 3.1 revised • PC 3.2 and 3.3 merged • PC 5.1 and 5.2 merged and revised

Application

This unit describes the skills required to plan, prepare and manage emergency operations in a training area or a range.

This unit was developed for Defence personnel who work in range management and range control but may be relevant to others who work in this field.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work independently or as part of a team, under direct and indirect supervision, while performing specific tasks, in mostly unpredictable contexts. They would use discretion and judgement and take responsibility for the quality of their outputs.

No licensing, legislative or certification requirements apply to unit at the time of publication.

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Competency Field

Range

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Prepare for operations	1.1 Obtain operational information to conduct an accurate assessment of the problem. 1.2 Identify hazards. 1.3 Activate operational plans.
2. Manage an operations centre	2.1 Allocate operations centre tasks and conduct briefings. 2.2 Activate and maintain internal and external liaison networks. 2.3 Supervise operations centre staff. 2.4 Manage physical and financial resources.
3. Manage operational information	3.1 Organise operation centre staff to collect and collate information. 3.2 Manage information flow, analyse information and update plans. 3.3 Raise and distribute regular situation reports. 3.4 Establish radio and allied communication nets. 3.5 Implement and maintain message and information management systems to provide accurate operational records.
4. Make operational decisions	4.1 Identify the extent of the operational area. 4.2 Identify, assess and implement operational strategies in accordance with local emergency management arrangements and standard operating procedures. 4.3 Identify and prioritise hazards to ensure that the response is appropriate to the type and scale of the event. 4.4 Terminate the operation.
5. Manage post operation activities	5.1 Conduct post-operation debriefing and prepare operation reports. 5.2 Review training and operational planning to enhance future operations.

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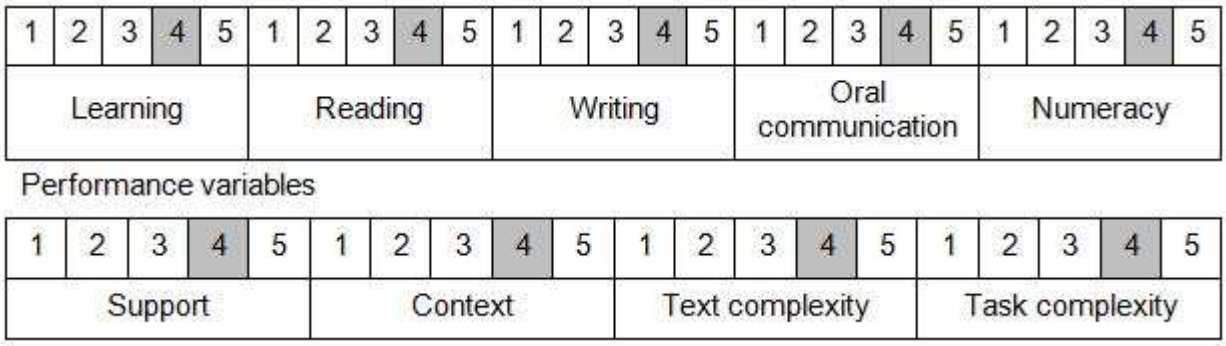
Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

ACSF levels indicative of performance:



Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

Unit Mapping Information

This unit supersedes and is equivalent to DEFRM205B Manage emergency operations.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFRNG005 Manage emergency operations

Modification History

Release	Comments
1	These Assessment Requirements were released in DEF Defence Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- conducting regular briefings and debriefings
- establishing an improvised operations centre
- establishing an operational plan and adapting the plan as circumstances change
- identifying operational areas of concern
- managing communications within and between teams and organisations
- planning for emergency response, including the setting up of appropriate control and coordination structures
- raising regular situation reports
- reading and understanding organisations policies and procedures

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- communication equipment and systems
- composition of teams and roles and responsibilities of team members
- emergency plans
- local alert and warning systems
- local documentation requirements
- local operating procedures

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- local operational briefing and debriefing procedures
- locally available resources, their capabilities and access to them
- nature of local hazards and plans, including effects on the provision of communications
- principles of risk management
- relevant WHS and regulatory requirements
- team work principles and strategies
- written communication to a level required to complete workplace documentation and reports

Assessment Conditions

Competency should be assessed in an actual workplace or in a simulated environment, with access to equipment and infrastructure appropriate to the outcome. Competency should be demonstrated over time to ensure the candidate is assessed across a variety of situations.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFRNG006 Conduct range inspections

Modification History

Release	Comments
1	This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to DEFRM206B Conduct range inspections. • Unit code updated • Content and formatting updated to comply with new standards • All PC transitioned from passive to active voice • PC 2.1 revised • PC 2.2 and 3.4 removed • PC 2.3 and 3.4 merged

Application

This unit describes the skills required to plan, prepare, conduct and follow up on a range inspection. It includes the requirement to ensure the safety of the range and to identify those aspects that may inhibit or jeopardise the safety of the range including maintenance requirements.

This unit was developed for Defence personnel who work in range management and range control but may be relevant to others who work in this field.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work independently or as part of a team, under indirect supervision, while performing routine tasks, in a small range of familiar contexts. They would use discretion and judgement and take responsibility for the quality of their outputs.

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No licensing, legislative or certification requirements apply to unit at the time of publication.

Competency Field

Range

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Prepare to conduct range inspection	1.1 Establish and confirm statutory requirements relevant to the range and purpose of the inspection with relevant personnel. 1.2 Obtain clearances for training area and range access. 1.3 Identify and acquire resources required for inspection. 1.4 Conduct inspection of research on the range. 1.5 Establish detailed plans for the inspection.
2. Conduct range inspection	2.1 Conduct range inspections. 2.2 Record observations and apply immediate action when appropriate. 2.3 Establish and maintain relationships with range staff.
3. Report on range inspection	3.1 Complete post inspection reports and briefs. 3.2 Report safety issues related to equipment and infrastructure maintenance and/or works requirements and follow-up. 3.3 Certify the safety of the range in accordance with statutory requirements. 3.4 Maintain inspection records and databases.

Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

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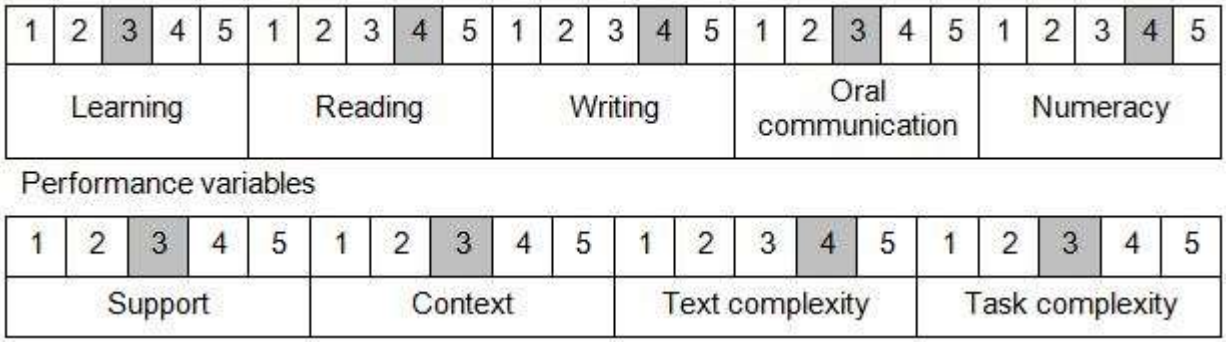
ACSF levels indicative of performance:



Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

Unit Mapping Information

This unit supersedes and is equivalent to DEFRM206B Conduct range inspections.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFRNG006 Conduct range inspections

Modification History

Release	Comments
1	These Assessment Requirements were released in DEF Defence Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- applying environmental issues relevant to the training area
- exercising judgement in relation to range safety
- interpreting and applying range safety requirements
- interpreting range specifications and construction requirements
- interpreting range user requirements
- interpreting weapon and ammunition specifications and effects
- operating digital cameras and process images
- operating geographical information systems
- operating range communication facilities
- operating specialist measuring instruments
- performing elementary surveying tasks
- planning and preparing the conduct of the range inspection
- researching the range
- inspecting the range
- preparing and presenting relevant inspection reports

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

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- application of ammunition danger area traces and templates
- communications
- composition of teams and roles and responsibility of team members
- elementary surveying
- environmental issues relevant to the range
- geographical information systems
- map reading
- navigation techniques
- photography
- planning processes
- principles of teamwork and team aims and objectives
- range safety requirements
- range specifications and construction
- range user requirements for all services
- reporting requirements
- trigonometry
- weapon and ammunition specifications and effects

Assessment Conditions

Competency should be assessed in an actual workplace or in a simulated environment, with access to equipment and infrastructure appropriate to the outcome. Competency should be demonstrated over time to ensure the candidate is assessed across a variety of situations.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFRNG008 Manage training area and range contamination

Modification History

Release	Comments
1	This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to DEFRM208B Manage training area and range contamination. • Unit code updated • Content and formatting updated to comply with new standards • All PC transitioned from passive to active voice

Application

This unit describes the skills required to locate, identify, isolate and establish safety parameters for contaminants and contamination on training areas and ranges.

This unit was developed for Defence personnel who work in range management and range control but may be relevant to others who work in this field.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit work independently or as part of a team, under indirect supervision, while performing complex tasks, in a moderate range of familiar contexts. They would use discretion and judgement and take responsibility for the quality of their outputs.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Competency Field

Range

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Prepare for the location and identification of contaminants	1.1 Analyse post activity reports and other incident or activity reports for probable contamination and its location. 1.2 Identify on maps probable location(s) of contaminant(s). 1.3 Identify and acquire resources for location/marking of the contaminant. 1.4 Establish plans for searches, confirmation and marking of contaminant.
2. Confirm locality and identity of contaminants	2.1 Conduct searches for contaminant. 2.2 Identify and mark contaminant on maps, charts and documentation.
3. Isolate and determine safety parameters and/or disposal or clearance action	3.1 Evaluate options and decisions on safety measures, exclusion zones and/or disposal or clearance and action. 3.2 Identify and establish contaminant exclusion zones. 3.3 Record contaminant(s) in relevant logs. 3.4 Prioritise action. 3.5 Arrange destruction/clearances.
4. Notify users and/or authorities of contaminants	4.1 Amend briefs for training area/range to reflect status of contaminant. 4.2 Prepare and issue warnings.
5. Monitor and review training area status	5.1 Negotiate revised activity plans and bookings. 5.2 Lift, remove or provide waiver restrictions.

Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

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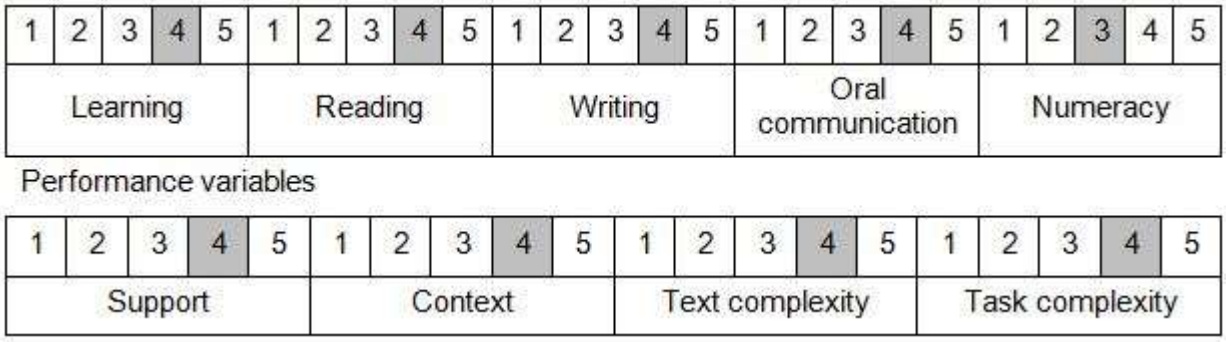
ACSF levels indicative of performance:



Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

Unit Mapping Information

This unit supersedes and is equivalent to DEFRM208B Manage training area and range contamination.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFRNG008 Manage training area and range contamination

Modification History

Release	Comments
1	These Assessment Requirements were released in DEF Defence Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- applying the principles of duty of care
- conducting briefs
- locating and identifying contaminants
- interpreting and applying training area safety requirements
- interpreting training area activities
- operating training area communication facilities
- participating as a team member
- reading and interpreting job instructions, workplace documentation and reports
- researching and analysing
- monitoring and reviewing training area status

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- composition of teams and roles and responsibility of team members
- duty of care
- type, size and characteristics of explosive ordnance
- map reading
- navigation techniques

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- risk assessment processes
- risk management procedures
- search techniques
- techniques for supporting others /team members
- training area/range environment and terrain
- training area/range user practices

Assessment Conditions

Competency should be assessed in an actual workplace or in a simulated environment, with access to equipment and infrastructure appropriate to the outcome. Competency should be demonstrated over time to ensure the candidate is assessed across a variety of situations.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFRNG009 Supervise contractors

Modification History

Release 2. Modifications have been made to Performance Criteria and Assessment Conditions.

Release 1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFRM209B Supervise contractors.

- Unit code updated
- Content and formatting updated to comply with new standards
- All PC transitioned from passive to active voice

Application

This unit involves the skills and knowledge required to supervise contractors on a training area or a range.

It includes the skills required to monitor contractors and contractor staff to ensure continued safety and security of training area and range activities, infrastructure and facilities.

This unit applies to Defence personnel who work in range management and range control but may be relevant to others who work in this field. They do not provide technical supervision or advice, but act as a local point of contact for works contracts and other professional/para-professional activities that may be carried out from time to time. Those undertaking this unit would work independently or as part of a team, under direct and indirect supervision, while performing complex tasks, in a small range of familiar contexts. They would use discretion and judgement and take responsibility for the quality of their outputs.

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

Pre-requisite Unit

Not applicable.

Competency Field

Range

Unit Sector

Not applicable.

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Plan and prepare for the monitoring and supervision of contractors	**1.1** Obtain, interpret and clarify monitoring requirements in the form of management information system reports, work orders and contracts before commencing
	1.2 Identify, access, interpret and apply policies and procedures for all relevant WHS standards, statutory requirements, Training Area/Range Standing Orders and other instructions
	1.3 Identify and obtain the details of the contractual requirements
	1.4 Identify and confirm training area and range access requirements
2 Monitor and supervise contractor activities	**2.1** Assess current user activities and contractor requirements
	2.2 Prepare and deliver briefings
	2.3 Determine the activity priorities
	2.4 Monitor contractors
	2.5 Conduct corrective action in accordance with contractual requirements
	2.6 Conduct ongoing checks on the service/activity in accordance with directions from contract manager
3 Complete monitoring and supervision records	**3.1** Complete and maintain monitoring/supervision records
	3.2 Identify and report key information relevant to the contractor activity in accordance with the relevant contract requirements and Training Area/Range Standing Orders

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of

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competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit supersedes and is equivalent to DEFRM209B Supervise contractors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFRNG009 Supervise contractors

Modification History

Release 2. Modifications have been made to Performance Criteria and Assessment Conditions.

Release 1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFRM209B Supervise contractors.

- Unit code updated
- Content and formatting updated to comply with new standards
- All PC transitioned from passive to active voice

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and includes:

- maintaining documentation
- interpreting and applying contractual requirements, legislation, policies and procedures
- writing reports
- identifying and rectifying contractual non-compliance

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- details of the relevant Defence contract
- relevant contractual documentation requirements
- relevant legislation, policies and procedures
- supervisory processes

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in simulated workplace operational situations that reflect workplace

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conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or simulations
- acceptable means of simulation assessment
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and PPE currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFRNG010 Monitor and implement environmental plans and procedures

Modification History

Release	Comments
1	This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to DEFRM210B Monitor and implement environmental plans and procedures. • Unit code updated • Content and formatting updated to comply with new standards • All PC transitioned from passive to active voice

Application

This unit describes the skills required to develop, monitor and implement environmental plans and procedures.

This unit was developed for Defence personnel who work in range management and range control but may be relevant to others who work in this field.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work independently or as part of a team, under indirect supervision, while performing complex tasks, in a range of familiar contexts. They would use discretion and judgement and take responsibility for the quality of their outputs.

No licensing, legislative or certification requirements apply to unit at the time of publication.

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Competency Field

Range

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Relate environmental plans and procedures to specific areas	1.1 Identify and agree on environmental risks with relevant personnel. 1.2 Examine environmental plans and procedures for compliance. 1.3 Select appropriate environmental plans and procedures that related to the specific areas.
2. Implement environmental plans and procedures	2.1 Identify environmental risks and impacts. 2.2 Apply emergency procedures. 2.3 Conduct activities. 2.4 Establish and maintain participation and contribution.
3. Develop project/site environmental procedures	3.1 Establish and assess the need for specific area environmental procedures in consultation with stakeholders. 3.2 Develop specific area environmental procedures. 3.3 Review and amend specific area environmental procedures.
4. Manage environmental incidents	4.1 Identify and control environmental incidents. 4.2 Apply emergency procedures. 4.3 Record and report environmental incidents.
5. Monitor and report on the applications of environmental plans and procedures	5.1 Evaluate and report the results of applied environmental plans and procedures to relevant personnel. 5.2 Report environmental risks. 5.3 Maintain and adjust environmental management documentation and inform all stakeholders.

Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

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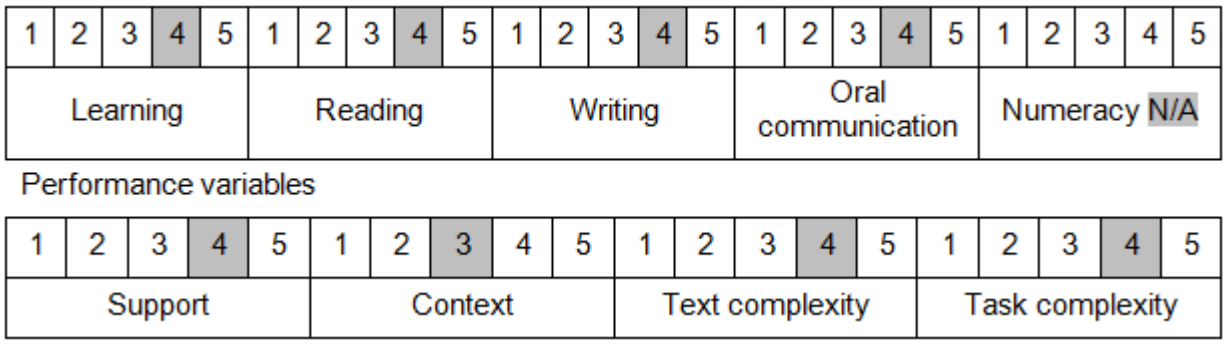
ACSF levels indicative of performance:



Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

Unit Mapping Information

This unit supersedes and is equivalent to DEFRM210B Monitor and implement environmental plans and procedures.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFRNG010 Monitor and implement environmental plans and procedures

Modification History

Release	Comments
1	These Assessment Requirements were released in DEF Defence Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- accessing, interpreting and applying relevant legislation and standard operating procedures
- applying control procedures to environmental risks and incidents
- applying environmental plans and procedures
- developing local area environmental procedures
- identifying environmental risk and impacts
- monitoring specific activities
- reporting and recording environmental procedures
- maintaining environmental management documentation

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- consultation procedures
- control procedures for environmental risks and incidents
- electronic or manual recording procedures
- endangered species and habitat protection
- environmental impact assessment
- environmental plans and procedures

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- identification of risks and impacts
- incident management procedures
- monitoring procedures
- potential environmental auditing
- principles of environmental protection
- rare and endangered plants
- relevant legislative requirements
- reporting procedures
- risk assessment procedures
- sedimentation and erosion control

Assessment Conditions

Competency should be assessed in an actual workplace or in a simulated environment, with access to equipment and infrastructure appropriate to the outcome. Competency should be demonstrated over time to ensure the candidate is assessed across a variety of situations.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFRNG011 Site range complexes

Modification History

Release	Comments
1	This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to DEFRM211B Site range complexes. • Unit code updated • Content and formatting updated to comply with new standards • All PC transitioned from passive to active voice

Application

This unit describes the skills required to site range complexes as a member of a Range Siting Board. It includes the processes of siting individual ranges or a group of ranges as part of a range complex ensuring the efficient utilisation of land and the safety requirements related to the use of weapons and ammunition.

This unit was developed for Defence personnel who work in range management and range control but may be relevant to others who work in this field.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work independently or as part of a team under indirect supervision, while performing complex tasks, in a range of familiar contexts. They would use discretion and judgement and take responsibility for the quality of their outputs.

No licensing, legislative or certification requirements apply to unit at the time of publication.

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Competency Field

Range

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Prepare to site range complexes	1.1 Confirm appointment to the Range Siting Board. 1.2 Identify and research range user requirement. 1.3 Identify and acquire resources required for the Range Siting Board. 1.4 Establish and maintain contact with other board members.
2. Site range complexes	2.1 Develop options to meet the user requirement in accordance with Range Siting Board requirements. 2.2 Undertake reconnaissance of proposed and alternate range site in accordance with Range Siting Board requirements. 2.3 Assess proposed and alternate sites. 2.4 Provide technical advice to guide Range Siting Board members in their considerations. 2.5 Select the best option in consultation with Range Siting Board members.
3. Finalise Range Siting Board reports	3.1 Produce range development and works proposals in accordance with the Range Siting Board terms of reference. 3.2 Adjust and finalise proposed range templates and traces. 3.3 Contribute to final report in accordance with Range Siting Board requirements. 3.4 Finalise range inspector’s report and submit to Range Siting Board.

Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

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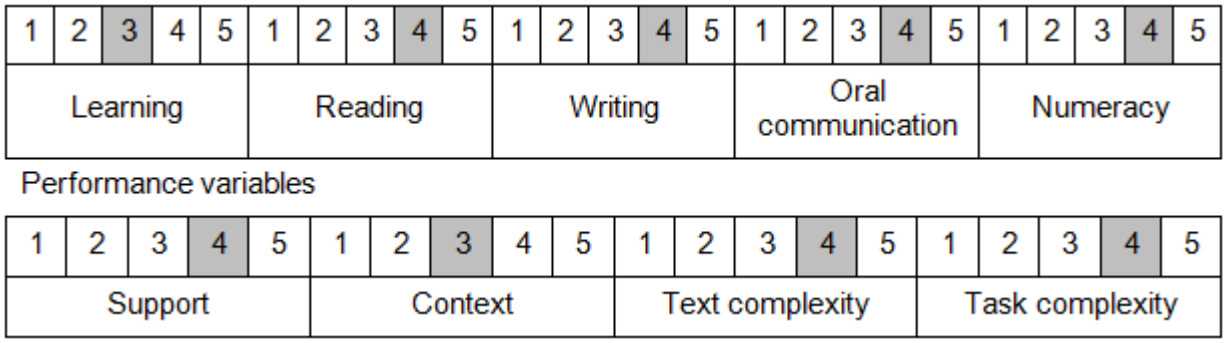
ACSF levels indicative of performance:



Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

Unit Mapping Information

This unit supersedes and is equivalent to DEFRM211B Site range complexes.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFRNG011 Site range complexes

Modification History

Release	Comments
1	These Assessment Requirements were released in DEF Defence Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- applying environmental issues relevant to ranges
- using liaison techniques
- exercising judgement in relation to range safety
- interpreting and applying range safety requirements
- interpreting range specifications and construction requirements
- interpreting range user requirements
- interpreting weapon and ammunition specifications and effects

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- application of ammunition danger area traces and templates
- composition of teams and roles and responsibilities of team members
- environmental issues relevant to ranges
- geographical information systems
- map reading and navigation techniques
- planning processes
- range safety requirements
- range specifications and construction
- reporting requirements

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- team work and collaboration processes
- techniques for supporting others/team members
- weapon and ammunition specifications and effects
- works proposal processes

Assessment Conditions

Competency should be assessed in an actual workplace or in a simulated environment, with access to equipment and infrastructure appropriate to the outcome. Competency should be demonstrated over time to ensure the candidate is assessed across a variety of situations.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFRNG013 Control training area and range activities

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Application

This unit describes the skills required to control activities on the training area and range (TAR), including access and activities, where coordination and compliance are required. It also covers the review and maintenance of TAR Standing Orders and raising and disseminating relevant reports.

This unit was developed for Defence personnel who work in range management and range control but may be relevant to others who work in this field.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work independently or as part of a team, under indirect supervision, while performing complex tasks, in a range of familiar and unfamiliar contexts. They would use discretion and judgement and take responsibility for the quality of their outputs.

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

Pre-requisite Unit

Not applicable.

Competency Field

Range Management

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential	Performance criteria describe the performance needed to

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outcomes.	demonstrate achievement of the element.
1 Prepare for controlling TAR activities	**1.1** Identify and obtain relevant instructions in accordance with TAR Standing Orders
	1.2 Clarify and agree purpose and outcomes of user activities in accordance with TAR Standing Orders
	1.3 Establish clearances and access to activities in accordance with TAR Standing Orders
2 Confirm range instructions conform to Standing Orders	**2.1** Confirm the suitability of weapons and ammunition to be fired on the requested range
	2.2 Identify non-compliant training activities and indicate non-compliance to relevant commanders
	2.3 Conduct gross error checks on traces and templates
	2.4 Confirm contingency plans and safety requirements
	2.5 Forward compliant training area and range instructions to approving authorities
3 Control TAR activities	**3.1** Resolve coordination issues through direct contact and discussions with users
	3.2 Control access and exit to ranges and training area
	3.3 Control movement within the training area
	3.4 Grant approval for commencement of practices
4 Review and maintain TAR Standing Orders	**4.1** Review TAR Standing Orders
	4.2 Identify changes that are required
	4.3 Maintain TAR Standing Orders
5 Report on TAR activities	**5.1** Raise reports in accordance with TAR Standing Orders and relevant instructions
	5.2 Disseminate reports to relevant authorities in accordance with TAR Standing Orders and relevant contracts

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

No equivalent unit.

Links

Companion Volume - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFRNG013 Control training area and range activities

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- accessing, interpreting and applying relevant legislation and training area and range (TAR) guidance, including at least two of the following:
  - Defence policy
  - work health and safety (WHS) legislation
  - TAR Standing Orders
  - TAR operating plans
  - emergency plans
  - environmental plans
- checking ammunition safety traces and danger area templates
- evaluating compliance of and controlling TAR activities
- following instructions/directives and reporting information
- reading technical specifications, maps and diagrams
- reviewing and maintaining TAR Standing Orders.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- ammunition danger areas
- exercise instructions
- negotiation techniques
- post-activity reports
- range clearance certificates
- range danger area safety traces
- range instructions
- range practices
- standing operating instructions
- TAR Standing Orders

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- weapon systems characteristics.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment (PPE) currently used in industry
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- acceptable means of simulated assessment.

Links

Companion Volume - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFRNG014 Monitor training area and range activities

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Application

This unit describes the skills required to monitor training area and range (TAR) activities to ensure those activities comply with Standing Orders, relevant policy and instructions.

This unit was developed for Defence personnel who work in range management and range control but may be relevant to others who work in this field.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work independently or as part of a team, under indirect supervision, while performing complex tasks, in a range of familiar and unfamiliar contexts. They would use discretion and judgement and take responsibility for the quality of their outputs.

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

Pre-requisite Unit

Not applicable.

Competency Field

Range Management

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1	**Prepare for monitoring TAR activities**	**1.1**	Plan to view TAR activities in accordance with TAR Standing Orders and activity schedules
		1.2	Clarify purpose and outcomes of activities in accordance with TAR Standing Orders
		1.3	Establish clearances and access to activities in accordance with TAR Standing Orders
2	**Monitor compliance of TAR activities**	**2.1**	Monitor TAR activities to ensure compliance with relevant policies and instructions
		2.2	Regulate non-compliant activities
3	**Monitor contractor activities**	**3.1**	Establish and maintain communications and working relations with contractors
		3.2	Monitor contractor activities in accordance with relevant controls
		3.3	Report non-compliance in accordance with relevant instructions
4	**Contribute to and monitor emergency plans**	**4.1**	Contribute to the maintenance of emergency plans related to the TAR
		4.2	Implement and maintain emergency plans
		4.3	Monitor the application of emergency plans related to the TAR

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

No equivalent unit.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFRNG014 Monitor training area and range activities

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- accessing, interpreting and applying relevant legislation and training area and range (TAR) guidance, including at least two of the following:
  - Defence policy
  - work health and safety (WHS) legislation
  - TAR Standing Orders
  - TAR Operating Plans
  - emergency plans
  - environmental plans
- following instructions/directives and reporting information
- monitoring and supporting emergency plans
- monitoring compliance of TAR activities
- monitoring contractor activities
- reading technical specifications, maps and diagrams.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- communication techniques
- emergency plans
- exercise instructions
- post-activity reports
- range clearance certificates
- range instructions
- range practices
- standing operating instructions
- TAR Operating Plans
- TAR Standing Orders

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- weapon systems characteristics.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment (PPE) currently used in industry
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- acceptable means of simulated assessment.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFRNG015 Inspect, maintain and monitor training area and range activities

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Application

This unit describes the skills required to inspect training area and range (TAR) activities to ensure that they are fit for purpose. It includes initiating maintenance procedures, monitoring physical range safety issues, and monitoring and implementing environmental and contamination plans.

This unit was developed for Defence personnel who work in range management and range control but may be relevant to others who work in this field.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work independently or as part of a team, under indirect supervision, while performing complex tasks, in a range of familiar and unfamiliar contexts. They would use discretion and judgement and take responsibility for the quality of their outputs.

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

Pre-requisite Unit

Not applicable.

Competency Field

Range Management

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS **PERFORMANCE CRITERIA**

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Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.
1	**Prepare to inspect TAR**	**1.1** Determine inspection requirements
		1.2 Research relevant data on sites to be inspected
		1.3 Obtain clearances for TAR access
2	**Inspect TAR infrastructure**	**2.1** Confirm that TAR infrastructure is safe and fit for purpose
		2.2 Identify problems and record for later resolution
		2.3 Discuss problems with relevant authorities and determine remedial action
		2.4 Initiate remedial action and procedures
		2.5 Monitor progress of remedial action
3	**Implement and monitor emergency and environmental plans**	**3.1** Environmental and emergency plans and reports are drafted
		3.2 Submit plan or report for approval
		3.3 Distribute approved plan or report
		3.4 Monitor TAR environment and sustainability in accordance with approved plan or report requirements
4	**Monitor TAR contamination and hazards**	**4.1** Identify and record TAR contamination and hazards
		4.2 Discuss contamination and hazard problems with relevant authorities and determine remedial action
		4.3 Initiate remedial action and procedures
		4.4 Monitor progress of remedial action
		4.5 Provide contamination and hazard advice to TAR users

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

No equivalent unit.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFRNG015 Inspect, maintain and monitor training area and range activities

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- accessing, interpreting and applying relevant legislation and training area and range (TAR) guidance, including at least two of the following:
  - Defence policy
  - work health and safety (WHS) legislation
  - TAR Standing Orders
  - TAR Operating Plans
  - emergency plans
  - environmental plan
- applying and monitoring environmental plans
- following instructions/directives and reporting information
- identifying and monitoring contaminants and hazards
- inspecting TAR infrastructure
- reading technical specifications, maps and diagrams.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- decontamination processes
- environmental plans
- maintenance and remedial processes
- safety aspects of TAR infrastructure
- standing operating instructions
- TAR contaminants and hazards
- TAR Standing Orders.

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Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment (PPE) currently used in industry
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- acceptable means of simulated assessment.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFSEA001 Assist in seamanship operations

Modification History

Release	Comments
1	This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to DEFBM001C Assist in seamanship operations. • Unit code updated • Content and formatting updated to comply with new standards • All PC transitioned from passive to active voice • Element 3 reworded • PC 2.2 removed

Application

This unit describes the skills required to assist in a range of seamanship operations. It covers specific skills and knowledge such as general rigging and load shifting, towing, buoy attachment, berthing and slipping, equipment recovery, sea boat operations, man overboard recovery, replenishment at sea and ladder and brow deployment.

This unit would be typically implemented in a Naval Defence environment but is applicable to any individual in this field of work. Tasks are carried out on a ship in a range of conditions that would typically apply to a lengthy operation, while minimising or eliminating environmental stresses and hazards, risk to personnel, vessel and the environment, and preserving individual safety.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would generally perform routine tasks as part of a team and under indirect supervision. They would need to be prepared for a wide of range of contexts that could be unfamiliar and highly unpredictable.

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No licensing, legislative or certification requirements apply to unit at the time of publication.

Competency Field

Maritime Operations

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Prepare to assist in seamanship operation	1.1 Record and receive operation briefing. 1.2 Identify and select equipment for the operation based on information as directed by the supervisor. 1.3 Identify and note hazards and risks associated with the specific operation. 1.4 Select and wear personal protective equipment based on the nature of the operation.
2. Assist in seamanship operations	2.1 Identify and confirm position within the team and location for the operation. 2.2 Tie and apply knots, bends, splices, whippings and hitches. 2.3 Prepare and handle lines and hardware. 2.4 Communicate during operations using the correct communications equipment. 2.5 Identify and act upon operational hazards. 2.6 Follow shipboard emergency and contingency plans in the event of a failure or emergency associated with the operation and equipment.
3. Finalise seamanship operations	3.1 Recover, clean and maintain equipment. 3.2 Re-stow equipment to maintain operational readiness. 3.3 Attend operational debriefing and provide feedback. 3.4 Complete competency log and work history sheet.

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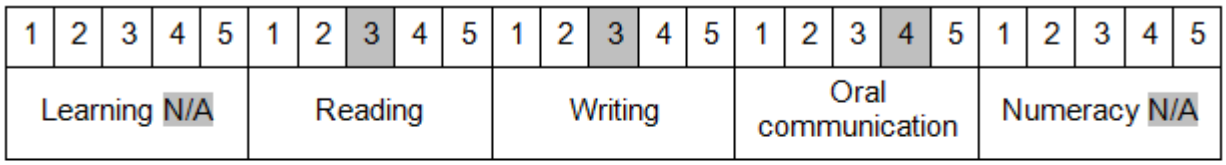
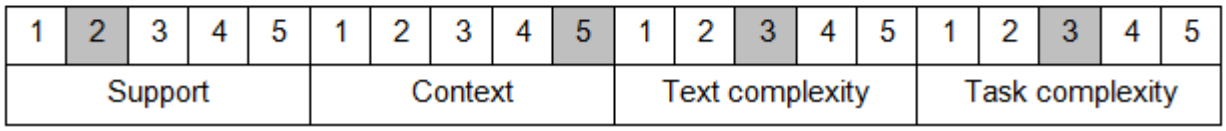
Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

ACSF levels indicative of performance:



Performance variables



Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

Unit Mapping Information

This unit supersedes and is equivalent to DEFBM001C Assist in seamanship operations.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFSEA001 Assist in seamanship operations

Modification History

Release	Comments
1	These Assessment Requirements were released in DEF Defence Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- following instructions and responding to directions as a team member
- reporting information verbally and non-verbally using a variety of communication techniques
- working by day and night

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- composition of teams, and roles and responsibilities of team members
- definitions and terms associated with seamanship operations
- uses of knots, bends, splices, whippings and hitches
- use and operation of provided communication and seamanship equipment

Assessment Conditions

Competency should be assessed in an actual workplace or in a simulated environment, with access to equipment and infrastructure appropriate to the outcome. Competency should be demonstrated over time to ensure the candidate is assessed across a variety of situations.

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Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFSEA002 Assist in boarding operations

Modification History

Release	Comments
1	This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to DEFBM002C Assist in boarding operations. • Unit code updated • Content and formatting updated to comply with new standards • All PC transitioned from passive to active voice • Element 5 reworded • PC 1.1, 3.2, 3.3 and 3.5 revised • PC 2.1 and 2.2; PC 4.3 and 4.4 merged • PC 2.4 removed

Application

This unit describes the skills required to board and secure a vessel and search personnel and property.

This unit would be typically implemented in a Naval Defence environment but is applicable to any individual in this field of work. Tasks are carried out on a ship in a range of conditions that would typically apply to a lengthy operation, while minimising or eliminating environmental stresses and hazards, risk to personnel, vessel and the environment, and preserving individual safety.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would act in a broad range of contexts that could be highly unpredictable, under indirect supervision, as part of a team, while performing routine tasks that can involve less-familiar steps.

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No licensing, legislative or certification requirements apply to unit at the time of publication.

Competency Field

Maritime Operations

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Prepare to board vessel	1.1 Receive and acknowledge a pre-boarding briefing. 1.2 Identify and acknowledge vessel type and environmental factors to determine method of insertion. 1.3 Establish and acknowledge roles and responsibilities of team members. 1.4 Obtain and check dress and equipment for serviceability. 1.5 Acknowledge method of insertion. 1.6 Receive and acknowledge position of insertion point.
2. Board vessel	2.1 Conduct boarding operation using dress and equipment while taking appropriate action to protect personnel and equipment. 2.2 Maintain communication throughout the operation.
3. Secure vessel	3.1 Secure insertion point and access routes. 3.2 Clear vessel for personnel. 3.3 Gather and isolate crew. 3.4 Identify master, secure bridge and obtain applicable documents. 3.5 Assess situation and adjust or discontinue response with changing circumstances. 3.6 Identify situations requiring assistance and request support.
4. Search vessel and personnel	4.1 Establish need to undertake search of personnel and property. 4.2 Explain reason for search to vessel master and personnel involved. 4.3 Conduct search of both property and personnel. When searching personnel it must be conducted at appropriate locations and, where possible, by persons of the same gender, according to specific legislation. 4.4 Identify and record illegal cargo, personal items and activities. 4.5 Gather and record physical evidence.

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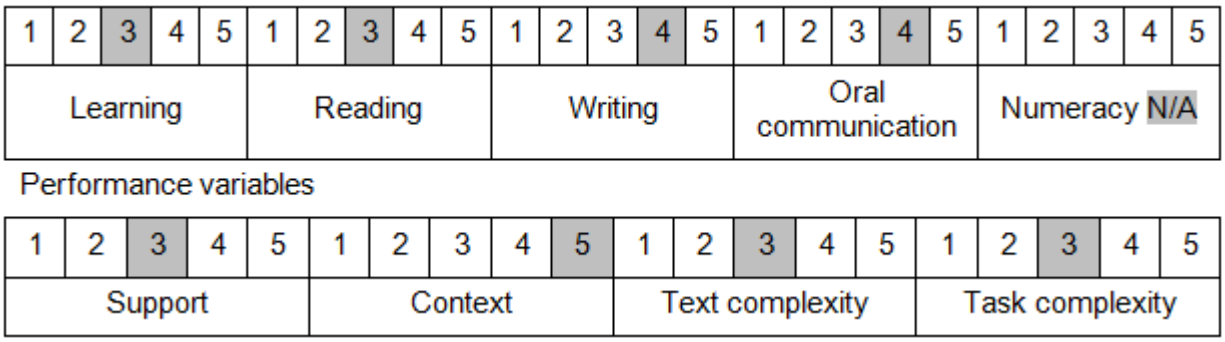
5. Finalise boarding operations	5.1 Disembark vessel. 5.2 Maintain and stow dress and equipment. 5.3 Attend and participate in boarding debrief. 5.4 Complete post-boarding reports.

Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

ACSF levels indicative of performance:



Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

Unit Mapping Information

This unit supersedes and is equivalent to DEFBM002C Assist in boarding operations.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFSEA002 Assist in boarding operations

Modification History

Release	Comments
1	These Assessment Requirements were released in DEF Defence Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- applying observation and surveillance techniques
- communicating and negotiating under stressful situations
- minimising threat to self and others by use of appropriate force
- recording and reporting information accurately according to legal and international law
- using active listening skills in communication with colleagues and personnel
- responding to directions

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- composition of teams, and roles and responsibilities of team members
- differing cultural and social practices
- legislative and/or legal provisions, including provisions governing the use of force, reactive force, misuse of force, proactive force and the duty of care under criminal, civil and international law
- powers and procedures for effecting arrest
- search techniques for both persons and property
- teamwork principles and strategies

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Assessment Conditions

Competency should be assessed in an actual workplace or in a simulated environment, with access to equipment and infrastructure appropriate to the outcome. Competency should be demonstrated over time to ensure the candidate is assessed across a variety of situations.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFSEA003 Control persons using non-firearms options

Modification History

Release	Comments
1	This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to DEFBM003C Control persons using non firearms options. • Unit code updated • Content and formatting updated to comply with new standards • All PC transitioned from passive to active voice • Elements 2 and 3 merged • All PC in elements 2 & 3 revised • PC 4.1 and 4.2 merged

Application

This unit describes the skills required to select and deploy appropriate techniques and/or equipment to control persons in an operational situation.

This competency typically applies to a Naval Defence environment and was developed for boatswain's mates but is applicable to any individual in this field of work. Tasks are carried out on a ship in a range of conditions that would typically apply to a lengthy operation, while minimising or eliminating environmental stresses and hazards, risk to personnel, vessel and the environment, and preserving individual safety.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would generally perform routine tasks as part of a team and under indirect supervision. They would need to be prepared for a wide of range of contexts that could be unfamiliar and highly unpredictable.

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No licensing, legislative or certification requirements apply to unit at the time of publication.

Competency Field

Maritime Operations

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Assess the need to use empty hand techniques, hand restraints and/or baton	1.1 Evaluate situation and determine most appropriate equipment and control technique. 1.2 Evaluate risk factors and determine person's intentions. 1.3 Assess capacity to complete action prior to commencement and assess viability of alternative actions. 1.4 Identify situations requiring assistance and request support.
2. Contain incident	2.1 Carry baton and hand restraints in a secure, protected and accessible position for safe deployment. 2.2 Select appropriate techniques to ensure protection of self and efficient completion of movement. 2.3 Apply appropriate techniques (empty hand, hand restraints, baton). 2.4 Assess sufficiency of response and need for support. 2.5 Adjust or discontinue response with changing circumstances. 2.6 Detain persons.
3. Evaluate response	3.1 Review, debrief and evaluate effectiveness of response by providing observations of the incident. 3.2 Maintain system, records and reporting procedures. 3.3 Recognise effects of stress on self and use stress management techniques to diffuse.

Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

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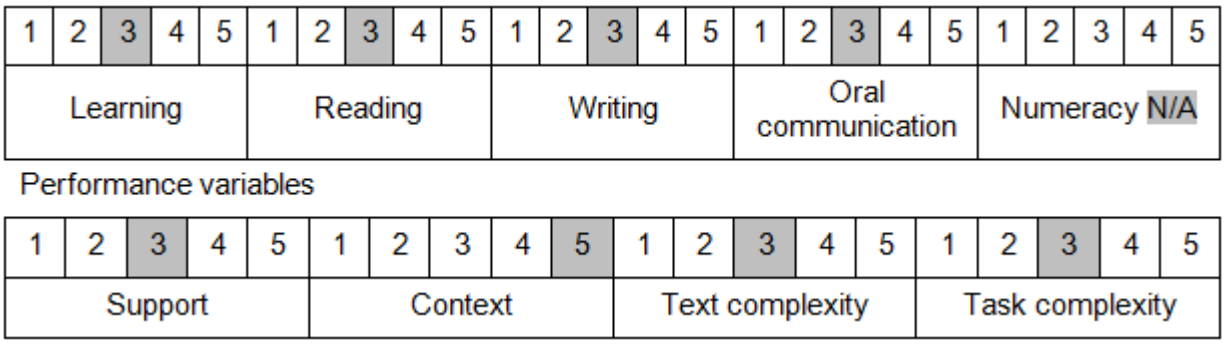
ACSF levels indicative of performance:



Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

Unit Mapping Information

This unit supersedes and is equivalent to DEFBM003C Control persons using non firearms options.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFSEA003 Control persons using non-firearms options

Modification History

Release	Comments
1	These Assessment Requirements were released in DEF Defence Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- applying basic problem solving strategies
- applying observation techniques
- recording and reporting information
- minimising threat to self and others by using appropriate force using force principles and defensive techniques
- managing and selecting response options within specified legal and strategic requirements
- assessing situations and readjusting or discontinuing the response as determined by unexpected changes in circumstances
- handling of batons and hand restraints to ensure retention and continued control

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- legislative and/or legal provisions governing:
  - use of force (reactive, proactive)
  - misuse of force
  - duty of care under criminal, civil and international law
- response options that are most effective for the objective, within specified legal and strategic limits

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Assessment Conditions

Competency should be assessed in an actual workplace or in a simulated environment, with access to equipment and infrastructure appropriate to the outcome. Competency should be demonstrated over time to ensure the candidate is assessed across a variety of situations.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFSEA004 Defend persons using firearms

Modification History

Release	Comments
1	This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to DEFBM004C Defend persons using firearms. • Unit code updated • Content and formatting updated to comply with new standards • All PC transitioned from passive to active voice • PC 1.1 and 1.2 merged and PC 5.1 and 5.2 merged • All PC in element 2 revised • PC added to element 3 • PC 4.4 removed • PC 4.3 revised

Application

This unit describes the skills and evaluates the requirements to deploy firearms effectively to protect persons in an operational situation, minimising risk to self and others. This includes justifying judgements about use of firearms.

This unit was written for a Naval Defence environment but is applicable to any individual in this field of work. Tasks are carried out on a ship in a range of conditions that would typically apply to a lengthy operation, while minimising or eliminating environmental stresses and hazards, risk to personnel, vessel and the environment, and preserving individual safety.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

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Those undertaking this unit would generally perform routine tasks as part of a team and under indirect supervision. They would need to be prepared for a wide of range of contexts that could be unfamiliar and highly unpredictable.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Competency Field

Maritime Operations

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Perform pre-operational checks	1.1 Perform firearm checks by drawing, inspecting and proofing weapon. 1.2 Issue ammunition. 1.3 Receive and acknowledge an operational brief.
2. Assess the need to use firearms	2.1 Evaluate use of firearm against Use of force guidelines, legal requirements and organisational policy and procedures. 2.2 Determine person's intentions by assessing risk factors and opportunities. 2.3 Consider capacity to complete action prior to commencement and assess viability of alternative actions.
3. Use firearms	3.1 Identify situations requiring assistance and request support. 3.2 Secure, protect and provide access to firearm carriage. 3.3 Maintain tactical positioning consistent with the assessment of person's intentions and anticipated range of possible actions. 3.4 Maintain weapons. 3.5 Justify judgements on the use of firearms. 3.6 Select ammunition. 3.7 Select protective equipment. 3.8 Discharge firearm only to stop the progress of life-threatening situations.
4. Contain incident	4.1 Adjust or discontinue response with changing circumstances. 4.2 Confirm resolution and isolation of threat by constantly monitoring person's positions and behaviour. 4.3 Detain persons.

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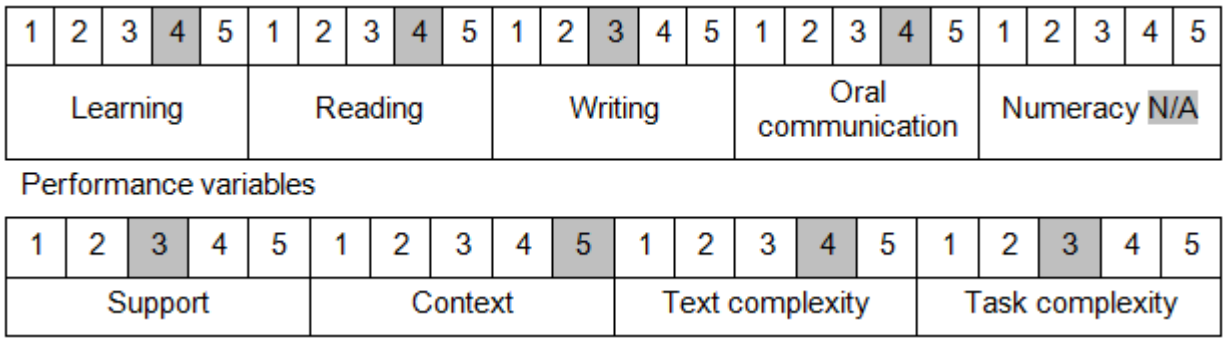
	4.4 Monitor and provide adequate aftercare to persons injured by firearms discharge.
5. Evaluate response	5.1 Review and evaluate effectiveness of response by providing observations of the incident. 5.2 Maintain system, records and reporting procedures. 5.3 Recognise effects of stress on self and use stress management techniques to diffuse.

Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

ACSF levels indicative of performance:



Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

Unit Mapping Information

This unit supersedes and is equivalent to DEFBM004C Defend persons using firearms.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFSEA004 Defend persons using firearms

Modification History

Release	Comments
1	These Assessment Requirements were released in DEF Defence Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- applying basic problem solving strategies
- applying legislative and/or legal provisions, including provisions governing the use of force, reactive force, misuse of force, proactive force and the duty of care under criminal, civil and international law
- applying observation and surveillance techniques
- communicating and negotiating under stressful situations using a variety of verbal and non-verbal communication techniques
- following and interpreting instructions to facilitate solutions within operating parameters and handling and firing weapons accurately
- minimising threat to self and others by use of appropriate force applying use of force principles
- managing own stress and aggression under duress
- selecting response options within specified legal and strategic requirements
- assessing the situation and readjusting or discontinuing the response as determined by unexpected changes in circumstances

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

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- legislative and/or legal provisions, including provisions governing the use of force, reactive force, misuse of force, proactive force and the duty of care under criminal, civil and international law
- organisational policy and procedures relating to the use of firearms, incident management and effecting arrest

Assessment Conditions

Competency should be assessed in an actual workplace or in a simulated environment, with access to equipment and infrastructure appropriate to the outcome. Competency should be demonstrated over time to ensure the candidate is assessed across a variety of situations.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFSEA005 Maintain weapons and associated equipment

Modification History

Release	Comments
1	This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to DEFBM005C Maintain weapons and associated equipment. • Unit code updated • Content and formatting updated to comply with new standards • All PC transitioned from passive to active voice • PC 1.2 removed • PC added in element 2

Application

This unit describes the skills required to plan and conduct operational maintenance and to store weapons and associated equipment.

This unit would be typically implemented in a Naval Defence environment but is applicable to any individual in this field of work. Tasks are carried out on a ship in a range of conditions that would typically apply to a lengthy operation, while minimising or eliminating environmental stresses and hazards, risk to personnel, vessel and the environment, and preserving individual safety.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would generally perform routine tasks as part of a team and under supervision in a routine context.

No licensing, legislative or certification requirements apply to unit at the time of publication.

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Competency Field

Maritime Operations

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Plan for weapons and associated equipment maintenance	1.1 Obtain and confirm maintenance task requirements with supervisor. 1.2 Select and wear appropriate personal protective equipment. 1.3 Identify and obtain maintenance manual, plan and schedule. 1.4 Interpret and follow maintenance procedures.
2. Assess weapons and associated equipment serviceability	2.1 Check safe weapons and associated equipment. 2.2 Disassemble weapons and associated equipment. 2.3 Clean weapon. 2.4 Assess serviceability of weapons and associated equipment. 2.5 Identify defects. 2.6 Prepare weapons and associated equipment assessed unserviceable beyond operational repair facilities for return. 2.7 Select and check applicable test equipment and tools for serviceability. 2.8 Secure weapons and associated equipment.
3. Record maintenance	3.1 Raise defect reports and forward them to the appropriate authority. 3.2 Record maintenance.

Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

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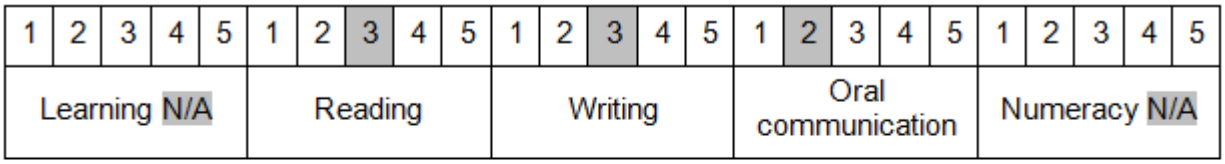
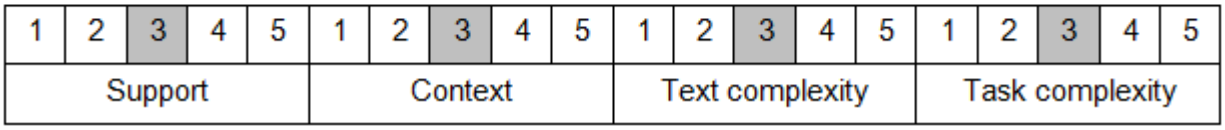
ACSF levels indicative of performance:



Performance variables



Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

Unit Mapping Information

This unit supersedes and is equivalent to DEFBM005C Maintain weapons and associated equipment.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFSEA005 Maintain weapons and associated equipment

Modification History

Release	Comments
1	These Assessment Requirements were released in DEF Defence Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- following instructions
- reporting verbally and in writing
- interpreting maintenance system, publications and documentation
- using cleaning and preservation chemicals
- maximising individual and others' safety in a way that does not impair the operational effectiveness of the unit

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- legal and Defence weapon stowage requirements

Assessment Conditions

Competency should be assessed in an actual workplace or in a simulated environment, with access to equipment and infrastructure appropriate to the outcome. Competency should be demonstrated over time to ensure the candidate is assessed across a variety of situations.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFSEA006 Track and engage targets

Modification History

Release	Comments
1	This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to DEFBM006C Track and engage targets. • Unit code updated • Content and formatting updated to comply with new standards • All PC transitioned from passive to active voice • Element 1 and 2 merged • PC 3.1 and 3.2 merged and PC 3.3 and 3.4 merged

Application

This unit covers the competency required to track and engage targets, and to maintain a tactical lookout during naval operations.

This unit would be typically implemented in a Naval Defence environment but is applicable to any individual in this field of work. Tasks are carried out on a ship in a range of conditions that would typically apply to a lengthy operation, while minimising or eliminating environmental stresses and hazards, risk to personnel, vessel and the environment, and preserving individual safety.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would act in a broad range of contexts that could be highly unpredictable, under indirect supervision, as part of a team, while performing routine tasks that can involve less-familiar steps.

No licensing, legislative or certification requirements apply to unit at the time of publication.

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Competency Field

Maritime Operations

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Search/track designated sector using tracking equipment	1.1 Test, clean and maintain lookout and tracking equipment. 1.2 Acknowledge orders from attended briefing. 1.3 Identify and record designated sector. 1.4 Select, use and operate tracking equipment. 1.5 Search designated sector. 1.6 Identify and confirm potential threats/targets. 1.7 Maintain target track. 1.8 Report target. 1.9 Update target information.
2. Engage target	2.1 Select required ammunition type and load weapon (close range or medium range). 2.2 Receive and acknowledge orders and engage target. 2.3 Report on target and weapon state to command.

Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

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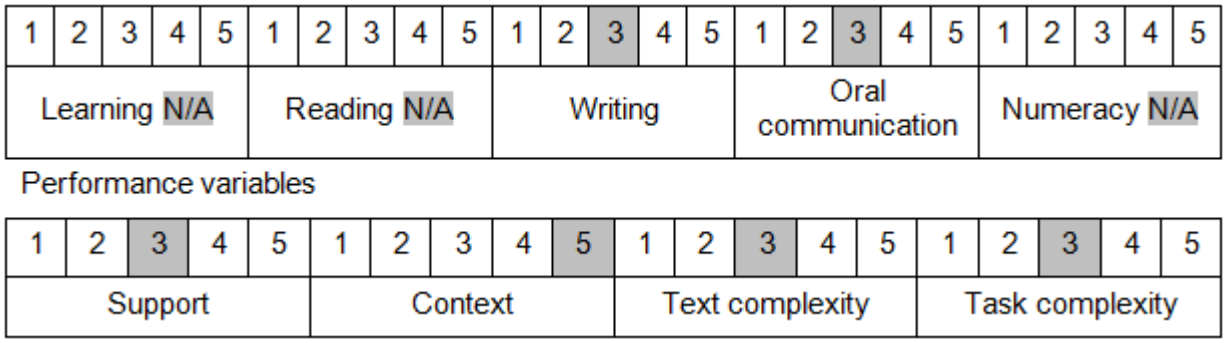
ACSF levels indicative of performance:



Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

Unit Mapping Information

This unit supersedes and is equivalent to DEFBM006C Track and engage targets.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFSEA006 Track and engage targets

Modification History

Release	Comments
1	These Assessment Requirements were released in DEF Defence Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- following instructions
- responding to orders and emergencies
- recognising potential threats
- using information technology
- responding to directions

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- composition of teams, and roles and responsibilities of team members
- identification of potential threats
- interpretation of operational orders

Assessment Conditions

Competency should be assessed in an actual workplace or in a simulated environment, with access to equipment and infrastructure appropriate to the outcome. Competency should be demonstrated over time to ensure the candidate is assessed across a variety of situations.

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Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFSEA007 Assist in ship navigation

Modification History

Release	Comments
1	This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to DEFBM007A Assist in ship navigation. • Unit code updated • Content and formatting updated to comply with new standards • All PC transitioned from passive to active voice • PC 1.2 removed

Application

This unit describes the skills required to assist in ship navigation, including storing and maintaining navigational documentation and operating navigational equipment to assist the ship navigator.

This unit would be typically implemented in a Naval Defence environment but is applicable to any individual in this field of work. Tasks are carried out on a ship in a range of conditions that would typically apply to a lengthy operation, while minimising or eliminating environmental stresses and hazards, risk to personnel, vessel and the environment, and preserving individual safety.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would generally perform routine tasks as part of a team and under indirect supervision. They would need to be prepared for a wide of range of contexts that could be unfamiliar and highly unpredictable.

No licensing, legislative or certification requirements apply to unit at the time of publication.

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Competency Field

Maritime Operations

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Prepare for navigational operations	1.1 Collect task requirements and confirm with supervisor. 1.2 Store, update and complete navigational documentation. 1.3 Store, select, inspect and test navigational equipment and report faults. 1.4 Prepare bridge and navigational spaces for navigational operations.
2. Assist in navigation of ship	2.1 Maintain communication with team members throughout navigational operations. 2.2 Obtain, interpret, clarify and complete instructions. 2.3 Obtain, record and interpret navigational information and use to inform navigational operations. 2.4 Operate navigational equipment. 2.5 Record and plot navigational manoeuvres. 2.6 Use navigational information to assist hydrographical operations. 2.7 Report issues beyond own level of authority or competence to rectify to supervisor and take action as directed.

Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

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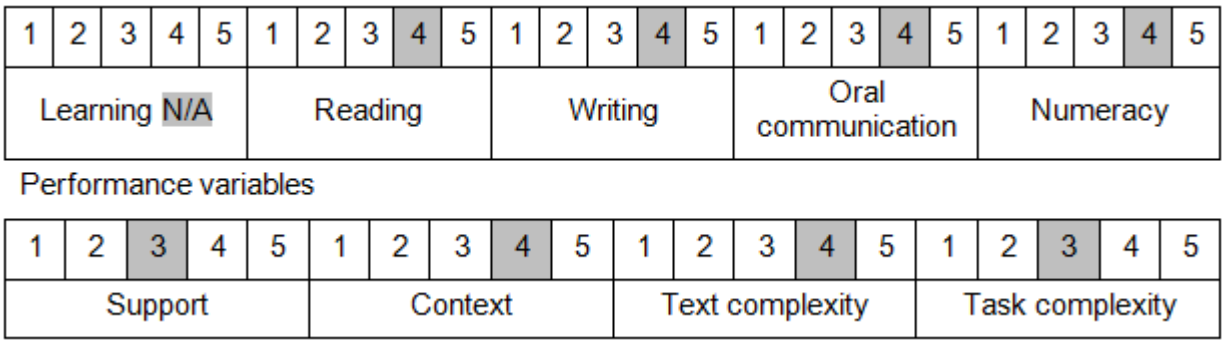
ACSF levels indicative of performance:



Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

Unit Mapping Information

This unit supersedes and is equivalent to DEFBM007A Assist in ship navigation.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFSEA007 Assist in ship navigation

Modification History

Release	Comments
1	These Assessment Requirements were released in DEF Defence Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- following instructions and reporting information
- using verbal and non-verbal communication techniques
- responding to directions

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- navigational principles
- relevant operational policies and procedures
- uses of provided equipment

Assessment Conditions

Competency should be assessed in an actual workplace or in a simulated environment, with access to equipment and infrastructure appropriate to the outcome. Competency should be demonstrated over time to ensure the candidate is assessed across a variety of situations.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFSEA008 Operate a chaff firing system

Modification History

Release	Comments
1	This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to DEFBM008A Operate a chaff firing system. • Unit code updated • Content and formatting updated to comply with new standards • All PC transitioned from passive to active voice • PC 1.2 removed

Application

This unit describes the skills required to operate a chaff firing system. It includes handling ammunition, and loading and unloading a chaff firing system. It also involves strict compliance with safety precautions and responding to commands from a supervisor.

This unit typically applies to a Naval Defence environment and was developed for boatswain's mates but is applicable to any individual in this field of work.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would generally perform routine tasks as part of a team and under indirect supervision. They would need to be prepared for a wide of range of contexts that could be unfamiliar and highly unpredictable.

No licensing, legislative or certification requirements apply to unit at the time of publication.

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Competency Field

Maritime Operations

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Load and unload chaff firing system	1.1 Collect task requirements and confirm with supervisor. 1.2 Select and wear appropriate personal protective equipment. 1.3 Maintain communication with team members throughout chaff firing operations. 1.4 Conduct pre-firing checks under supervisor directions. 1.5 Identify and select ammunition. 1.6 Load and unload chaff firing system under supervisor directions. 1.7 Recognise and act on pre-firing warnings. 1.8 Respond to emergencies/incidents.
2. Secure chaff firing system	2.1 Check chaff firing system for serviceability and safety under supervisor directions. 2.2 Report faults or damage. 2.3 Clean, inspect, carry and secure ammunition.

Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

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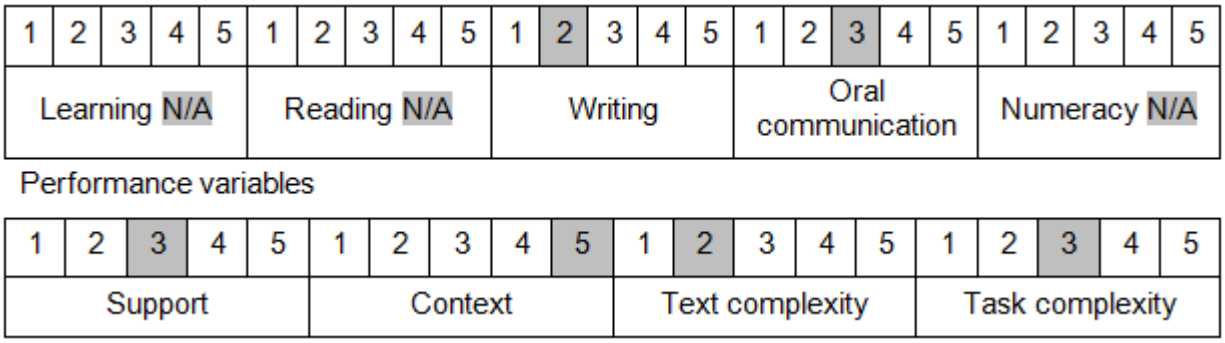
ACSF levels indicative of performance:



Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

Unit Mapping Information

This unit supersedes and is equivalent to DEFBM008A Operate a chaff firing system.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFSEA008 Operate a chaff firing system

Modification History

Release	Comments
1	These Assessment Requirements were released in DEF Defence Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- following instructions
- participating in a team
- responding to directions

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- operational procedures
- impact of environmental conditions on operations

Assessment Conditions

Competency should be assessed in an actual workplace or in a simulated environment, with access to equipment and infrastructure appropriate to the outcome. Competency should be demonstrated over time to ensure the candidate is assessed across a variety of situations.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFSEA009 Operate a visual target designation system

Modification History

Release	Comments
1	This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to DEFBM009A Operate a visual target designator system. • Unit code updated • Content and formatting updated to comply with new standards • All PC transitioned from passive to active voice • PC 1.1 removed

Application

This unit describes the skills required to operate a visual target designation system. It includes preparing the equipment for operation, acquiring air and surface targets, interpreting position data and communicating information for use in targeting.

This unit typically applies to a Naval Defence environment and was developed for boatswain's mates but is applicable to any individual in this field of work.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would generally perform routine tasks as part of a team and under indirect supervision. They would need to be prepared for a wide of range of contexts that could be unfamiliar and highly unpredictable.

No licensing, legislative or certification requirements apply to unit at the time of publication.

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Competency Field

Maritime Operations

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Prepare visual target designation system	1.1 Select and wear personal protective equipment. 1.2 Inspect and test target designation system components and report faults.
2. Operate visual target designation equipment	2.1 Collect task requirements and confirm with supervisor. 2.2 Maintain communication with operations room throughout operations. 2.3 Conduct area search. 2.4 Report collected target information. 2.5 Identify targets and confirm with supervisor. 2.6 Sight and track targets using the system as directed. 2.7 Fire remote weapon using the system as ordered by supervisor. 2.8 Respond to emergencies/incidents.
3. Finalise operations	3.1 Cease or transfer system operation to new operator as directed by supervisor. 3.2 Clean and secure system. 3.3 Report to supervisor on completion.

Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

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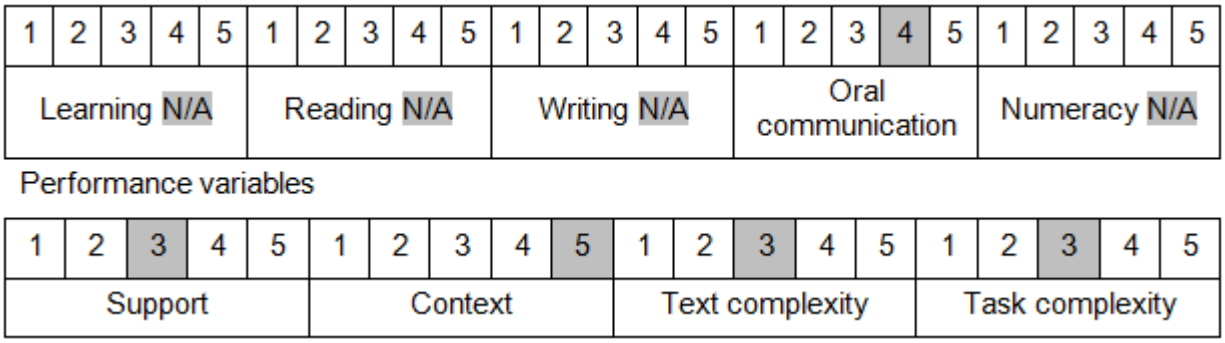
ACSF levels indicative of performance:



Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

Unit Mapping Information

This unit supersedes and is equivalent to DEFBM009A Operate a visual target designator system.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFSEA009 Operate a visual target designation system

Modification History

Release	Comments
1	These Assessment Requirements were released in DEF Defence Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- using correct voice and reporting
- following instructions and responding to directions
- using cleaning equipment

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- gunnery terminology

Assessment Conditions

Competency should be assessed in an actual workplace or in a simulated environment, with access to equipment and infrastructure appropriate to the outcome. Competency should be demonstrated over time to ensure the candidate is assessed across a variety of situations.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFSEN001 Operate a radar system

Modification History

Release 2. Modifications made to Assessment Conditions.

Release 1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFSO001C Operate a radar system.

- Unit code updated
- Content and formatting updated to comply with new standards
- All PC transitioned from passive to active voice
- PC 1.1 removed
- PC 1.4 revised
- PC 2.1 and 2.2 merged

Application

This unit describes the skills required to operate a radar system. It includes the requirement to configure the system, build and maintain the collection, and collate and analyse information to track existing contacts or identify new contacts. This activity could continue for a prolonged period, requiring the operator to hand over effectively to another operator.

This unit was developed for Sensor Operators working within Defence but is applicable to any individual in this field of work.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work as part of a team, under supervision, while performing routine tasks in a broad range of contexts and environments. They use discretion and judgement and take responsibility for the quality of their output.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

Sensor Operations

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Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Configure radar system	**1.1** Confirm serviceability of radar system, recognise and report any fault
	1.2 Optimise radar display for operator use
	1.3 Optimise system in line with the environmental conditions
	1.4 Establish internal and external communications
2 Compile and maintain an electronic picture	**2.1** Identify and discriminate radar contacts by collecting, collating and analysing information
	2.2 Use radar identification friend or foe (IFF) and other available sensors/sources to collect information
	2.3 Report, display and disseminate contact details to stakeholders
	2.4 Respond to threats
	2.5 Report problems or issues beyond own capability to supervisor
3 Finalise operations	**3.1** Cease radar system operation or transfer to new operator as directed by supervisor
	3.2 Secure and stow system
	3.3 Secure and stow documentation
	3.4 Report to supervisor on completion

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit supersedes and is equivalent to DEFSO001C Operate a radar system.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFSEN001 Operate a radar system

Modification History

Release 2. Modifications made to Assessment Conditions.

Release 1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFSO001C Operate a radar system.

- Unit code updated
- Content and formatting updated to comply with new standards
- All PC transitioned from passive to active voice
- PC 1.1 removed
- PC 1.4 revised
- PC 2.1 and 2.2 merged

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and includes:

- conducting daily system operability tests (DSOTs)
- detecting contacts via electronic means
- optimising operations room equipment
- using correct voice procedures
- using identification procedures
- identifying, tracking and reporting contacts over a minimum of one hour
- completing a minimum eight hours of radar systems operations using a manual or automated system
- working within one’s delegated authority

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- basic principles and characteristics of radar
- cryptographic materials
- environmental prediction system
- external/internal communication techniques and voice procedures
- tactical data systems

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Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in simulated workplace operational situations that reflect workplace conditions.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or simulations
- relevant materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- acceptable means of simulation assessment.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFSUR001 Catch aquatic animals in a survival situation

Modification History

Release	Comments
1	This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to DEFSU001B Catch aquatic animals in a survival situation. • Unit code updated • Content and formatting updated to comply with new standards • All PC transitioned from passive to active voice

Application

This unit describes the skills required to catch aquatic animals in a survival situation. This includes preparing improvised fishing resources and conducting fishing operations. The individual is not expected to be an expert fisherperson but rather to have sufficient skills and knowledge to obtain, where possible, a measure of sustenance from waterways to increase their chances of survival.

This unit was developed for Defence personnel but may be relevant to others.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would act autonomously, while performing concrete tasks, in a broad range of contexts which may be highly unpredictable.

No licensing, legislative or certification requirements apply to unit at the time of publication.

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Competency Field

Survival

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Prepare improvised fishing resources	1.1 Assemble improvised tackle from natural resources and basic survival resources (i.e. wire, fish hooks and fishing line). 1.2 Identify and prepare natural fish-stunning agents. 1.3 Bait tackle using locally acquired insects and animals appropriate to the type of aquatic animal being sought.
2. Conduct fishing operation	2.1 Choose location and timing of fishing operation to optimise the chances of success. 2.2 Apply basic fishing techniques to attract the desired aquatic animal to strike. 2.3 Land hooked aquatic animals. 2.4 Site and enhance tidal pools (includes making use of inlets, natural constrictions) to trap aquatic animals during tidal ranges. 2.5 Handle, dispatch, gut and fillet captured aquatic animals, and remove undesirable/poisonous animals from catch. 2.6 Examine guts to identify animals' preferred diet with the aim of targeting particular species and reinvesting offal and offcuts in ongoing fishing operations. 2.7 Implement techniques for maintaining aquatic animals in fresh condition until required for consumption.

Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

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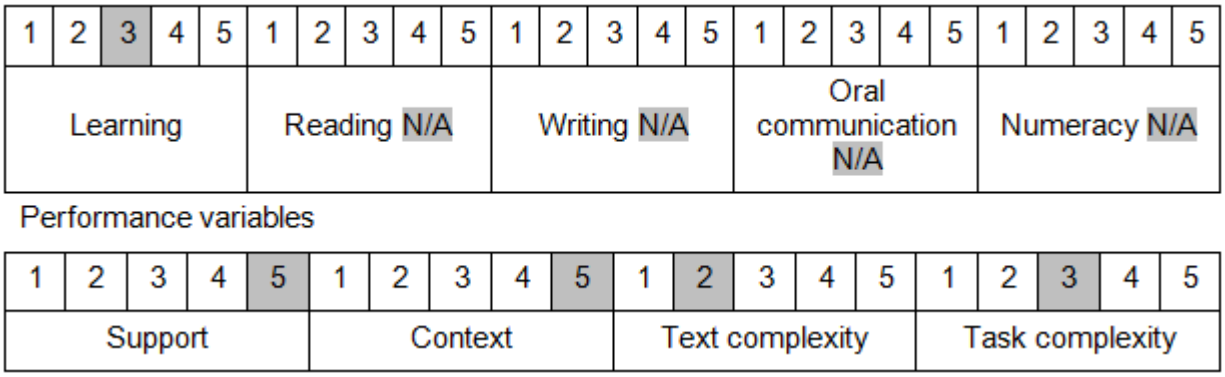
ACSF levels indicative of performance:



Performance variables

Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

Unit Mapping Information

This unit supersedes and is equivalent to DEFSU001B Catch aquatic animals in a survival situation.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFSUR001 Catch aquatic animals in a survival situation

Modification History

Release	Comments
1	These Assessment Requirements were released in DEF Defence Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- siting an appropriate fishing location that optimises the chances of success
- siting and constructing a functional tidal pool of at least two square metres surface area
- maintaining a landed fish either by tethering or depositing in an enclosed pool
- recognising dangerous aquatic animals and predators

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- ciguatera poisoning signs and symptoms
- awareness of dangerous/poisonous aquatic animals and of predators

Assessment Conditions

Competency should be demonstrated over time in a range of fishing activities that could be expected in a survival situation. Competency must be assessed in a simulated workplace environment with access to a suitable assessment area, fish hooks (maximum of five) and fishing line (maximum of five metres).

Consideration must be given to holistic assessment with other survival units.

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While a person can demonstrate the ability to catch aquatic animals, doing so in a survival situation is crucial. Assessment under simulated survival conditions includes:

- food restrictions
- absence of normal living conditions and amenities
- significant period of time

Refer to advice in the companion volumes.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFSUR002 Construct improvised weapons and equipment in a survival situation

Modification History

Release	Comments
1	This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to DEFSU002B Construct improvised weapons and equipment in a survival situation. • Unit code updated • Content and formatting updated to comply with new standards • All PC transitioned from passive to active voice

Application

This unit describes the skills required to use traditional techniques to construct and maintain improvised weapons and equipment in a survival situation. The individual is not expected to be an expert tool maker or craftsperson, but rather to have sufficient skills and knowledge to produce functional items of equipment that will increase their chances of survival.

This unit was developed for Defence personnel but may be relevant to others.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would act autonomously, while performing concrete tasks, in a broad range of contexts which may be highly unpredictable.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Competency Field

Survival

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Prepare for the construction of improvised weapons and equipment	1.1 Determine required weapons (such as bolas, boomerang, spear) and equipment (such as bed, coolamon, digging stick, rock hammer, seat, table, traps and snares) to increase chances of survival and prioritise as appropriate to the situation. 1.2 Develop a basic plan for construction, including general design, labour and resource requirements of desired items. 1.3 Gather natural resources to meet the concept of design. 1.4 Make two-ply string from fibrous material for use in binding and securing.
2. Construct improvised weapons and equipment	2.1 Use heat to shape timber (induce and/or remove bends). 2.2 Cut notches, edges and settings into timber to fit and secure additional items. 2.3 Use heat to harden timber to prevent wearing, blunting and splitting. 2.4 Use knots and lashes to secure additional items. 2.5 Add padding using grasses and barks to survival equipment. 2.6 Weave or assemble baskets using natural resources to store survival items. 2.7 Maintain and preserve weapons and equipment using improvised preservation techniques, including plant and animal oils, saps and smoking.

Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

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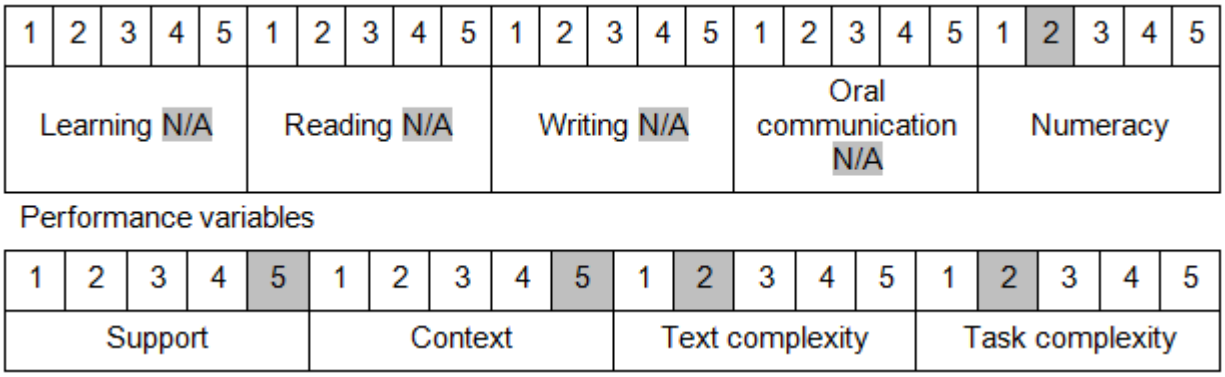
ACSF levels indicative of performance:



Performance variables

Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

Unit Mapping Information

This unit supersedes and is equivalent to DEFSU002B Construct improvised weapons and equipment in a survival situation.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFSUR002 Construct improvised weapons and equipment in a survival situation

Modification History

Release	Comments
1	These Assessment Requirements were released in DEF Defence Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- sharpening and maintaining a knife
- tying knots and lashings/seizing/whipping
- maintaining a range of survival weapons and equipment
- producing a range of items according to the survival situation, but must include:
  - either digging stick:
    - length – minimum half user's body length
    - shaft diameter – minimum 2.5 centimetres
    - plumb – not greater than seven degrees off 'true' from point to end
    - point – fire hardened sufficiently to deny fingernail from making any marking/indentation
  - or spear:
    - length – minimum three-quarters user's body length
    - shaft diameter – maximum two centimetres
    - plumb – not greater than seven degrees off 'true' from point to end
    - point – fire hardened sufficiently to deny fingernail from making any marking/indentation
  - either bed:
    - length and width – must cover user's body when flat with arms by sides
    - height – must elevate user at least ten centimetres off the ground
    - level – must be level

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    - strength – must withstand weight of user and frame must remain rigid under user's movements
    - comfort – must have sufficient padding to prevent framework from unduly discomforting user
- or seat:
    - dimensions – seat must cover user's posterior
    - height – must elevate to user's knee level off the ground
    - level – must be level
    - strength – must withstand weight of user and frame must remain rigid under user's movements
    - comfort – must have sufficient padding (including bark, grass)to prevent discomfort through pressure of framework
    - improvised cordage:
    - six metres
    - minimum two-ply lay
    - capable of supporting twenty kilograms weight
    - maximum six millimetres diameter
- basket:
    - minimum side and bottom length twenty centimetres
    - carry handle attached
    - capable of securing survival items during travel

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- knife and weapon safety
- fire safety

Assessment Conditions

Competency must be assessed in a simulated workplace environment with access to a suitable assessment area, with natural resources and a knife.

Consideration must be given to holistic assessment with other survival units.

While a person can demonstrate the ability to construct improvised weapons and equipment, doing so in a survival situation is crucial. Assessment under simulated survival conditions includes:

- food restrictions

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- absence of normal living conditions and amenities
- significant period of time

Refer to advice in the companion volumes.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFSUR003 Employ visual emergency signalling techniques in a survival situation

Modification History

Release	Comments
1	This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to DEFSU003B Employ visual emergency signalling techniques in a survival situation. • Unit code updated • Content and formatting updated to comply with new standards • All PC transitioned from passive to active voice • PC 3.3 revised

Application

This unit describes the skills required to employ visual emergency signalling techniques in a survival situation. The individual is not meant to be an expert signaller, but must demonstrate sufficient skills and knowledge to construct, maintain and employ functional emergency signalling devices to enhance their survival through the attraction of, and basic communication with, search and rescue (SAR) agencies.

This unit was developed for Defence personnel but may be relevant to others.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would act autonomously, while performing concrete tasks, in a broad range of contexts which may be highly unpredictable.

No licensing, legislative or certification requirements apply to unit at the time of publication.

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Competency Field

Survival

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Prepare for construction of visual emergency signals	1.1 Assess available natural and artificial resources for their application in emergency signalling. 1.2 Examine local area and identify the ground that would afford optimum visibility to searchers but minimum physical effort to the survivor. 1.3 Observe and note sun's transit to determine the optimum placement of reflective signalling devices.
2. Prepare emergency signalling devices for use	2.1 Site and construct ground-to-air emergency signals using purpose signal marker panels and/or improvised markers to optimise visibility from the air. 2.2 Site and construct tinsel/Christmas tree devices using artificial resources to optimise visibility from the air. 2.3 Site and construct an emergency signal fire to optimise visibility from the air, considering the prevailing wind's effect (if any) on smoke trails. 2.4 Site and excavate shadow trenches, considering the sun's movement. 2.5 Prepare purpose-built signalling devices.
3. Employ visual emergency signals	3.1 Initiate an emergency signal fire and utilise fuel to maximise the visual signature. 3.2 Attract search aircraft attention by employing purpose-built signalling devices. 3.3 Interpret and respond to recognition and response signals from search aircraft.

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Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

ACSF levels indicative of performance:

1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Learning N/A					Reading N/A					Writing					Oral communication					Numeracy N/A				

Performance variables

1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Support					Context					Text complexity					Task complexity				

Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

Unit Mapping Information

This unit supersedes and is equivalent to DEFSU003B Employ visual emergency signalling techniques in a survival situation.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFSUR003 Employ visual emergency signalling techniques in a survival situation

Modification History

Release	Comments
1	These Assessment Requirements were released in DEF Defence Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- selecting combustible and ‘smoking’ materials
- constructing, igniting and maintaining a fire
- siting and building a trench symbol, visible from the air at 2000 metres may be a simulated trench if ground is too hard.
- siting and constructing a tinsel tree, visible from the air at 2000 metres
- siting, constructing and maintaining the fuel and foliage stock for the fire
- lighting the fire so that it is well ablaze within 120 seconds and then generating smoke through the application of green foliage
- interpreting and responding to recognition and response signals from search aircraft, including :
  - I require your attention
  - message received and understood
  - message received but not understood
  - follow aircraft in same direction

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- air search/ground search procedures
- aircraft recognition and response/international distress signals

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Assessment Conditions

Competency should be demonstrated using a range of simulated visual emergency signalling techniques that could be expected in a survival situation with access to emergency signalling devices.

Consideration must be given to holistic assessment with other survival units.

While a person can demonstrate the ability to employ visual emergency signalling techniques, doing so in a survival situation is crucial. Assessment under simulated survival conditions includes:

- food restrictions
- absence of normal living conditions and amenities
- significant period of time

Refer to advice in the companion volumes.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFSUR004 Erect a survival shelter using natural resources in a survival situation

Modification History

Release	Comments
1	This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to DEFSU004B Erect a survival shelter using natural resources in a survival situation. • Unit code updated • Content and formatting updated to comply with new standards • All PC transitioned from passive to active voice • PC 2.2 and 2.3 revised

Application

This unit describes the skills required to erect a survival shelter in a survival situation. The individual is not expected to be an expert in building construction, but rather to have the requisite skills and knowledge to identify the elemental threats to his/her survival such as sun, wind and rain, and to establish a survival shelter to provide the necessary protection. The shelter may take advantage of established natural features or may demand stand-alone construction from natural resources. This unit assumes that manufactured resources are not available.

This unit was developed for Defence personnel but may be relevant to others

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would act autonomously, while performing concrete tasks, in a broad range of contexts which may be highly unpredictable.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Competency Field

Survival

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Prepare resources for erection of survival shelter	1.1 Identify potential threat to personal survival posed by the elements and use natural features to provide immediate protection. 1.2 Optimise survival shelter's siting for protection from the elements and to minimise hazards to the survivalist, taking advantage, where possible, of existing natural resources. 1.3 Collect resources to construct survival shelter to maximise shelter strength and protection, while minimising physical effort.
2. Construct survival shelter	2.1 Construct traditional two-ply string for use in binding and securing. 2.2 Establish survival shelter's framework, taking maximum advantage of the strength of natural junction points such as forks, by using and binding with improvised cordage. 2.3 Protect survival shelter from wind and rain, using shingling (bark sections and large leaves) and thatching (bound grass and bundled grass) for roofing and siding.

Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

ACSF levels indicative of performance:

1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Learning					Reading N/A					Writing N/A					Oral communication N/A					Numeracy N/A				

Performance variables

1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Support					Context					Text complexity					Task complexity				

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Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

Unit Mapping Information

This unit supersedes and is equivalent to DEFSU004B Erect a survival shelter using natural resources in a survival situation.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFSUR004 Erect a survival shelter using natural resources in a survival situation

Modification History

Release	Comments
1	These Assessment Requirements were released in DEF Defence Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- tying knots and lashes
- constructing at least two shelters capable of withstanding a vertical or horizontal loading to the framework of 300N; that repels all water when twenty litres is poured along the top/leading edge of the structure to simulate rain; whose tiling and thatching remains adhered to the shelter under wind conditions of Beaufort scale 4 (11–16 knots)
- using and binding with improvised cordage including at least one of
  - animal skins/gut
  - bark strips
  - reeds and grasses
  - traditional two-ply string

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- priorities of survival
- threats to survival from elements

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Assessment Conditions

Competency must be assessed in a simulated workplace environment, including access to an appropriate remote survival area that has suitable natural resources and natural features; and a knife.

Consideration must be given to holistic assessment with other survival units.

While a person can demonstrate the technical ability to construct and maintain a shelter, doing so in a survival situation is crucial. Assessment under simulated survival conditions includes:

- food restrictions
- absence of normal living conditions and amenities
- significant period of time

Refer to advice in the companion volumes.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFSUR005 Maintain physical and emotional health and fitness in a survival environment

Modification History

Release	Comments
1	This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to DEFSU005B Maintain physical and emotional health and fitness in a survival environment. • Unit code updated • Content and formatting updated to comply with new standards • All PC transitioned from passive to active voice

Application

This unit describes the skills required to demonstrate the personal qualities of resilience and resoluteness under the hardships that must be endured to survive at the individual level, as well as the interpersonal skills to optimise the survival opportunities of the team. This unit also includes the discipline to ration food and water despite constant hunger and thirst, and to undertake arduous tasks despite increasing levels of fatigue and the diminishing potential of rescue. Individuals must demonstrate a robust standard of physical health and a meticulous attitude to personal safety and hygiene.

This unit was developed for Defence personnel but may be relevant to others.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would act autonomously, while performing concrete tasks, in a broad range of contexts which may be highly unpredictable.

No licensing, legislative or certification requirements apply to unit at the time of publication.

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Competency Field

Survival

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Maintain personal health and safety	1.1 Minimise threats of disease, distraction and discomfort. 1.2 Minimise threats posed by exposure to the sun. 1.3 Handle equipment safely to prevent cuts. 1.4 Immediately treat injuries such as cuts and burns. 1.5 Take opportunities to improve personal hygiene, including cleaning teeth, grooming, washing skin and clothes.
2. Maintain a healthy and safe environment	2.1 Treat fire with respect to prevent injury or ignition of campsite and surrounds. 2.2 Establish latrine and slaughter areas away from the camp area to prevent disease and attraction of disease carriers. 2.3 Clear camp area of rubbish and food scraps to prevent disease and attraction of disease carriers. 2.4 Maintain safe distances from potential animal dangers.
3. Optimise the chances of survival	3.1 Maintain a positive and proactive attitude towards the survival situation by constantly reinforcing the goal of rescue. 3.2 Contain personal fears and tensions and avoid allowing them to impact on others. 3.3 Provide positive and constructive input to the group to support agreement on the survival tasks and the priority and manner in which they will be conducted to maximise outcomes and minimise energy expenditure. 3.4 Accept and undertake survival tasks allocated by the team. 3.5 Consume available resources, as rationed by the team. 3.6 Identify signs of concern in others and provide reassurance accordingly to prevent deterioration of the individual and/or the group.

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Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

ACSF levels indicative of performance:

1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Learning					Reading N/A					Writing N/A					Oral communication					Numeracy N/A				

Performance variables

1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Support					Context					Text complexity					Task complexity				

Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

Unit Mapping Information

This unit supersedes and is equivalent to DEFSU005B Maintain physical and emotional health and fitness in a survival environment.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFSUR005 Maintain physical and emotional health and fitness in a survival environment

Modification History

Release	Comments
1	These Assessment Requirements were released in DEF Defence Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- maintaining personal health and fitness by cleaning and treating minor injuries
- maintaining a positive attitude

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- factors impacting on stress and personal health and fitness
- fire safety
- health and hygiene
- natural remedies provided by plant material
- safety in a survival situation

Assessment Conditions

Competency must be assessed in a simulated workplace environment (with access to a suitable assessment area), and in a team.

Consideration must be given to holistic assessment with other survival units.

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While a person can demonstrate the ability to maintain physical and emotional health and fitness, doing so in a survival situation is crucial. Assessment under simulated survival conditions includes:

- food restrictions
- absence of normal living conditions and amenities
- significant period of time

Refer to advice in the companion volumes.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFSUR006 Navigate using celestial aids

Modification History

Release	Comments
1	This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to DEFSU012 Navigate using celestial aids. • Unit code updated • Content and formatting updated to comply with new standards • All PC transitioned from passive to active voice • PC 1.3, 5.2 and 6.2 revised • PC 3.3 and 3.4 merged

Application

This unit describes the skills required to navigate using celestial aids, by both day and night, to a destination, within standard tolerances of accuracy, without the use of the normal range of navigation aids.

This unit was developed for military personnel required to operate in a remote, deployed operational environment, but is applicable to any individual who is required to navigate using celestial aids. Alternatively, if an approximate position is known relative to a highway, waterway or coast, where either survival or rescue is better effected, the individual will have sufficient skills and knowledge to remain on a constant bearing and estimate distance travelled.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would act autonomously, while performing concrete tasks, in a broad range of contexts which may be highly unpredictable.

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No licensing, legislative or certification requirements apply to unit at the time of publication.

Competency Field

Survival

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Establish cardinal points by day using the sun	1.1 Construct a sun compass in an open and level area to record complete movement of the sun over a solar day. 1.2 Mark true north, associated cardinal points and the arc of the sun on the sun compass. 1.3 Mark true north and associated cardinal points using a quick shadow stick method (maximum of twenty minutes of solar transit) and making allowance for the deviation arising from early morning or late afternoon siting.
2. Establish cardinal points by night using celestial aids	2.1 Extrapolate the location of cardinal points by identifying and using celestial bodies. 2.2 Extrapolate the location of the celestial pole by identifying and using celestial bodies. 2.3 Extrapolate true south (or north) by using the celestial pole on the earth/sky horizon and by establishing a compass showing all cardinal points on the ground.
3. Employ improvised direction measuring techniques	3.1 Select appropriate direction of travel to optimise survival or rescue, after analysing the survival situation. 3.2 Construct an improvised protractor using a multi-folded sheet of paper and mark the desired angle of direction. 3.3 Use established cardinal points and directional markings on an improvised protractor to navigate towards a recognisable feature in the distance.
4. Employ improvised time measuring techniques	4.1 Estimate elapsed time by measuring the angle of a segment of the sun’s transit and applying an angle by rate calculation. 4.2 Estimate elapsed time by measuring the rotation of a celestial body around the celestial pole, and applying an angle by rate calculation.
5. Employ	5.1 Estimate distance by counting number of paces taken and

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improvised distance measuring techniques	applying a pace by length of pace calculation. 5.2 Estimate distance by travelling at constant estimated velocity walking pace of four km/h and applying a velocity by time calculation.
6. Determine overall position relative to start point and navigate back	6.1 Draw grid system using a standard scale on a sheet of paper, and mark cardinal points and start point. 6.2 Draw physical navigation movements as scaled vectors from the start point. 6.3 Aggregate individual navigation vectors to determine final position relative to the start point. 6.4 Determine return vector, including bearing and distance, to return to the start point.

Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

ACSF levels indicative of performance:

1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Learning N/A					Reading N/A					Writing N/A					Oral communication N/A					Numeracy				

Performance variables

1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Support					Context					Text complexity					Task complexity				

Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

Unit Mapping Information

This unit supersedes and is equivalent to DEFSU012 Navigate using celestial aids.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFSUR006 Navigate using celestial aids

Modification History

Release	Comments
1	These Assessment Requirements were released in DEF Defence Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- identifying celestial bodies
- navigating
  - five kilometres within a solar day, which may be broken into legs of not less than one kilometre, but must include at least four legs, as part of a navigation circuit; on completion, navigators are to submit a vector diagram detailing their final position relative to their start point accurate to within 10% (of distance and direction)
  - five kilometres within eight hours at night, which may be broken into legs of not less than one kilometre, but must include at least four legs, as part of a navigation circuit; on completion, navigators are to submit a vector diagram detailing their final position relative to their start point accurate to within 10% (of distance and direction)
- locating cardinal points and true north
  - by day: make adjustments for the shadow arc, dependent upon the time, when using only a partial segment of a solar day (maximum twenty minute fix) to locate the cardinal points; and to indicate true north to within 10% with a sun compass, using a twenty minute fix
  - by night: implement contingency skills when there is partial cloud in the night sky; and to employ five different celestial body indication techniques to locate the cardinal points, either directly or through extrapolation via the celestial pole

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Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- angles (in degrees)
- basic physics (velocity/distance/time)
- cardinal points (magnetic and true)
- earth's orbit and rotation in relation to the sun and night sky, including the celestial pole phenomenon
- mathematical calculations including:
  - distance travelled:
    - velocity x time
    - pace length x number of paces
  - elapsed time:
    - rate of (apparent) movement of sun (15 degrees/hour x solar angle subtended)
    - rate of (apparent) movement of night sky around the celestial pole (15 degrees/hour x angle subtended by nominated celestial body)
    -

Assessment Conditions

Competency should be assessed in an actual workplace or in a simulated environment, with access to equipment and infrastructure appropriate to the outcome. Competency should be demonstrated over time to ensure the candidate is assessed across a variety of situations. Competency must be assessed in an area that has an unmodified landscape, with access to pen and paper.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFSUR007 Preserve and cook foodstuffs in a survival situation

Modification History

Release	Comments
1	This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to DEFSU007B Preserve and cook foodstuffs in a survival situation. • Unit code updated • Content and formatting updated to comply with new standards • All PC transitioned from passive to active voice

Application

This unit describes the skills required to preserve and cook foodstuffs in a survival situation. This unit also covers the prudent management of food assets and implementing personal measures to minimise energy expenditure to enhance survival chances. The individual is not expected to be a camp chef, but rather to possess sufficient skills and knowledge to obtain, where possible, a measure of sustenance from the environment through cooking, or preserving for longer-term consumption.

This unit was developed for Defence personnel but may be relevant to others.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would act autonomously, while performing concrete tasks, in a broad range of contexts which may be highly unpredictable.

No licensing, legislative or certification requirements apply to unit at the time of publication.

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Competency Field

Survival

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Preserve and cook flora and fauna	1.1 Apply testing procedures to unknown flora to identify their fitness for consumption. 1.2 Remove harmful components of animal and vegetable foodstuffs. 1.3 Use improvised cooking techniques to prepare animal and vegetable foodstuffs for consumption to reduce the chances of acquiring parasites and germs. 1.4 Use improvised preserving techniques to preserve animal and vegetable foodstuffs to allow long-term storage without any harmful organisms spoiling the foodstuff.
2. Manage food resources	2.1 Implement energy management techniques to minimise unnecessary wastage. 2.2 Ration foodstuffs in accordance with survival requirements.

Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

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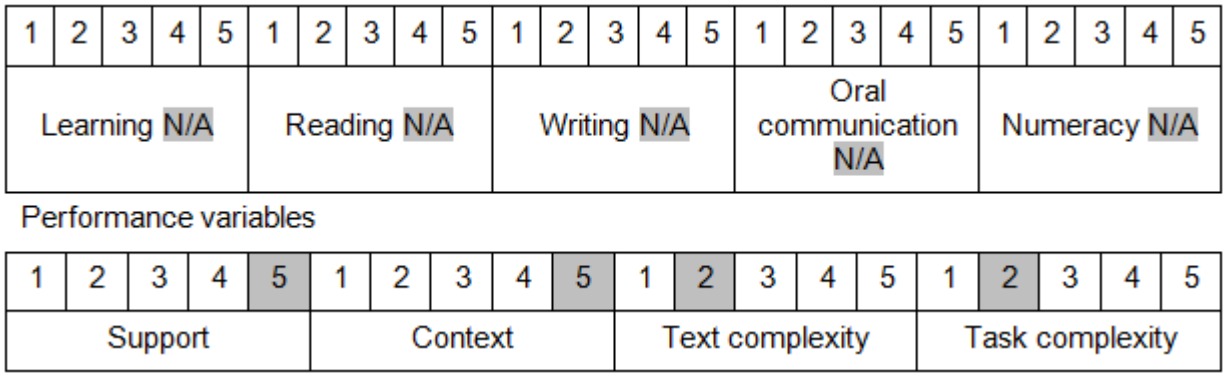
ACSF levels indicative of performance:



Performance variables

Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

Unit Mapping Information

This unit supersedes and is equivalent to DEFSU007B Preserve and cook foodstuffs in a survival situation.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFSUR007 Preserve and cook foodstuffs in a survival situation

Modification History

Release	Comments
1	These Assessment Requirements were released in DEF Defence Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- using improvised cooking techniques for at least one animal and at least one vegetable foodstuff by two of the following methods on different meal occasions:
  - roasting
  - earth oven
  - boiling
  - grilling/frying
- applying safety principles to ensure potential parasites and other organisms are destroyed by cooking, without destroying the foodstuff by burning or overcooking
- preserving foodstuff for at least one animal and at least one vegetable foodstuff quantity sufficient for at least two separate survival meals by two of the following methods:
  - drying
  - smoking
  - salting
- using curing techniques, making sure that maggot or bacterial infestation does not spoil the foodstuff (the preserved foodstuff should not suffer deterioration for two days [minimum] after curing, and must then be consumed by the survivor as part of their survival diet)

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Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- fire safety
- food testing procedures
- recognition of edible plants

Assessment Conditions

Competency must be assessed in a simulated workplace environment and demonstrated at least once in the test procedure for unknown flora and, as detailed, over a range of occasions for cooking and preserving that could be expected in a survival situation.

Consideration must be given to holistic assessment with other survival units.

While a person can demonstrate the technical ability to cook and preserve foodstuffs, doing so in a survival situation is crucial. Assessment under simulated survival conditions includes:

- food restrictions
- absence of normal living conditions and amenities
- significant period of time

Refer to advice in the companion volumes.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFSUR008 Produce fire using improvised means in a survival situation

Modification History

Release	Comments
1	This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to DEFSU008B Produce fire using improvised means in a survival situation. • Unit code updated • Content and formatting updated to comply with new standards • All PC transitioned from passive to active voice • PC 2.1 revised

Application

This unit describes the skills required to initiate and maintain fire in a survival situation. Fire is one of the most critical survival resources because of the range of applications, from preventing hypothermia and sterilising water to initiating rescue signals. The individual is expected to produce fire from improvised means (which may include traditional means if there are no alternatives).

This unit was developed for Defence personnel but may be relevant to others.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would act autonomously, while performing concrete tasks, in a broad range of contexts which may be highly unpredictable.

No licensing, legislative or certification requirements apply to unit at the time of publication.

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Competency Field

Survival

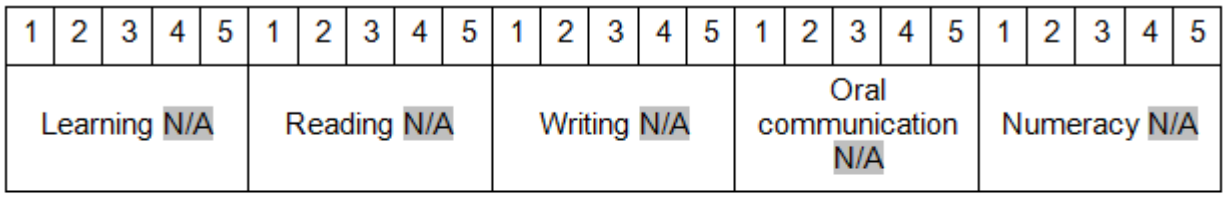
Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Prepare for fire starting	1.1 Collect, dry and protect tinder. 1.2 Collect, prepare and store kindling. 1.3 Collect, prepare and store fuel (branches, logs) in a dry location.
2. Start and maintain fire	2.1 Site and prepare a fire-safe area, minimising threat to survivor effects and equipment and preventing escape of the fire into surrounding vegetation. 2.2 Use improvised means to start fire. 2.3 Prevent fire from extinguishing in all weather conditions.

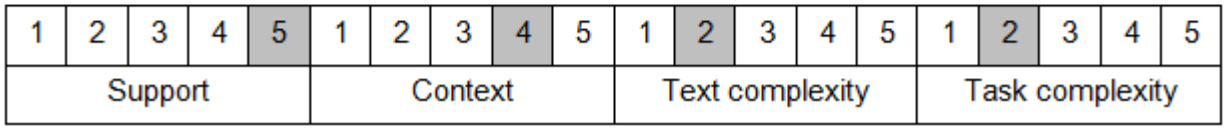
Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

ACSF levels indicative of performance:



Performance variables



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Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

Unit Mapping Information

This unit supersedes and is equivalent to DEFSU008B Produce fire using improvised means in a survival situation.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFSUR008 Produce fire using improvised means in a survival situation

Modification History

Release	Comments
1	These Assessment Requirements were released in DEF Defence Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- implementing fire safety
- producing fire from traditional means and friction
- nurturing the ember into a robust flame through the careful and sequential additions of tinder, kindling and fuel
- maintaining a fire continuously regardless of weather conditions
- demonstrating due regard to the safety of persons and equipment, and the surrounding environment

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- fire safety
- hypothermia
- range of applications of fire in a survival situation

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Assessment Conditions

Competency must be demonstrated once under the range of methods detailed in the establishment of fire but the maintenance of fire should be assessed over time. Competency must be assessed in a simulated workplace environment in an appropriate assessment area with access to sufficient suitable dry organic material to start fires; friction method fire-starting resources including bootlace (as bow string); and a knife. Fire should be maintained in all weather conditions including rain.

Consideration must be given to holistic assessment with other survival units.

While a person can demonstrate the technical ability to start and maintain a fire, doing so in a survival situation is crucial. Assessment under simulated survival conditions includes:

- food restrictions
- absence of normal living conditions and amenities
- significant period of time

Refer to advice in the companion volumes.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFSUR009 Trap and kill animals in a survival situation

Modification History

Release	Comments
1	This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to DEFSU009B Trap and kill animals in a survival situation. • Unit code updated • Content and formatting updated to comply with new standards • All PC transitioned from passive to active voice • PC 1.1, 2.6, 2.8 and 2.9 revised • PC 2.1, 2.2 and 2.3 merged

Application

This unit describes the skills required to trap and kill animals in a survival situation. The individual is not expected to be an expert trapper or butcher, but rather to have sufficient skills and knowledge to catch animals using trapping techniques, and to kill and butcher the animal including inspecting for signs of disease.

This unit was developed for Defence personnel but may be relevant to others.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would act autonomously, while performing concrete, tasks in a broad range of contexts which may be highly unpredictable.

No licensing, legislative or certification requirements apply to unit at the time of publication.

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Competency Field

Survival

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Trap animals	1.1 Develop a capture plan including trap height, location and type, as well as means of attraction, by identifying animal signs and by interpreting drinking, eating, foraging, mating, and sleeping habits. 1.2 Acquire bait attractive to the targeted animal. 1.3 Create traps from natural resources. 1.4 Deploy and camouflage traps on likely animal travel routes. 1.5 Check traps regularly for captured animals.
2. Slaughter animals	2.1 Conduct slaughter humanely to cause minimum stress for the animal. 2.2 Skin or pluck carcass. 2.3 Hang carcass for butchering. 2.4 Butcher carcass by cutting edible portions (dressing) of meat and by removing internal organs. 2.5 Inspect offal for signs of disease. 2.6 Protect meat from the elements including flyblow, scavenging animals and the sun. 2.7 Maintain hygiene of the slaughterer. 2.8 Maintain hygiene of the carcass.

Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

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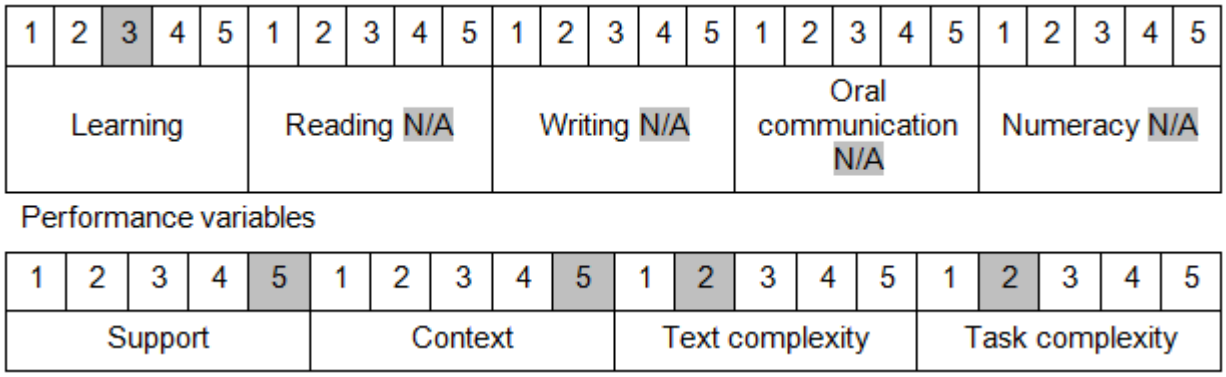
ACSF levels indicative of performance:



Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

Unit Mapping Information

This unit supersedes and is equivalent to DEFSU009B Trap and kill animals in a survival situation.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFSUR009 Trap and kill animals in a survival situation

Modification History

Release	Comments
1	These Assessment Requirements were released in DEF Defence Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- demonstrating safe knife-handling
- constructing, siting, setting and camouflaging the following traps:
  - simple snare – focusing on the functionality of the snare and the fixing of the aperture
  - Fig 4 – focusing on the functionality of the mechanism
  - a frame – focusing on the functionality of the mechanism
- ensuring own safety
- efficiently despatching the slaughter
- removing offal and cuts of meat without rupturing the animal’s internal organs, thereby spoiling the meat
- examining carcasses for disease and parasites

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- basic animal anatomy
- hazards associated with animals

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Assessment Conditions

Competency must be demonstrated in a simulated workplace environment, with access to animals for slaughter. The candidate should have access to a knife as minimum equipment.

Consideration must be given to holistic assessment with other survival units.

While a person can demonstrate the technical ability to capture and kill animals, doing so in a survival situation is crucial. Assessment under simulated survival conditions includes:

- food restrictions
- absence of normal living conditions and amenities
- significant period of time

Refer to advice in the companion volumes.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFSUR010 Locate, treat and manage water in a survival situation

Modification History

Release	Comments
1	This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to DEFSU010B Locate, treat and manage water in a survival situation. • Unit code updated • Content and formatting updated to comply with new standards • All PC transitioned from passive to active voice • PC 2.1, 2.2 and 2.3 revised

Application

This unit describes the skills required to locate, treat (for human consumption) and manage water in a survival situation. This unit also includes extracting water directly through evaporation, transpiration and desalination; filtering techniques; and treating foul water to render it potable. Of equal importance to optimising the input of water, is minimising the expenditure of water. Individuals will need to protect and ration their water assets and to implement measures to minimise water loss to increase their chances of survival.

This unit was developed for Defence personnel but may be relevant to others.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would act autonomously, while performing concrete tasks, in a broad range of contexts which may be highly unpredictable.

No licensing, legislative or certification requirements apply to unit at the time of publication.

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Competency Field

Survival

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Locate and extract water	1.1 Discover water by recognising and investigating the likely locations and the indicators of water. 1.2 Collect water during periods of rain and high atmospheric moisture content. 1.3 Extract water from the ground through evaporation. 1.4 Extract water from vegetation using transpiration.
2. Prepare water for consumption	2.1 Filter water (i.e. clarify content, remove debris and large contaminants) using improvised filtration methods. 2.2 Make water safe for drinking using improvised desalinator system, including boiler (i.e. drum), collector (i.e. bag) and condenser (i.e. tube/pipe). 2.3 Taste and smell water to confirm it is safe for drinking.
3. Manage water resources	3.1 Store water using improvised storage receptacles. 3.2 Minimise loss of water by implementing water loss reduction management techniques. 3.3 Ration water in accordance with minimum daily requirements as per the survival situation.

Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

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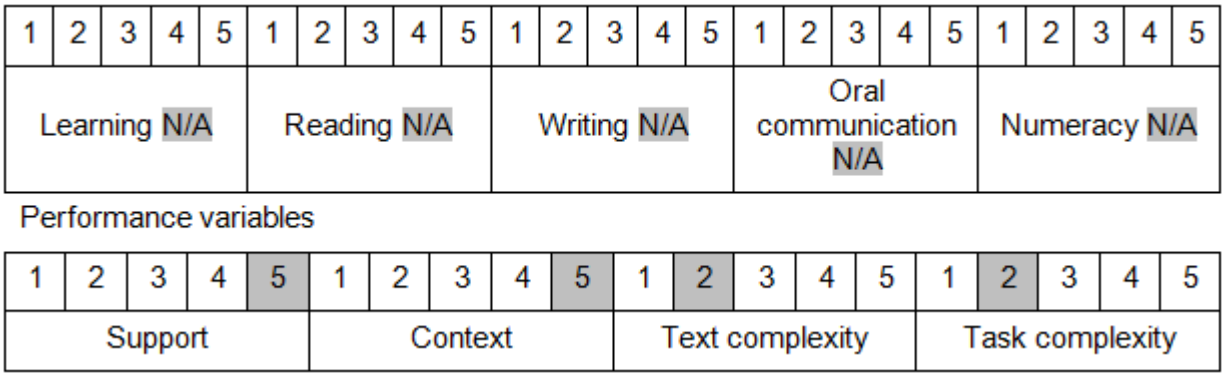
ACSF levels indicative of performance:



Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

Unit Mapping Information

This unit supersedes and is equivalent to DEFSU010B Locate, treat and manage water in a survival situation.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFSUR010 Locate, treat and manage water in a survival situation

Modification History

Release	Comments
1	These Assessment Requirements were released in DEF Defence Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- assembling basic improvised equipment
- demonstrating extreme care in handling critical survival items
- extracting water through:
  - evaporation – a minimum of 20 millilitres of water in 24 hours through the use of a desert still
  - transpiration – a minimum of 200 millilitres of water in a solar day using a plastic (transpirator) bag (0.6 metres by 0.4 metres)
  - desalination – a minimum of five litres of potable water in 24 hours using the following:
    - a ten litre metal drum
    - plastic (transpirator) bag (0.6 metres by 0.4 metres)
    - pipe section (ten to twenty centimetres)

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- desalinator construction including:
  - drum
  - condensing tube
  - collecting device

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  - connections of the following to each other
  - cooling options for the condensing device
- desalinator non-compliant liquids
- transpirator non-compliant vegetation

Assessment Conditions

Competency must be assessed with access to improvised desalinator kits, the desalinator is to provide the only source of water for a minimum of two days unless safety/health reasons require additional supplementation. Competency must be demonstrated once in the evaporation and transpiration of water and competency must be demonstrated in the desalination and management of water, and minimisation of water loss, over a minimum of two days.

Consideration must be given to holistic assessment with other survival units.

While a person can demonstrate the technical ability to locate and treat water, the aspect of longer-term survival, i.e. management of water (including care of the desalinator), is crucial.

Assessment under simulated survival conditions includes:

- food restrictions
- absence of normal living conditions and amenities
- significant period of time

Refer to advice in the companion volumes.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFSUR011 Survive at sea

Modification History

Release	Comments
1	This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to DEFSU011B Survive at sea. • Unit code updated • Content and formatting updated to comply with new standards • All PC transitioned from passive to active voice • PC 1.2 revised

Application

This unit describes the skills required to survive at sea and the immediate measures that would need to be taken upon exposure to the water, including both surface and underwater swimming, treading water, rigging improvised and purpose flotation devices, and adopting heat-loss minimisation positions. It also covers the use of purpose survival craft and equipment, including water procurement, food procurement and emergency signalling devices.

This unit was developed for Defence personnel but may be relevant to others. The context of this competency would typically be when a ship is sunk or an aircraft is downed over water. The survivor can be on their own or in a group.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would act autonomously, while performing concrete tasks, in a broad range of contexts which may be highly unpredictable.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Competency Field

Survival

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Survive in the water	1.1 Use surface and underwater swimming techniques to escape from dangerous situations. 1.2 Enter water from a height and then surface. 1.3 Assume heat-retaining positions in the water as an individual and in a group environment. 1.4 Use improvised flotation devices to supplement buoyancy. 1.5 Fit personal flotation device (PFD) and maintain buoyancy through manual techniques.
2. Operate and maintain survival flotation craft and its resources	2.1 Deploy, inflate, right (upon inversion) and board survival flotation craft (multi-person or single-person life raft). 2.2 Escape from inside the survival flotation craft after inversion. 2.3 Rig survival flotation craft for protection from the elements and optimisation (or minimisation) of movement. 2.4 Inspect and maintain survival flotation craft throughout the survival period. 2.5 Manage survival resources. 2.6 Deploy and operate water and food procurement devices. 2.7 Operate signal equipment from the survival flotation craft. 2.8 Interpret and respond to recognition and response signals from search aircraft.

Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

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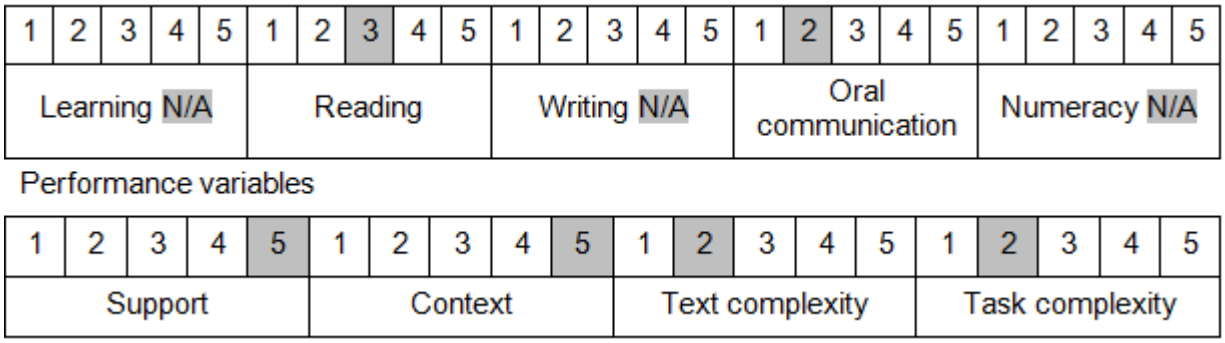
ACSF levels indicative of performance:



Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

Unit Mapping Information

This unit supersedes and is equivalent to DEFSU011B Survive at sea.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFSUR011 Survive at sea

Modification History

Release	Comments
1	These Assessment Requirements were released in DEF Defence Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- fitting personal floatation devices
- using duck dive technique
- swimming 30 metres in clothing
- treading water for a minimum of five minutes in clothing
- adopting the HELP for at least ten minutes
- rigging and using two different improvised flotation devices for at least five minutes each
- surviving at sea over three hours using a multi-person raft by:
  - rigging the drogue
  - rigging the canopy
  - rigging water procurement devices including solar stills and reverse osmosis machines, and producing at least 300 millilitre of water
  - bailing
  - inspecting the craft
- rigging and employing the following signalling devices from the survival craft:
  - heliograph – accurately illuminating a target at least 300 metres away
  - sea marker dye – deploying a sea marker dye effectively and safely using prevailing currents to optimise signature
  - flare – employing a signal flare effectively without threatening persons or survival equipment
- use surface and underwater swimming techniques including at least one of:
  - duck diving
  - swimming while clothed

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  - treading water in location

- Deploy and operate water and food procurement devices including at least one of:
  - reverse osmosis machine
  - solar stills
  -

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- aircraft response signals
- emergency signalling
- heat-retaining position
- improvised flotation techniques

Assessment Conditions

Competency should be demonstrated over time in a range of situations that could be expected in a survival situation.

Competency must be assessed in a simulated workplace environment, with access to a suitable sea-survival area, buoyancy devices, signalling devices and life rafts. All aspects of competence must be tested as part of an unbroken continuum from entry into the water at the individual level to the boarding and conduct aboard a survival flotation craft.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFTST001 Plan testing and evaluation processes

Modification History

Release	Comments
1	This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to DEFTE001A Plan testing and evaluation processes. • Unit code updated • Content and formatting updated to comply with the new standards • All PC transitioned from passive to active voice • PC 2.3, 3.1, 3.3 and 3.4 revised • PC 4.2 and 4.3 merged

Application

This unit describes the skills required to plan a test and evaluation process which may be complex in terms of scope; degree of risk; environmental, political, cultural and social factors that apply; consequences of failure; and degree of control. It includes the requirement to identify the scope of the testing process, to determine the testing methodology and to prepare the plan.

This unit was developed for Defence test and evaluation workers, but is applicable to any individuals who work in this field.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work independently or as part of a team, under direct and indirect supervision, use discretion and judgement, and take responsibility for the quality of their output. They would perform sophisticated tasks in a range of contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

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Competency Field

Testing

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Identify testing requirements and undertake scoping	1.1 Analyse the need for testing. 1.2 Undertake definition study where necessary, to determine scope of testing process. 1.3 Complete scoping, identifying rationale for the testing that includes purpose and outcomes. 1.4 Identify and canvas stakeholders to ensure that their requirements are addressed in planning.
2. Determine testing methodology	2.1 Undertake research and analysis to identify impacts and risks, constraining factors and alternate options. 2.2 Analyse methodology technical feasibility, supportability and cost effectiveness and report outcome to key stakeholders. 2.3 Assess alternatives for testing design. 2.4 Identify and report preferred option that fits organisational requirements. 2.5 Consult relevant specialists to determine extent of potential risks. 2.6 Prepare business case and obtain approvals to proceed with test development.
3. Develop test and evaluation plans	3.1 Define aims, objectives and impacts in test plan and timeframes. 3.2 Identify resources to complete quality deliverables on time and within budget. 3.3 Determine test methods by consideration of resource constraints, environmental constraints, evidence requirements, existing capabilities and their compatibility with existing procedures. 3.4 Record testing outcomes in measurable and achievable forms. 3.5 Develop indicators to monitor test performance and seek agreement by relevant parties. 3.6 Investigate potential risks and identify them in the plan. 3.7 Establish a risk management process to analyse information and options.

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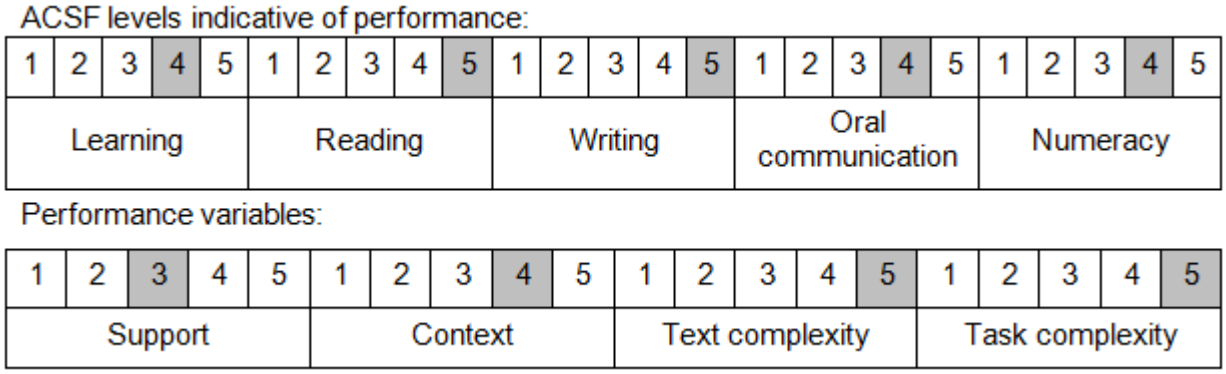
	3.8 Clarify and agree on skills, roles and responsibilities of team members and stakeholders, and identify reporting requirements. 3.9 Address management of test parameters in the plan and design evaluation criteria. 3.10 Design and document planning process utilising management tools, in accordance with test and users' requirements, in consultation with specialists.
4. Finalise test plans	4.1 Maintain security and confidentiality of data. 4.2 Promulgate and maintain test plans.

Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.



Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

Unit Mapping Information

This unit supersedes and is equivalent to DEFTE001A Plan testing and evaluation processes.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFTST001 Plan testing and evaluation processes

Modification History

Release	Comments
1	These Assessment Requirements were released in DEF Defence Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- applying risk management techniques
- negotiating timelines, roles and responsibilities with stakeholders and team members
- scheduling testing activities
- use planning techniques related to testing and evaluation that may be complex in terms of scope; degree of risk; environmental, political, cultural and social factors that apply; consequences of failure; degree of control
- using public relations strategies to promote and gain endorsement

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- approval processes
- integrated logistics support
- legislation, organisational policy and procedures that may impact on the test and evaluation process
- management tools suited to implementing testing processes
- organisational change management
- principles relating to the implementation phase of testing processes
- resource plans
- resource scheduling packages

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- test and evaluation implementation methods which may be complex in terms of scope; degree of risk; environmental, political, cultural and social factors that apply; consequences of failure; degree of control
- work breakdown structures (WBS)

Assessment Conditions

Competency should be assessed in an actual workplace or in a simulated environment, with access to equipment and infrastructure appropriate to the outcome. Competency should be demonstrated over time to ensure the candidate is assessed across a variety of situations.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFTST002 Prepare testing and evaluation processes

Modification History

Release	Comments
1	This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to DEFTE002A Prepare testing and evaluation processes. • Unit code updated • Content and formatting updated to comply with the new standards • All PC transitioned from passive to active voice • PC 1.6, 2.3 and 3.2 revised

Application

This unit describes the skills required to prepare for a test and evaluation process. It includes the requirement to establish the testing process, to integrate the testing processes and to develop, review and maintain the test plan.

This unit was developed for Defence test and evaluation workers, but is applicable to any individuals who work in this field.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work independently or as part of a team, under direct and indirect supervision, use discretion and judgement, and take responsibility for the quality of their output. They would perform sophisticated tasks in a range of contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

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Competency Field

Testing

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Establish test and evaluation processes	1.1 Confirm drivers for the test and evaluation with stakeholders. 1.2 Develop test plan in accordance with direction from Test and Evaluation Master Plan. 1.3 Determine test methods by consideration of resource constraints, environmental constraints, evidence requirements, existing capabilities and their compatibility with existing procedures. 1.4 Brief and negotiate with stakeholders to obtain endorsement for testing process. 1.5 Obtain resources. 1.6 Review and analyse scope and objectives. 1.7 Develop a strategy establishing work breakdown structures in order to implement testing process. 1.8 Identify and establish testing infrastructure. 1.9 Identify and establish safety systems and procedures. 1.10 Identify and obtain specialist and technical support relevant to the testing. 1.11 Maintain security and confidentiality of data. 1.12 Establish governance structure and processes as detailed in test plan.
2. Conduct start up activities	2.1 Refine test plans in consultation with steering committee and team members, and include precise details for schedules of activities, milestones and resources. 2.2 Establish and maintain required systems throughout the process in accordance with the complexity of the testing and in line with test plan. 2.3 Confirm team members' understanding of testing and evaluation and commitment to fulfilling the requirements. 2.4 Confirm team members' roles and responsibilities for the duration of the process. 2.5 Utilise and apply management tools to achieve outcomes.
3. Manage test and	3.1 Integrate all aspects of testing and related processes and establish

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evaluation preparedness	links to ensure objectives are met in accordance with test plan. 3.2 Establish consultation and reporting mechanisms in accordance with test plan. 3.3 Consult with staff and contractors regularly to discuss progress and to ensure effective results. 3.4 Monitor integration, and review and amend management plans and any related contracts as appropriate, with results reported in accordance with mechanisms identified in test plan. 3.5 Establish ongoing progress monitoring processes against agreed milestones in accordance with test plan, to provide a measure of performance throughout the life of the testing process. 3.6 Plan and establish programmed review of objectives and achievement in accordance with test plan.

Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

ACSF levels indicative of performance:

1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Learning					Reading					Writing					Oral communication					Numeracy NA					

Performance variables:

1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Support					Context					Text complexity					Task complexity				

Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

Unit Mapping Information

This unit supersedes and is equivalent to DEFTE002A Prepare testing and evaluation processes.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFTST002 Prepare testing and evaluation processes

Modification History

Release	Comments
1	These Assessment Requirements were released in DEF Defence Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- using management techniques related to testing and evaluation that may be reasonably complex in terms of scope; degree of risk; environmental, political, cultural and social factors that apply; consequences of failure; degree of control
- using management tools suited to implementing testing processes
- using public relations strategies to promote and gain endorsement

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- approval processes
- change management
- cost schedule control systems
- integrated logistics support
- legislation, organisational policy and procedures that may impact on the test and evaluation process
- management tools suited to planning testing and evaluation processes
- principles relating to the planning phase of testing and evaluation processes
- resource plans
- scheduling packages

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- test and evaluation planning methods which may be reasonably complex in terms of scope; degree of risk; environmental, political, cultural and social factors that apply; consequences of failure; degree of control
- work breakdown structure (WBS)

Assessment Conditions

Competency should be assessed in an actual workplace or in a simulated environment, with access to equipment and infrastructure appropriate to the outcome. Competency should be demonstrated over time to ensure the candidate is assessed across a variety of situations.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFTST003 Conduct testing processes

Modification History

Release	Comments
1	This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to DEFTE003A Conduct testing processes. • Unit code updated • Content and formatting updated to comply with the new standards • All PC transitioned from passive to active voice • PC 1.4 & 1.5 merged • Element 1 one new PC

Application

This unit describes the skills required to conduct a testing process. It includes managing the testing process, capturing data and adhering to the test plan.

This unit was developed for Defence test and evaluation workers, but is applicable to individuals who work in this field.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work independently or as part of a team, under direct and indirect supervision, use discretion and judgement, and take responsibility for the quality of their output. They would perform complex tasks in a range of contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

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Competency Field

Testing

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Prepare for and conduct tests	1.1 Obtain and comply with test plan. 1.2 Brief stakeholders and test participants. 1.3 Check and initiate safety systems and procedures. 1.4 Commence test and evaluation activities. 1.5 Perform qualitative and quantitative tests to observe and to measure relevant critical parameters. 1.6 Collect and record test data.
2. Monitor testing processes	2.1 Monitor and amend test plans based on changing circumstances in consultation with team members, and include precise details for schedules of activities, milestones and resources. 2.2 Monitor systems throughout the process. 2.3 Identify risks and apply the risk management process. 2.4 Apply management tools throughout the process to achieve outcomes. 2.5 Compare data with standards, charts and tables in order to meet compliance with required specification or test specific requirements. 2.6 Check initial analyses against test plan procedures when non-standard results are obtained. 2.7 Recognise and manage contingencies.
3. Finalise testing processes	3.1 Evaluate testing process, equipment performance and achievement against objectives and report initial results. 3.2 Maintain security and confidentiality of data. 3.3 Debrief stakeholders and test participants. 3.4 Forward test data for analysis. 3.5 Review and amend management plans and any related contracts as appropriate. 3.6 Conduct review of objectives and achievement and prepare outcomes for test report.

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Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

ACSF levels indicative of performance:

1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Learning NA					Reading					Writing					Oral communication					Numeracy					

Performance variables:

1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Support					Context					Text complexity					Task complexity				

Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

Unit Mapping Information

This unit supersedes and is equivalent to DEFTE003A Conduct testing processes.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFTST003 Conduct testing processes

Modification History

Release	Comments
1	These Assessment Requirements were released in DEF Defence Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- using management techniques related to testing that may be reasonably complex in terms of scope; degree of risk; environmental, political, cultural and social factors that apply; consequences of failure; degree of control
- using management tools suited to the conduct of testing processes
- using public relations strategies to promote and gain endorsement

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- approval processes
- change management
- contingency planning and management processes
- cost schedule control systems
- integrated logistics support
- legislation, organisational policy and procedures that may impact on the test and evaluation process
- management tools suited to the conduct of testing processes
- principles relating to the conduct phase of testing processes
- resource management
- scheduling packages

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- test and evaluation processes which may be reasonably complex in terms of scope; degree of risk; environmental, political, cultural and social factors that apply; consequences of failure; degree of control
- work breakdown structure (WBS)

Assessment Conditions

Competency should be assessed in an actual workplace or in a simulated environment, with access to equipment and infrastructure appropriate to the outcome. Competency should be demonstrated over time to ensure the candidate is assessed across a variety of situations.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFTST004 Evaluate testing

Modification History

Release	Comments
1	This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to DEFTE004A Evaluate testing. • Unit code updated • Content and formatting updated to comply with the new standards • All PC transitioned from passive to active voice • PC 3.3 and 3.4 merged • Element 1 one new PC

Application

This unit describes the skills required to evaluate the results of a testing process. It involves analysing data and solving complex problems where the information may not be obvious but can be determined by direct and logical reasoning.

This unit was developed for Defence test and evaluation workers, but is applicable to any individuals who work in this field.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work independently or as part of a team, under direct and indirect supervision, use discretion and judgement, and take responsibility for the quality of their output. They would perform complex tasks in a range of contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

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Competency Field

Testing

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Assemble testing evidence	1.1 Comply with test plan. 1.2 Identify testing evidence. 1.3 Determine evaluation criteria. 1.4 Access testing evidence. 1.5 Verify data relevance and accuracy. 1.6 Rectify data errors.
2. Evaluate testing evidence	2.1 Assess evidence against estimations and expectations in accordance with evaluation criteria. 2.2 Identify trends in evidence and detail the significance of the trend. 2.3 Conduct data comparisons to determine the validity of outcomes in accordance with evaluation criteria. 2.4 Utilise management tools. 2.5 Determine test outcomes in conjunction with stakeholders.
3. Record and report testing outcomes	3.1 Record test outcomes and reasons for them. 3.2 Maintain security and confidentiality of data. 3.3 Report results and maintain records.

Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

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ACSF levels indicative of performance:

1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Learning NA					Reading					Writing					Oral communication					Numeracy					

Performance variables:

1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Support					Context					Text complexity					Task complexity				

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

Unit Mapping Information

This unit supersedes and is equivalent to DEFTE004A Evaluate testing.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFTST004 Evaluate testing

Modification History

Release	Comments
1	These Assessment Requirements were released in DEF Defence Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- analysing and evaluating test evidence
- detailing requirements, writing recommendations and monitoring plans requiring precision of expression
- using management tools suited to the conduct of testing processes

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- legislation, organisational policies and procedures that may impact on the test and evaluation process
- management tools suited to the conduct of testing processes
- principles relating to the evaluation of testing processes
- test and evaluation processes which may be reasonably complex in terms of scope; degree of risk; environmental, political, cultural and social factors that apply; consequences of failure; degree of control

Assessment Conditions

Competency should be assessed in an actual workplace or in a simulated environment, with access to equipment and infrastructure appropriate to the outcome. Competency should be demonstrated over time to ensure the candidate is assessed across a variety of situations.

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Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFTST005 Produce test and evaluation reports

Modification History

Release	Comments
1	This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to DEFTE005A Produce test and evaluation reports. • Unit code updated • Content and formatting updated to comply with the new standards • All PC transitioned from passive to active voice

Application

This unit describes the skills required to compile a report on a test and evaluation process. It includes determining the report structure and presenting results.

This unit was developed for Defence test and evaluation workers, but is applicable to any individuals who work in this field.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work independently or as part of a team, under direct and indirect supervision, use discretion and judgement, and take responsibility for the quality of their output. They would perform complex tasks in a range of contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Competency Field

Testing

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Determine report structure	1.1 Collate input from stakeholders and test participants. 1.2 Analyse and select most appropriate communication means. 1.3 Select report structure and format. 1.4 Select categories and logical sequences of data, information and knowledge to achieve report objectives. 1.5 Develop overview of report structure and content.
2. Draft report	2.1 Collate, interpret and summarise data, information and knowledge to prepare text that satisfies report purposes and objectives. 2.2 Maintain security and confidentiality of data. 2.3 Include multimedia as appropriate to report purposes and objectives. 2.4 Identify and action gaps in required data and information. 2.5 Use language and writing styles appropriate to audience and that clearly reports purposes and objectives. 2.6 Use appropriate software to apply design elements to texts that satisfies report purposes and objectives. 2.7 Circulate draft report for comment to stakeholders and test participants.
3. Prepare and distribute final report	3.1 Incorporate amendments from comments. 3.2 Check grammar, spelling, punctuation and style for accuracy. 3.3 Approve report by stakeholders. 3.4 Produce and distribute report.

Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

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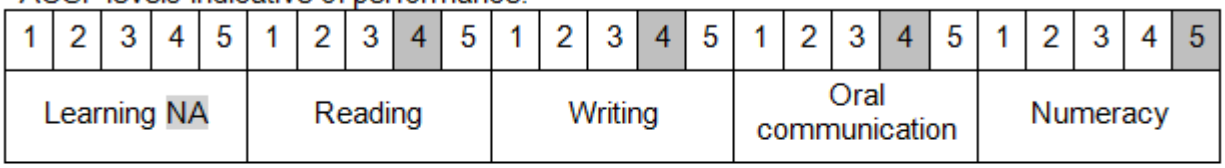
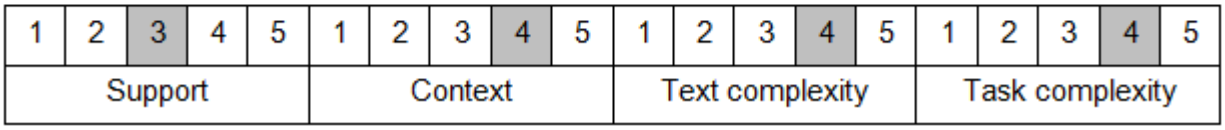
ACSF levels indicative of performance:



Performance variables:



Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

Unit Mapping Information

This unit supersedes and is equivalent to DEFTE005A Produce test and evaluation reports.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFTST005 Produce test and evaluation reports

Modification History

Release	Comments
1	These Assessment Requirements were released in DEF Defence Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- using application software suited to the reporting of testing processes
- using communication techniques related to reporting on testing that may be reasonably complex in terms of scope; degree of risk; environmental, political, cultural and social factors that apply; consequences of failure; degree of control
- using public relations strategies to promote and gain endorsement

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- application software tools suited to the reporting of testing processes
- approval processes
- communication processes
- legislation, organisational policy and procedures that may impact on the test and evaluation process
- principles relating to the reporting phase of testing processes
- test and evaluation processes which may be reasonably complex in terms of scope; degree of risk; environmental, political, cultural and social factors that apply; consequences of failure; degree of control

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Assessment Conditions

Competency should be assessed in an actual workplace or in a simulated environment, with access to equipment and infrastructure appropriate to the outcome. Competency should be demonstrated over time to ensure the candidate is assessed across a variety of situations.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFTST006 Analyse test data

Modification History

Release	Comments
1	This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to DEFTE006A Analyse test data. • Unit code updated • Content and formatting updated to comply with the new standards • All PC transitioned from passive to active voice • PC 2.4 removed

Application

This unit describes the skills required to analyse data collected during a test and evaluation process. It includes establishing trends and relationships in the data, and establishing the acceptability of the data.

This unit was developed for Defence test and evaluation workers, but is applicable to any individuals who work in this field.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work independently or as part of a team, under direct and indirect supervision, use discretion and judgement, and take responsibility for the quality of their output. They would perform complex tasks in a range of contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

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Competency Field

Testing

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Perform scientific calculations	1.1 Ensure consistency of raw data with expectations and reasonable ranges. 1.2 Calculate scientific quantities. 1.3 Determine calculated quantities and estimations. 1.4 Present results using the appropriate units, uncertainties and number of significant figures.
2. Analyse trends and relationships in data	2.1 Determine relationships between sets of data. 2.2 Prepare and analyse data to determine if a process is in control. 2.3 Identify possible causes for out of control condition.
3. Determine variation and/or uncertainty in data distributions	3.1 Organise raw data into appropriate frequency distributions. 3.2 Calculate statistical properties for ungrouped and grouped data. 3.3 Interpret statistical properties to determine characteristics of sample or population. 3.4 Calculate standard deviations and confidence limits for means and replicates. 3.5 Determine uncertainty in measurements using statistical analysis. 3.6 Determine data acceptability using statistical tests and organisational procedures.
4. Check for aberrant results	4.1 Identify results that cannot be reconciled with documentation, testing procedures and/or expected outcomes. 4.2 Determine appropriate actions in consultation with supervisor as required.
5. Maintain results	5.1 Store, retrieve and manipulate data following document traceability procedures. 5.2 Present results in an appropriate format. 5.3 Verify entry of data and results. 5.4 Maintain security and confidentiality of data. 5.5 Prepare reports in a format and style consistent with their intended use and organisational guidelines.

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Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

ACSF levels indicative of performance:

1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Learning NA					Reading					Writing					Oral communication					Numeracy					

Performance variables:

1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Support					Context					Text complexity					Task complexity				

Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

Unit Mapping Information

This unit supersedes and is equivalent to DEFTE006A Analyse test data.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFTST006 Analyse test data

Modification History

Release	Comments
1	These Assessment Requirements were released in DEF Defence Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- completing mathematical calculations involving fractions, decimals, ratios, proportions and percent
- evaluating mathematical formulae
- interpreting scientific properties
- preparing and interpreting graphs and data

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- characteristics of a valid measurement
- procedures for data traceability
- procedures for maintaining and filing records, security of data
- procedures for verifying data and rectifying mistakes
- relevant scientific terminology
- sources of uncertainty in measurements

Assessment Conditions

Competency should be assessed in an actual workplace or in a simulated environment, with access to equipment and infrastructure appropriate to the outcome. Competency should be demonstrated over time to ensure the candidate is assessed across a variety of situations.

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Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFTST007 Apply knowledge of test and evaluation processes

Modification History

Release	Comments
1	This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to DEFTE007A Apply knowledge of test and evaluation processes. • Unit code updated • Content and formatting updated to comply with the new standards • All PC transitioned from passive to active voice

Application

This unit describes the skills required to analyse and apply knowledge of test and evaluation processes. This includes the specific knowledge of test and evaluation processes required to support these areas. Applying knowledge of test and evaluation processes is specific to work undertaken by Defence personnel and may be included within a variety of areas such as management, acquisitions, audits, inspections, policy implementation, technical manual development, platform integration, configuration, staff processes, transport and inter-operability.

This unit applies to those working within Defence where knowledge of test and evaluation processes is necessary, but where the worker is not a test and evaluation practitioner.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work independently or as part of a team, under direct and indirect supervision, use discretion and judgement, and take responsibility for the quality of their output. They would perform complex tasks in a range of contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

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Competency Field

Testing

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Access and analyse relevant test and evaluation information	1.1 Identify and obtain relevant test and evaluation process, safety, legislative and statutory requirements. 1.2 Analyse obtained information to determine relevance and application to the organisation. 1.3 Formulate outcomes of the analysis and provide recommendations relevant to workplace requirements.
2. Implement recommendations specific to test and evaluation	2.1 Apply workplace requirements relevant to test and evaluation processes. 2.2 Determine work requirements while applying relevant recommendations. 2.3 Assess, review and record effectiveness of the recommendations. 2.4 Adjust recommendations, if required, and document for future application.

Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

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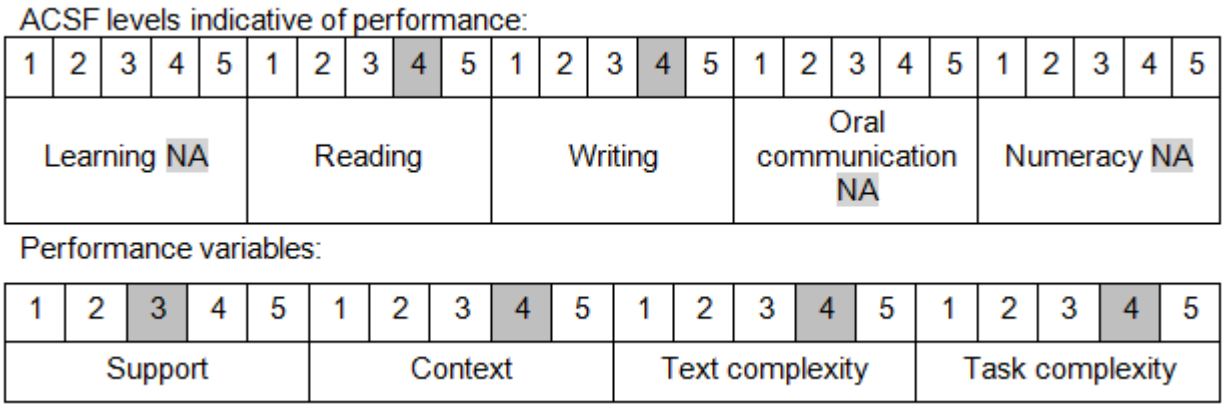

Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

Unit Mapping Information

This unit supersedes and is equivalent to DEFTE007A Apply knowledge of test and evaluation processes.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFTST007 Apply knowledge of test and evaluation processes

Modification History

Release	Comments
1	These Assessment Requirements were released in DEF Defence Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- analysing and evaluating information
- applying safety, legislative and statutory requirements relevant to test and evaluation
- interpreting organisational role relevant to test and evaluation
- applying knowledge of testing and evaluation processes to assist in work and to guide problem solving

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- organisational role relevant to test and evaluation
- safety, legislative and statutory requirements relevant to test and evaluation
- test and evaluation knowledge relevant to work being performed
- test and evaluation processes

Assessment Conditions

Competency should be assessed in an actual workplace or in a simulated environment, with access to equipment and infrastructure appropriate to the outcome. Competency should be demonstrated over time to ensure the candidate is assessed across a variety of situations.

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Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFVEH001 Conduct recovery vehicle operations in a field environment

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Application

This unit specifies the skills and knowledge required to undertake recovery of broken down vehicles and equipment, requiring the operation of specialist recovery vehicles and equipment.

It includes preparing for recovery vehicle tasks, dispatching the recovery vehicle to an incident site, retrieving disabled equipment and moving it to a place of repair. It also includes transporting disabled equipment and finalising recovery tasks.

This unit does not cover the extraction of disabled equipment by winching techniques, which is covered by DEFVEH002 Extract disabled equipment using winching techniques in a field environment.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Persons undertaking this unit lead a small team to recover vehicles and equipment. Specialist recovery vehicles and equipment includes towing, lifting and winching equipment.

Persons must be capable of assessing recovery situations in remote environments and tasking personnel to complete operations in isolation from supervision or support.

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

Pre-requisite Unit

Not applicable

Competency Field

Vehicle Recovery

Unit Sector

Not applicable.

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Prepare for recovery tasks	**1.1** Obtain and confirm orders and instructions
	1.2 Check and prepare recovery vehicle and equipment for deployment in accordance with organisational procedures
	1.3 Confirm and organise resources required for operational tasks
	1.4 Brief recovery crew about task in accordance with organisational procedures
	1.5 Report identified problems/shortfalls to appropriate personnel in accordance with organisational procedures so corrective action can occur prior to deployment
	1.6 Apply work health and safety (WHS)/occupational health and safety (OHS) requirements and recognised safety precautions throughout the operation in accordance with organisational procedures
	1.7 Identify, assess and implement environmentally sustainable work practices, as required
2 Deploy recovery equipment	**2.1** Deploy recovery vehicle to recovery site in accordance with organisational procedures
	2.2 Communicate effectively with relevant vehicle recovery activity stakeholders to ensure everyone is aware of recovery procedures
3 Recover disabled equipment	**3.1** Diagnose equipment casualty faults, where possible, to ensure efficient and cost effective recovery actions
	3.2 Assess recovery situation in accordance with organisational procedures to determine appropriate recovery method
	3.3 Assess safety risks associated with recovery task and implement control measures to ensure a safe working environment in accordance with organisational

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		procedures
	3.4	Brief on-site personnel, allocate tasks and supervise personnel in accordance with organisational procedures
	3.5	Complete recovery tasks in accordance with organisational procedures
	3.6	Respond to minor unplanned situations in accordance with organisational procedures, in a manner that minimises risk to personnel and equipment
	3.7	Report major incidents outside scope of vehicle recovery team capability to appropriate personnel
4 Transport disabled equipment	**4.1**	Secure disabled equipment to recovery vehicle in accordance with manufacturer instructions and organisational procedures
	4.2	Assess the stability and braking capability of recovery vehicle to ensure it is safe to transport disabled equipment
	4.3	Drive recovery vehicle to maintenance facility
	4.4	Manage unplanned incidents as they occur in accordance with organisational procedures
5 Finalise recovery tasks	**5.1**	Hand over equipment casualty to owner or recover further, as required
	5.2	Complete documentation, including reports and returns, in accordance with organisational procedures
	5.3	Supervise and conduct maintenance in accordance with organisational procedures
	5.4	Report faulty equipment and take corrective actions, as required
	5.5	Debrief recovery crew as required, in accordance with organisational procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to DEFVH001A Conduct recovery vehicle operations in a field environment.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFVEH001 Conduct recovery vehicle operations in a field environment

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- allocating appropriate materials and personnel to tasks
- applying relevant legislation and organisational policies and procedures
- applying safety, legislative and statutory requirements relevant to the recovery vehicle operations risk assessment
- assessing recovery situations in remote environments and tasking personnel to complete operations isolated from supervision or support
- communicating effectively in the workplace
- conducting vehicle operations taking into account the characteristics of the equipment casualty and recovery equipment when determining suitable recovery methods
- deploying recovery equipment appropriate for tasks and field environment
- directing, briefing, coordinating and monitoring personnel
- finalising recovery tasks
- identifying, interpreting and analysing risk assessment requirements relevant to recovery vehicle operations in a field environment
- interpreting instructions and directions
- operating specialist recovery vehicles and equipment
- performing a lift/tow recovery of a light and a medium/heavy rigid vehicle
- performing a trailer recovery involving a medium/heavy rigid vehicle (or equivalent)
- preparing for recovery tasks
- recovering and transporting disabled equipment
- solving task specific problems and unplanned events/incidence in accordance with organisational procedures.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- basic engineering principles including:
  - characteristics and capabilities of recovery vehicles and equipment

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  - material capabilities
  - theory of levers and pulleys
- basic vehicle mechanical principles
- common equipment casualty faults including:
  - damaged driveline
  - electrical system faults
  - engine/transmission faults
  - fuel system faults
- functions and responsibilities of team members
- maintenance requirements and procedures
- relevant minor problems, major incidents and unplanned situations risk mitigation organisational procedures
- recovery methods and procedures
- recovery vehicle and equipment specifications and capabilities
- relevant organisational policies and procedures including:
  - work health and safety (WHS)/occupational health and safety (OHS) procedures relevant to field recovery operations
- reporting requirements and procedures
- safety risk and precautions associated with recovery tasks.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in field environment operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated field environment operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- recovery vehicle, associated equipment and crew
- actual or simulated vehicle/equipment casualties
- applicable documentation including relevant organisational workplace procedures, publications, regulations, codes of practice and operation manuals.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFVEH002 Extract disabled equipment using winching techniques in a field environment

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Application

This unit specifies the skills and knowledge required to assess equipment and vehicles requiring recovery and to employ suitable winching techniques and procedures to extricate casualties utilising specialist recovery vehicles equipped with motorised winching equipment.

It includes operating winching equipment capable of extracting a range of vehicles and equipment that have become bogged or broken down due to terrain or environmental factors, and cannot be extracted by other means.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Typically, winching operations are conducted by persons acting independently or in charge of a small team, isolated from assistance or supervision. They exercise judgement and work within agreed safety procedures.

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

Pre-requisite Unit

Not applicable

Competency Field

Vehicle Recovery

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS **PERFORMANCE CRITERIA**

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Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Respond to call for assistance	**1.1** Obtain winching tasks and confirm details in accordance with operational requirements
	1.2 Assess tasks to determine equipment requirements
	1.3 Check and prepare recovery vehicle for task in accordance with organisational procedures
	1.4 Deploy recovery vehicle to casualty site in preparation to conduct task
2 Assess winching task	**2.1** Liaise with on-site personnel
	2.2 Assess equipment casualty to determine suitability for winching
	2.3 Inspect site, identify hazards and obstacles associated with winching, assess risks and implement control measures in accordance with organisational procedure
	2.4 Determine winching equipment requirements to extricate casualty and ensure suitable recovery vehicle and equipment for task
	2.5 Develop winching plan taking into account terrain conditions, requirements of casualty, site, recovery equipment and vehicle capabilities
	2.6 Determine and apply work health and safety (WHS)/occupational health and safety (OHS) requirements during winching operations in accordance with organisational procedures
3 Prepare for winching task	**3.1** Prepare equipment casualty for winching in accordance with winching plan
	3.2 Prepare winching equipment in accordance with winching plan
	3.3 Brief on-site personnel, allocate tasks and supervise personnel in accordance with organisational procedures
4 Extricate equipment casualty using winch	**4.1** Conduct winching process in accordance with winching plan
	4.2 Respond to minor unplanned situations in accordance with organisational procedures, in a manner that

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		minimises risk to personnel and equipment
	4.3	Seek assistance from appropriate personnel when major problems outside scope of vehicle winching team capability occur
5 Finalise winching operations	**5.1**	Hand over equipment casualty to owner or recover further as required to complete task
	5.2	Recover and inspect winching equipment for damage in accordance with organisational procedures
	5.3	Report unserviceable equipment and take appropriate actions in accordance with organisational procedures
	5.4	Maintain equipment in accordance with manufacturer instructions
	5.5	Compile documentation and make reports, as required
	5.6	Refurbish worksite in accordance with organisational procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to DEFVH002A Extract disabled equipment using winching techniques in a field environment.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFVEH002 Extract disabled equipment using winching techniques in a field environment

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- allocating appropriate materials and personnel to winching task
- applying relevant organisational policies and procedures
- applying safety, legislative and statutory requirements relevant to winching risk assessment
- assessing site and winching risks and applying control measures
- assessing winching task
- briefing and supervising personnel
- communicating effectively in the workplace
- conducting a winching operation to extricate a light and a medium/heavy rigid vehicle
- conducting winching operations on ground that is soft enough to simulate the conditions encountered when winching bogged vehicles
- extricating equipment casualty using a winch
- finalising winching operations
- identifying, interpreting and analysing risk assessment requirements relevant to winching work being performed
- preparing for winching task
- providing reports and appropriate documentation
- responding to call for winching assistance
- solving problems relevant to winching task
- using motorised winches, winch ropes and associated fittings.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- basic engineering principles relevant to winching including:
  - characteristics and capabilities of recovery vehicles and equipment
  - material capabilities
  - theory of levers and pulleys
- basic vehicle mechanical principles

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- hazards associated with winching
- maintenance requirements and organisational procedures
- recovery methods and winching procedures
- relevant legislation and organisational policies and procedures
- reporting requirements and procedures
- organisational work health and safety (WHS)/occupational health and safety (OHS) requirements and procedures relevant to winching operations including:
  - personal protective equipment
  - safety distances
  - safety equipment
  - warning devices
- winching equipment manufacturer specifications.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- recovery vehicles and winching equipment
- actual or simulated equipment vehicle casualties
- applicable documentation including relevant organisational workplace procedures, publications, regulations, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFWHS001 Identify and monitor radiation hazards

Modification History

Release 2.0. This is the second release of this unit of competency in the DEF Defence Training Package Release 4.0. Modifications have been made to:

- Foundation Skills
- Range of Conditions
- Assessment Conditions.

Release 1.0. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFOH003B Identify and monitor radiation hazards.

- Unit code updated
- Content and formatting updated to comply with the new standards
- All PC transitioned from passive to active voice
- PC 1.3 reworded
- PC 2.1 and 3.1 revised
- Element 1 one new PC.

Application

This unit involves the skills and knowledge required to identify and monitor radiation hazards.

It includes effective identification of sources of radiation, non-ionising and ionising radiations, and implementing hazard controls.

This unit applies to Defence personnel involved in identifying and monitoring radiation hazards as part of a workplace responsibility but is applicable to all individuals who work in this field. Those undertaking this unit would work independently or as part of a team, under indirect supervision. They must be able to use discretion and judgement and take responsibility for the quality of their outputs. They would perform complex tasks in a range of familiar contexts.

Licensing conditions may be required for those working in this field.

Pre-requisite Unit

Not applicable.

Competency Field

Work Health and Safety

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Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Identify workplace radiation hazards	**1.1** Identify source of radiation and/or equipment
	1.2 Identify and access existing organisational records relevant to the radiation
	1.3 Apply regulatory requirements, including those contained in organisational procedures, throughout the operation
	1.4 Take immediate action to bring source of radiation under control
	1.5 Conduct consultation with stakeholders
2 Monitor radiation abatement plans or controls	**2.1** Monitor pre-existing controls and determine controls are adequate
	2.2 Record and report breaches of protocols, plans and local controls
	2.3 Inspect monitoring equipment regularly, where installed
3 Maintain workplace radiation records/ documentation	**3.1** Maintain radiation safety management plans
	3.2 Maintain equipment/instrument deployment and maintenance records/documentation
	3.3 Maintain inventory of radiation sources
	3.4 Maintain records of radiation exposure

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit supersedes and is equivalent to DEFOH003B Identify and monitor radiation hazards.

Links

Companion Volume Implementation Guides are found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFWHS001 Identify and monitor radiation hazards

Modification History

Release 2.0. This is the second release of this unit of competency in the DEF Defence Training Package Release 4.0. Modifications have been made to:

- Foundation Skills
- Range of Conditions
- Assessment Conditions.

Release 1.0. These Assessment Requirements were released in DEF Defence Training Package release 1.0 and meet the Standards for Training Packages.

- Assessment Requirements created drawing upon specified assessment information from superseded unit.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and includes:

- accessing, reading, interpreting and applying radiation safety plan
- identifying radiation sources
- undertaking risk assessment and control
- observing and responding to changing circumstances and unusual situations in the workplace
- making a subjective and qualitative assessment during a walk through/survey
- identifying changes in workplace configurations
- applying knowledge of relevant WHS legislative framework
- identifying inspection tools and methods appropriate to the workplace
- applying the principles and practices of WHS inspections
- identifying intervention points for advice to assist in work and to guide problem solving.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- meaning of WHS symbols, signs and labels in the workplace
- WHS requirements relevant to radiation in the workplace
- WHS requirements for the workplace, including ways in which WHS is managed and designated personnel responsible for WHS
- organisational policy and standards relevant to radiation
- relevant Australian and international standards.

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Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in simulated workplace operational situations that reflect workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or simulations
- acceptable means of simulation assessment
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and PPE currently used in industry.

Links

Companion Volume Implementation Guides are found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFWHS003 Apply radio frequency radiation safety procedures

Modification History

Release 2.0. This is the second release of this unit of competency in the DEF Defence Training Package Release 4.0. Modifications have been made to the following:

- Foundation Skills
- Range of Conditions
- Assessment Conditions.

Release 1.0. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFOH005B Apply radio frequency radiation safety procedures.

- Unit code updated
- Content and formatting updated to comply with the new standards
- All PC transitioned from passive to active voice
- PC 1.3 removed.

Application

This unit describes the skills required to apply appropriate safety procedures or plans related to the control or mitigation of radio frequency radiation, including microwaves, radar radio transmissions. This includes researching, consulting about and applying procedures that have been specifically developed for the organisation.

This unit was developed for Defence workers involved in application of radio frequency radiation procedures and also applies to individuals who work in this field.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work independently or as part of a team, under indirect supervision. They must be able to use discretion and judgement and take responsibility for the quality of their outputs. They would perform complex tasks in a range of familiar contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Pre-requisite Unit

Not applicable.

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Competency Field

Work Health and Safety

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Prepare for the application of workplace radio frequency radiation safety procedures/plans	**1.1** Identify source of radio frequency radiation
	1.2 Identify and access existing organisational records relevant to the radiation
	1.3 Conduct consultation with stakeholders
2 Implement radio frequency radiation safety procedures/plans	**2.1** Employ radio frequency radiation protective measures
	2.2 Display or publish relevant notices/signs
	2.3 Handle radio frequency radiation sources
3 Maintain workplace radio frequency radiation safety documentation	**3.1** Maintain workplace radio frequency radiation records
	3.2 Maintain equipment/instrument deployment and maintenance records/documentation

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit supersedes and is equivalent to DEFOH005B Apply radio frequency radiation safety procedures.

Links

Companion Volume Implementation Guides are found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFWHS003 Apply radio frequency radiation safety procedures

Modification History

Release 2.0. This is the second release of this unit of competency in the DEF Defence Training Package Release 4.0. Modifications have been made to the following:

- Assessment Conditions.

Release 1.0. These Assessment Requirements were released in DEF Defence Training Package release 1.0 and meet the Standards for Training Packages.

Assessment Requirements created drawing upon specified assessment information from superseded unit.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and includes:

- accessing, reading, interpreting and applying information on radio frequency radiation
- applying knowledge of relevant work health and safety legislative frameworks and Australian standards
- identifying inspection tools and methods appropriate to the workplace
- applying principles and practices of work health and safety and Australian standards
- identifying intervention points for advice to assist in work and to guide problem solving.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- WHS requirements for workplace supervisors
- relevant Australian and international standards
- relevant organisational policy, standards and guidelines including:
  - Australian or international standards
  - equipment manufacturers' specifications
  - legislation
  - risk assessments
  - previous testing reports
  - Standing Operating Procedures (SOPs).

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Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in simulated workplace operational situations that reflect workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or simulations
- acceptable means of simulation assessment
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and PPE currently used in industry.

Links

Companion Volume Implementation Guides are found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFWHS004 Develop radio frequency radiation safety plans

Modification History

Release	Comments
1	This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to DEFOH006B Develop radio frequency radiation safety plans. • Unit code updated • Content and formatting updated to comply with the new standards • All PC transitioned from passive to active voice • PC 2.2 removed • Elements 1 and 2 merged • Element 1 one new PC

Application

This unit describes the skills required to measure and analyse radio frequency radiation, including microwaves, radar and radio transmissions, and to develop relevant safety plans and procedures. This includes developing and drafting policy, procedures and plans/instructions for the management, amelioration and/or control of radio frequency radiation in the workplace.

This unit was developed for Defence workers involved in developing radio frequency safety plans as a workplace responsibility, but is applicable to all individuals who work in this field.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work independently or as part of a team, under indirect supervision. They must be able to use discretion and judgement and take responsibility for the quality of their outputs. They would perform complex tasks in a range of familiar contexts.

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No licensing, legislative or certification requirements apply to unit at the time of publication.

Competency Field

Work Health & Safety

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Prepare to develop radio frequency radiation safety plans	1.1 Identify and confirm radio frequency radiation sources. 1.2 Identify and access standards and legislation appropriate to radio frequency radiation exposure levels. 1.3 Identify and access existing organisational records relevant to radio frequency radiation. 1.4 Identify, acquire and prepare equipment and resources required for the measurement of radio frequency radiation. 1.5 Measure radio frequency radiation. 1.6 Deploy measuring equipment and record readings.
2. Analyse radio frequency radiation	2.1 Interpret and confirm measurements. 2.2 Analyse and/or determine radio frequency radiation and report findings to appropriate authorities/superiors.
3. Develop radio frequency radiation safety plans	3.1 Conduct consultation with stakeholders. 3.2 Identify and interpret technical standards, organisational environmental requirements and radio frequency radiation exposure levels. 3.3 Develop radio frequency radiation safety plans and forward to the relevant authority.

Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

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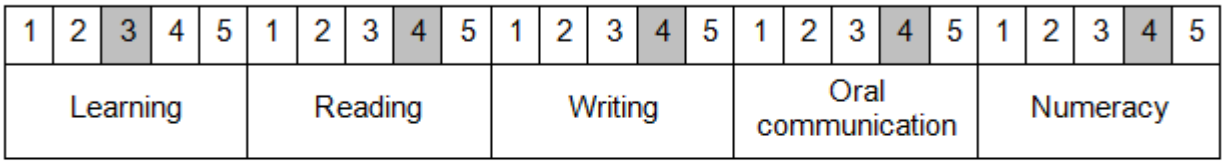
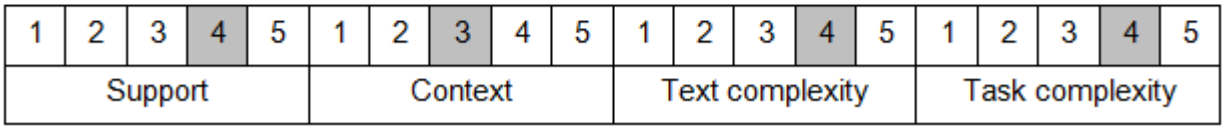
ACSF levels indicative of performance:



Performance variables:



Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

Range of Conditions

Relevant organisational policies and procedures include:	• Australian or international standards (particularly AS/NZS 1269.2:1998 Occupational Radio Frequency Management, Part 2: Radio Frequency control management) • manufacturer's instructions • state/territory/Commonwealth legislation

Unit Mapping Information

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFWHS004 Develop radio frequency radiation safety plans

Modification History

Release	Comments
1	These Assessment Requirements were released in DEF Defence Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- operating radio frequency radiation measuring equipment
- measuring and analysing radio frequency radiation
- developing radio frequency radiation safety plans that adhere to Australian and organisational standards and recognise stakeholders requirements
- applying knowledge of relevant WHS and radio frequency radiation legislative frameworks
- identifying inspection tools and methods appropriate to the workplace
- identifying intervention points for advice to assist in work and to guide problem solving

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- environmental factors relevant to workplace radio frequency radiation
- WHS requirements for the organisation/industry and for supervisors/managers in the workplace
- radio frequency radiation control requirements
- radio frequency radiation exposure level standards/requirements
- radio frequency radiation measuring techniques and equipment
- reliability of measures

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- relevant Australian and international standards
- relevant legislation
- relevant organisational policy and standards
- tolerances of error that may apply

Assessment Conditions

Competency should be assessed in an actual workplace or in a simulated environment, with access to equipment and infrastructure appropriate to the outcome. Competency should be demonstrated over time to ensure the candidate is assessed across a variety of situations.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFWHS005 Apply ionising radiation safety procedures

Modification History

Release 2.0. This is the second release of this unit of competency in the DEF Defence Training Package Release 4.0. Modifications have been made to Foundation Skills and Assessment Conditions.

Release 1.0. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFOH007B Apply ionising radiation safety procedures.

- Unit code updated
- Content and formatting updated to comply with the new standards
- All PC transitioned from passive to active voice
- PC 1.3 removed.

Application

This unit involves the skills and knowledge required to apply ionising radiation safety procedures related to the control or mitigation of ionising radiation.

It includes researching, consulting and applying procedures within an organisation. In the context of this unit, ionising radiation may include emissions from radioactive material, apparatus containing radioactive material and x-ray apparatus.

This unit applies to those involved in applying ionising radiation safety procedures as a workplace responsibility but is applicable to all individuals who work in this field. Those undertaking this unit would work independently or as part of a team under, indirect supervision. They must be able to use discretion and judgement and take responsibility for the quality of their outputs. They would perform complex tasks in a range of familiar contexts.

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

Pre-requisite Unit

Not applicable.

Competency Field

Work Health & Safety

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Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS		PERFORMANCE CRITERIA	
Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Prepare for the application of workplace ionising radiation safety procedures/plans**	**1.1**	Identify source of ionising radiation
		1.2	Identify and access existing organisational records relevant to the radiation
		1.3	Conduct consultation with stakeholders
2	**Apply ionising radiation safety procedures/plans**	**2.1**	Apply ionising radiation protection control measures
		2.2	Ensure notices/signs are displayed
		2.3	Handle ionising radiation sources
3	**Maintain workplace ionising radiation safety documentation**	**3.1**	Maintain workplace ionising radiation records
		3.2	Maintain equipment/instrument deployment and maintenance records/documentation

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

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Unit Mapping Information

This unit supersedes and is equivalent to DEFOH007B Apply ionising radiation safety procedures.

Links

Companion Volume Implementation Guides are found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFWHS005 Apply ionising radiation safety procedures

Modification History

Release 2.0. This is the second release of this unit of competency in the DEF Defence Training Package Release 4.0. Modifications have been made to Foundation Skills and Assessment Conditions.

Release 1.0. These Assessment Requirements were released in DEF Defence Training Package release 1.0 and meet the Standards for Training Packages.

Assessment Requirements created drawing upon specified assessment information from superseded unit.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and includes:

- accessing, reading, interpreting and applying information on ionising radiation
- applying knowledge of relevant WHS and ionising radiation safety legislative frameworks
- identifying inspection tools and methods appropriate to the workplace
- applying principles and practices of WHS and ionising radiation safety in the workplace
- identifying intervention points for advice to assist in work and to guide problem solving.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- WHS requirements for workplace supervisors
- relevant Australian or international standards
- relevant organisational policy and standards.

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in simulated workplace operational situations that reflect workplace

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conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or simulations
- acceptable means of simulation assessment
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and PPE currently used in industry.

Links

Companion Volume Implementation Guides are found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFWHS006 Develop ionising radiation safety plans

Modification History

Release	Comments
1	This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to DEFOH008B Develop ionising radiation safety plans. • Unit code updated • Content and formatting updated to comply with the new standards • All PC transitioned from passive to active voice • PC 2.2 removed • Elements 1 and 2 merged • Element 1 one new PC

Application

This unit describes the skills required to measure and analyse ionising radiation and to develop relevant safety plans and procedures. In the context of this unit, ionising radiation may include emissions from radioactive elements, controlled apparatus, sealed and unsealed sources. The unit includes developing and drafting policy, procedures and plans/instructions for the management, amelioration and/or control of ionising radiation in the workplace.

This was developed for those working in Defence involved in developing ionising radiation safety plans as a workplace responsibility, but is applicable to all individuals who work in this field.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work independently or as part of a team under, indirect supervision. They must be able to use discretion and judgement and take responsibility for the quality of their outputs. They would perform complex tasks in a range of familiar contexts.

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No licensing, legislative or certification requirements apply to unit at the time of publication.

Competency Field

Work Health & Safety

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Prepare for the development of ionising radiation safety plans	1.1 Identify and confirm ionising radiation sources. 1.2 Identify and access standards and legislation appropriate to ionising radiation exposure levels. 1.3 Identify and access existing organisational records relevant to ionising radiation. 1.4 Identify, acquire and prepare equipment and resources required for the measurement of ionising radiation. 1.5 Measure ionising radiation. 1.6 Deploy measuring equipment and record readings.
2. Analyse ionising radiation	2.1 Interpret and confirm measurements. 2.2 Analyse and/or determine ionising radiation and report findings to appropriate authorities/superiors.
3. Develop ionising radiation safety plans	3.1 Conduct consultation with stakeholders. 3.2 Identify and interpret technical standards, organisational environmental requirements and ionising radiation exposure levels. 3.3 Develop ionising radiation safety plans. 3.4 Forward ionising radiation safety plans.
4. Record and interpret data from personal monitors	4.1 Record full exposure data from personal monitors. 4.2 Provide access to individual records to the radiation worker. 4.3 Initiate action whenever anomalous records are obtained. 4.4 Review personal monitoring records regularly and provide recommendations for changes in workplace procedures as appropriate.

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Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

ACSF levels indicative of performance:

1	2	**3**	4	5	1	2	3	**4**	5	1	2	**3**	4	5	1	2	**3**	4	5	1	2	3	**4**	5
Learning					Reading					Writing					Oral communication					Numeracy					

Performance variables:

1	2	3	**4**	5	1	2	**3**	4	5	1	2	3	**4**	5	1	2	3	**4**	5
Support					Context					Text complexity					Task complexity				

Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

Unit Mapping Information

This unit supersedes and is equivalent to DEFOH008B Develop ionising radiation safety plans.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFWHS006 Develop ionising radiation safety plans

Modification History

Release	Comments
1	These Assessment Requirements were released in DEF Defence Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- measuring and analysing ionising radiation
- developing practical ionising safety plans that adhere to Australian and organisational standards and recognise stakeholder requirements
- monitoring and recording data from personal ionising radiation monitors
- identifying inspection tools and methods appropriate to the workplace
- identifying intervention points for advice to assist in work and to guide problem solving

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- principles and practices of WHS and ionising radiation inspections
- ionising radiation control requirements
- ionising radiation exposure level standards/requirements
- ionising radiation legislation
- ionising radiation measuring techniques and equipment
- WHS requirements for the organisation/industry and for supervisors/managers in the workplace
- relevant Australian and international standards
- relevant environmental factors relating to workplace ionising radiation
- relevant organisational policy and standards

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- reliability of measures
- tolerances of error that may apply

Assessment Conditions

Competency should be assessed in an actual workplace or in a simulated environment, with access to equipment and infrastructure appropriate to the outcome. Competency should be demonstrated over time to ensure the candidate is assessed across a variety of situations.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFWHS007 Work safely with lasers

Modification History

Release 2.0. This is the second release of this unit of competency in the DEF Defence Training Package Release 4.0. Modifications have been made to Foundation Skills and Assessment Conditions.

Release 1.0. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFOH009B Work safely with lasers.

- Unit code updated
- Content and formatting updated to comply with the new standards
- All PC transitioned from passive to active voice.

Application

This unit involves the skills and knowledge required to work safely with lasers.

It includes identifying Australian Standard class lasers, understanding potential laser hazards, and preparing appropriate laser safety controls, labels and signage.

This unit applies to identifying Australian Standard class lasers, understanding potential laser hazards, and preparing appropriate laser safety controls, labels and signage. Those undertaking this unit would work independently or as part of a team under, indirect supervision. They must be able to use discretion and judgement and take responsibility for the quality of their outputs. They would perform routine tasks in a range of familiar contexts.

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

Pre-requisite Unit

Not applicable.

Competency Field

Work Health & Safety

Unit Sector

Not applicable.

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Identify laser safety issues	**1.1** Identify potential laser source
	1.2 Identify type of laser and its Australian Standard class
	1.3 Identify dangers/risks associated with lasers
	1.4 Apply laser safety controls
	1.5 Identify and interpret laser warning signage
2 Apply safe work practices	**2.1** Identify lasers deployed in the workplace
	2.2 Identify and interpret laser exposure situations
	2.3 Identify and apply appropriate personal protective equipment
	2.4 Identify and adhere to other control measures
3 Report on workplace laser incidents	**3.1** Apply incident reporting procedures
	3.2 Comply with health surveillance requirements, including eye testing

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

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Unit Mapping Information

This unit supersedes and is equivalent to DEFOH009B Work safely with lasers.

Links

Companion Volume Implementation Guides are found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFWHS007 Work safely with lasers

Modification History

Release 2.0. This is the second release of this unit of competency in the DEF Defence Training Package Release 4.0. Modifications have been made to Assessment Conditions.

Release 1.0. These Assessment Requirements were released in DEF Defence Training Package release 1.0 and meet the Standards for Training Packages.

Assessment Requirements created drawing upon specified assessment information from superseded unit.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and includes:

- accessing, reading, interpreting and applying information on laser operations
- identifying laser sources
- identifying laser safety issues
- applying safe work practices
- monitoring and reporting on workplace incidents
- identifying inspection tools and methods appropriate to the workplace
- identifying intervention points for advice to assist in work and to guide problem solving.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- WHS requirements relevant to laser emissions in the workplace
- organisational policy and standards relevant to laser operations emissions
- principles and practices of WHS when working with lasers.

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations. Where this is not appropriate,

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assessment must occur in simulated workplace operational situations that reflect workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or simulations
- acceptable means of simulation assessment
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and PPE currently used in industry.

Links

Companion Volume Implementation Guides are found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFWHS008 Apply laser safety procedures

Modification History

Release 2.0. This is the second release of this unit of competency in the DEF Defence Training Package Release 4.0. Modifications have been made to Assessment Conditions.

Release 1.0. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFOH010B Apply laser safety procedures.

- Unit code updated
- Content and formatting updated to comply with the new standards
- All PC transitioned from passive to active voice.

Application

This unit involves the skills and knowledge required to apply laser safety procedures.

It includes the planning, preparation and application of laser safety procedures and control measures as well as the maintenance of appropriate laser safety records.

This unit applies to those involved in applying laser safety procedures as a workplace responsibility. Those undertaking this unit would work independently or as part of a team under, indirect supervision. They must be able to use discretion and judgement and take responsibility for the quality of their outputs. They would perform routine tasks in a range of familiar contexts.

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

Pre-requisite Unit

Not applicable.

Competency Field

Work Health & Safety

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS **PERFORMANCE CRITERIA**

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Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.
1	**Plan and prepare for the application of laser safety procedures**	**1.1** Interpret notifications of activities that involve the use of lasers
		1.2 Identify class of laser and the hazards inherent in its use
		1.3 Identify and implement organisational policy and procedures related to laser operations
		1.4 Identify laser hazard areas to those likely to encounter them
		1.5 Determine personal protective equipment requirements
2	**Apply laser safety procedures**	**2.1** Apply and monitor passive laser safety measures
		2.2 Monitor use of PPE
		2.3 Monitor laser application in the workplace
3	**Maintain documentation**	**3.1** Report laser incidents
		3.2 Maintain records

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit supersedes and is equivalent to DEFOH010B Apply laser safety procedures.

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Links

Companion Volume Implementation Guides are found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFWHS008 Apply laser safety procedures

Modification History

Release 2.0. This is the second release of this unit of competency in the DEF Defence Training Package Release 4.0. Modifications have been made to Assessment Conditions.

Release 1.0. These Assessment Requirements were released in DEF Defence Training Package release 1.0 and meet the Standards for Training Packages.

This unit supersedes and is equivalent to DEFOH010B Apply laser safety procedures.

- Unit code updated
- Content and formatting updated to comply with the new standards
- All PC transitioned from passive to active voice.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and includes:

- accessing, reading, interpreting and applying information relating to lasers
- planning and preparing for the application of laser safety procedures
- applying and monitoring relevant laser safety measures
- maintaining appropriate documentation
- identifying inspection tools and methods appropriate to the workplace
- applying principles and practices of WHS
- identifying intervention points for advice to assist in work and to guide problem solving.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- characteristics of lasers including the types of lasers and the fundamentals of laser operation
- environment in which lasers are used
- relevant Australian and international standards
- report writing techniques.

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory

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requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in simulated workplace operational situations that reflect workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or simulations
- acceptable means of simulation assessment
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and PPE currently used in industry.

Links

Companion Volume Implementation Guides are found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFWHS009 Develop laser safety plans

Modification History

Release	Comments
1	This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to DEFOH011B Develop laser safety plans. • Unit code updated • Content and formatting updated to comply with the new standards. • All PC transitioned from passive to active voice • PC 1.5 removed

Application

This unit describes the skills required to develop laser safety plans and procedures. This includes identifying, evaluating and overseeing the control of laser hazards; developing laser safety papers and templates; providing technical advice on laser safety; developing and drafting laser safety policy, procedures and instructions; and preparing the selection of laser safety controls, labels and signage.

This unit applies to those involved in the development of laser safety plans as a workplace responsibility.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work independently or as part of a team under, indirect supervision. They must be able to use discretion and judgement and take responsibility for the quality of their outputs. They would perform complex tasks in a range of familiar contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

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Competency Field

Work Health & Safety

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Prepare for the development of laser safety plans	1.1 Identify and confirm laser sources. 1.2 Identify and access standards and legislation appropriate to lasers. 1.3 Identify and access existing organisational records relevant to laser equipment. 1.4 Identify, acquire and prepare equipment and resources required for the assessment of laser equipment.
2. Assess laser hazards	2.1 Verify laser classifications. 2.2 Evaluate maximum permissible exposures of continuous wave and repetitively pulsed lasers. 2.3 Identify laser hazards and assess laser hazard environments.
3. Develop laser safety plans	3.1 Conduct consultation with stakeholders. 3.2 Identify and interpret technical standards, organisational environmental requirements and laser exposure levels. 3.3 Develop laser safety plans and forward to the relevant authority.

Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

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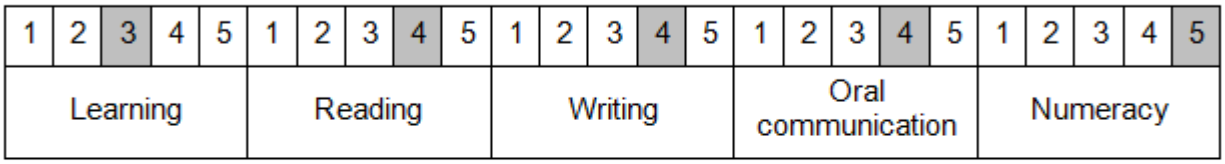
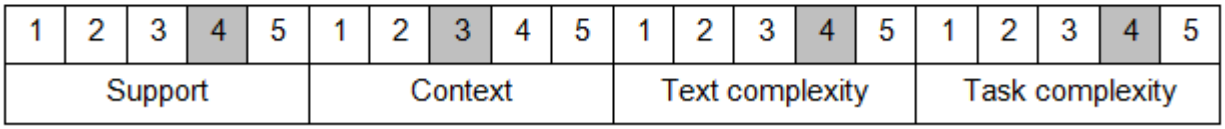
ACSF levels indicative of performance:



Performance variables:



Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

Range of Conditions

Relevant legislation, organisational policies and procedures include:	• equipment manufacturers' specifications • previous testing reports • risk assessments • Standing Operating Procedures (SOPs) • Australian Regulation Protection and Nuclear Safety Authority (ARPANSA) requirements • relevant Australian and international standards • state/territory/Commonwealth legislation

Unit Mapping Information

This unit supersedes and is equivalent to DEFOH011B Develop laser safety plans.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFWHS009 Develop laser safety plans

Modification History

Release	Comments
1	These Assessment Requirements were released in DEF Defence Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- applying complex mathematical processes
- identifying relevant laser hazards
- developing procedures and plans to mitigate the hazards in the working environment
- identifying inspection tools and methods appropriate to the workplace
- identifying intervention points for advice to assist in work and to guide problem solving

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- principles and practices of work health and safety inspections
- characteristics of lasers including the types of lasers and the fundamentals of laser operation
- laser environment
- organisational policy and procedures relevant to laser operations
- relevant Australian and international standards
- report writing techniques

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Assessment Conditions

Competency should be assessed in an actual workplace or in a simulated environment, with access to equipment and infrastructure appropriate to the outcome. Competency should be demonstrated over time to ensure the candidate is assessed across a variety of situations.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFWHS010 Identify confined space

Modification History

Release 2.0. This is the second release of this unit of competency in the DEF Defence Training Package Release 4.0. Modifications have been made to Foundation Skills and Assessment Conditions.

Release 1.0. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFOH012B Identify confined space.

- Unit code updated
- Content and formatting updated to comply with the new standards
- All PC transitioned from passive to active voice
- PC 2.1 removed.

Application

This unit involves the skills and knowledge required to identify confined space prior to entering a confined space for work purposes. In the context of this unit, a confined space is any compartment or area that has the capability of accumulating a toxic, flammable or explosive atmosphere, or of being flooded, in addition to one of the following characteristics:

- limited opening for access
- no escape route or very restricted means of escape
- limited natural ventilation
- atmosphere containing more than 23.5% or less than 19.5% oxygen

It includes recognising actual and potential confined spaces in one's work environment and understanding the broad limitations they impose on work practices. It also covers identifying potential work health and safety (WHS) concerns and seeking further advice and/or applying appropriate procedures when dealing with WHS issues.

This unit applies to Defence personnel involved in the identification of confined spaces as a workplace responsibility but is applicable to all individuals who work in this field. Those undertaking this unit would work independently or as part of a team under, indirect supervision. They must be able to use discretion and judgement and take responsibility for the quality of their outputs. They would perform routine tasks in a range of familiar contexts.

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

Pre-requisite Unit

Not applicable.

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Competency Field

Work Health & Safety

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Recognise a confined space	**1.1** Select and don required personal protective equipment (PPE) to identify a confined space
	1.2 Review nature of the possible work space and its characteristics
	1.3 Assess possible work space for its potential to be a confined space
	1.4 Determine precautions to be taken in the presence of a harmful atmosphere
	1.5 Identify and assess other hazards and factors associated with the possible work space to determine the level of risk associated with that space
	1.6 Refer identified hazards to appropriate personnel/authority for further investigation and analysis, where uncertainty exists about confined space potential
	1.7 Confirm safety of possible workspace
2 Carry out appropriate action after identifying a confined space	**2.1** Identify and document potential WHS issues
	2.2 Undertake, document and revise risk assessment, whenever there is evidence to indicate that it is no longer valid
	2.3 Document broad limitations the confined space may

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impose on work practices

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit supersedes and is equivalent to DEFOH012B Identify confined space.

Links

Companion Volume Implementation Guides are found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFWHS010 Identify confined space

Modification History

Release 2.0. This is the second release of this unit of competency in the DEF Defence Training Package Release 4.0. Modifications have been made to Foundation Skills and Assessment Conditions.

Release 1.0. These Assessment Requirements were released in DEF Defence Training Package release 1.0 and meet the Standards for Training Packages.

- Assessment Requirements created drawing upon specified assessment information from superseded unit.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and includes:

- accessing, reading, interpreting and applying information on confined spaces
- identifying and reporting hazards
- understanding the possible nature of the environment
- identifying intervention points for expert advice to assist work and to guide problem solving
- identifying principle risks and associated mitigation.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- appropriate signage, symbols, labels and warning devices relating to confined spaces
- location of applicable organisational procedures and documents
- preferred order of ways to control WHS risk – hierarchy of controls
- rights and responsibilities of workplace parties under WHS legislation.

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations. Where this is not appropriate,

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assessment must occur in simulated workplace operational situations that reflect workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or simulations
- acceptable means of simulation assessment
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and PPE currently used in industry.

Links

Companion Volume Implementation Guides are found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFWHS011 Enter confined space

Modification History

Release 2.0. This is the second release of this unit of competency in the DEF Defence Training Package Release 4.0. Modifications have been made to Foundation Skills and Assessment Conditions.

Release 1.0. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFOH013B Enter confined space.

- Unit code updated
- Content and formatting updated to comply with the new standards
- All PC transitioned from passive to active voice
- PC 1.3, 1.5 and 2.7 removed.

Application

This unit involves the skills and knowledge required to enter confined spaces. In the context of this unit, a confined space is any compartment or area that has the capability of accumulating a toxic, flammable or explosive atmosphere, or of being flooded, in addition to one of the following characteristics:

- limited opening for access
- no escape route or very restricted means of escape
- limited natural ventilation
- atmosphere containing more than 23.5% or less than 19.5% oxygen

It includes the skills required to prepare to enter confined spaces and to finalise egress at the conclusion of the task/s.

This unit applies to Defence personnel involved in entering confined spaces as a workplace responsibility, but it is applicable to all individuals who work in this field. Those undertaking this unit would work independently or as part of a team under indirect supervision. They must be able to use discretion and judgement and take responsibility for the quality of their outputs. They would perform routine tasks in a range of familiar contexts.

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

An individual undertakes this as part of a team in conjunction with other individuals who also have this competency. It is expected that one or more of the team members, or a team member not working in the confined space, will hold a current, recognised, first aid certificate.

Pre-requisite Unit

Not applicable.

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Competency Field

Work Health & Safety

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Prepare for confined space entry	**1.1** Identify and confirm requirement for confined space entry from work requests/instructions
	1.2 Identify duration of and limitations on the tasks to be performed in the confined space
	1.3 Identify, acquire and prepare equipment and resources required for the confined space entry
	1.4 Prepare confined space for entry
	1.5 Confirm and delegate team and individual roles and responsibilities within the team
	1.6 Conduct pre-entry tests and checks in accordance with organisational and manufacturers' requirements
2 Enter confined spaces	**2.1** Identify entry/egress points
	2.2 Monitor environmental conditions
	2.3 Maintain verbal and non-verbal communication
	2.4 Operate equipment and resources in accordance with manufacturers' requirements and organisational procedures
	2.5 Adhere to entry permit conditions
	2.6 Recognise and respond to unexpected situations
3 Finalise confined space entry	**3.1** Exit confined space

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3.2 Clean and refurbish equipment

3.3 Complete documentation and reports

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit supersedes and is equivalent to DEFOH013B Enter confined space.

Links

Companion Volume Implementation Guides are found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFWHS011 Enter confined space

Modification History

Release 2.0. This is the second release of this unit of competency in the DEF Defence Training Package Release 4.0. Modifications have been made to Foundation Skills and Assessment Conditions.

Release 1.0. These Assessment Requirements were released in DEF Defence Training Package release 1.0 and meet the Standards for Training Packages.

- Assessment Requirements created drawing upon specified assessment information from superseded unit.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and includes:

- accessing, reading, interpreting and applying information on confined spaces
- assessing risks and applying effective risk control measures
- communicating effectively
- identifying and reporting hazards
- identifying stored energy sources
- operating equipment pertinent to the confined space entry and task to be performed
- reporting abnormalities
- identifying intervention points for expert advice to assist work and to guide problem solving.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- applicable organisational procedures and documents
- appropriate signage and protective barriers
- risk assessment procedures
- safety equipment operations
- work methods analysis.

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory

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requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in simulated workplace operational situations that reflect workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or simulations
- acceptable means of simulation assessment
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and PPE currently used in industry.

Links

Companion Volume Implementation Guides are found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFWHS012 Test confined space environment

Modification History

Release 2.0. This is the second release of this unit of competency in the DEF Defence Training Package Release 4.0. Modifications have been made to Foundation Skills and Assessment Conditions.

Release 1.0. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFOH014B Test confined space environment.

- Unit code updated
- Content and formatting updated to comply with the new standards
- All PC transitioned from passive to active voice
- PC 2.4 removed
- PC 2.2 and 2.3 merged.

Application

This unit involves the skills and knowledge required to test confined space environment to ensure safe entry and egress.

In the context of this unit, a confined space is any compartment or area that has the capability of accumulating a toxic, flammable or explosive atmosphere, or of being flooded, in addition to one of the following characteristics:

- limited opening for access
- no escape route or very restricted means of escape
- limited natural ventilation
- atmosphere containing more than 23.5% or less than 19.5% oxygen

It includes the skills required to prepare for and conduct test procedures, and all post test procedures.

This unit applies to Defence personnel involved in the testing of confined space environments as a workplace responsibility but is applicable to all individuals who work in this field. Those undertaking this unit must demonstrate the ability to work independently or as part of a team under indirect supervision. They must be able to use discretion and judgement and take responsibility for the quality of their outputs. They would perform routine tasks in a range of familiar contexts.

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

Pre-requisite Unit

Not applicable.

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Competency Field

Work Health & Safety

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS		PERFORMANCE CRITERIA	
Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Prepare for environmental testing**	**1.1**	Identify confined space potential contaminants
		1.2	Identify organisational restrictions or requirements pertinent to the confined space
		1.3	Identify, acquire and prepare equipment and resources required for testing
2	**Test confined space for contaminants/ threats**	**2.1**	Obtain testing sample and conduct tests in accordance with testing protocols
		2.2	Record and analyse test results in accordance with testing protocols
3	**Finalise test/s**	**3.1**	Complete documentation and reports
		3.2	Clean and refurbish testing equipment

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

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Unit Mapping Information

This unit supersedes and is equivalent to DEFOH014B Test confined space environment.

Links

Companion Volume Implementation Guides are found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFWHS012 Test confined space environment

Modification History

Release 2.0. This is the second release of this unit of competency in the DEF Defence Training Package Release 4.0. Modifications have been made to Foundation Skills and Assessment Conditions.

Release 1.0. These Assessment Requirements were released in DEF Defence Training Package release 1.0 and meet the Standards for Training Packages.

- Assessment Requirements created drawing upon specified assessment information from superseded unit.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and includes:

- accessing, reading, interpreting and applying information on testing
- identifying and reporting on contaminants/hazards
- operating test equipment
- reporting abnormalities
- maintaining records/documentation
- identifying intervention points for expert advice to assist in work and to guide problem solving.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- analysis procedures
- engineering controls
- operating procedures of relevant test equipment
- principles of atmospheric monitoring
- sampling procedures
- testing protocols.

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

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Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in simulated workplace operational situations that reflect workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or simulations
- acceptable means of simulation assessment
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and PPE currently used in industry.

Links

Companion Volume Implementation Guides are found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFWHS013 Control entry to confined spaces

Modification History

Release 2.0. This is the second release of this unit of competency in the DEF Defence Training Package Release 4.0. Modifications have been made to Foundation Skills and Assessment Conditions.

Release1.0. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFOH015B Control entry to confined spaces.

- Unit code updated
- Content and formatting updated to comply with the new standards
- All PC transitioned from passive to active voice
- PC 1.5 removed.

Application

This unit involves the skills and knowledge required to control entry to confined spaces.

It includes the skills required to control entry and egress to confined spaces. While exercising the control of entry to confined space may not require the competency to enter confined space, it requires awareness of the legislative requirements and organisational procedures related to confined space entry.

In the context of this unit, a confined space is any compartment or area that has the capability of accumulating a toxic, flammable or explosive atmosphere, or of being flooded, in addition to one of the following characteristics:

- limited opening for access
- no escape route or very restricted means of escape
- limited natural ventilation
- atmosphere containing more than 23.5% or less than 19.5% oxygen

This unit applies to Defence personnel involved in the control of entry to confined spaces as a workplace responsibility but is applicable to all individuals who work in this field. Those undertaking this unit would work independently or as part of a team under, indirect supervision. They must be able to use discretion and judgement and take responsibility for the quality of their outputs. They would perform routine tasks in a range of familiar contexts.

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

Pre-requisite Unit

Not applicable.

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Competency Field

Work health and safety

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS		PERFORMANCE CRITERIA	
Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Plan and prepare for control of confined space entry**	**1.1**	Identify and confirm requirement for confined space entry from work requests/instructions
		1.2	Identify confined space entry permit and any requirements or limitations
		1.3	Confirm team and individual roles and responsibilities through question and answer
2	**Control access and egress to confined space**	**2.1**	Monitor and record entry and egress of the confined space in accordance with work permit conditions
		2.2	Maintain verbal and non-verbal communication and consultation with the confined space entry team in accordance with work permit conditions
		2.3	Complete documentation and reports

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

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Unit Mapping Information

This unit supersedes and is equivalent to DEFOH015B Control entry to confined spaces.

Links

Companion Volume Implementation Guides are found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFWHS013 Control entry to confined spaces

Modification History

Release 2.0. This is the second release of this unit of competency in the DEF Defence Training Package Release 4.0. Modifications have been made to Foundation Skills and Assessment Conditions.

Release1.0. These Assessment Requirements were released in DEF Defence Training Package release 1.0 and meet the Standards for Training Packages.

- Assessment Requirements created drawing upon specified assessment information from superseded unit.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and includes:

- accessing, reading, interpreting and applying information on confined spaces
- analysing relevant workplace data to identify hazards, assess risks and evaluate effectiveness of WHS control measures
- analysing working environment to identify hazards, assess risks and design and implement appropriate WHS control measures
- assessing the resources needed to establish and maintain systematic approaches to managing WHS including a range of control measures
- operating equipment pertinent to the control of confined space entry
- identifying intervention points for expert advice to assist in work and to guide problem solving.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- appropriate emergency response procedures
- appropriate signage, symbols, labels and barriers
- entry permit procedures
- incident and accident investigation including WHS record keeping
- risk management principles and application of appropriate measures including hierarchy of control
- role of technical information and experts in designing control measures, and monitoring systems
- training and competency requirements for confined space entry.

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Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in simulated workplace operational situations that reflect workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or simulations
- acceptable means of simulation assessment
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and PPE currently used in industry.

Links

Companion Volume Implementation Guides are found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFWHS014 Monitor and report on hazardous substances safety

Modification History

Release 2.0. This is the second release of this unit of competency in the DEF Defence Training Package Release 4.0. Modifications have been made to Foundation Skills and Assessment Conditions.

Release1.0. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFOH016B Monitor and report on hazardous substances safety.

- Unit code updated
- Content and formatting updated to comply with the new standards
- All PC transitioned from passive to active voice
- PC 1.3 removed
- PC 3.1 and 3.2 merged
- Elements 2 and 3 merged.

Application

This unit involves the skills and knowledge required to monitor and report on hazardous substances safety.

It includes the skills required to effectively identify hazardous substances that may be present in the workplace and to monitor the hazard and hazard controls that have been recommended/implemented as well as reporting the results of this identification and monitoring to commanders/managers.

In the context of this unit, a hazardous substance includes any substances with the potential, when used at work, to impact on the health or safety of persons and/or the environment (surface/ground water, flora, fauna, atmosphere, soil etc.) at or near the workplace.

This unit applies to Defence personnel involved in the monitoring and reporting of hazardous substances as a workplace responsibility but is applicable to all individuals who work in this field. Those undertaking this unit would work independently or as part of a team under, indirect supervision. They must be able to use discretion and judgement and take responsibility for the quality of their outputs. They would perform routine tasks in a range of familiar contexts.

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

Pre-requisite Unit

Not applicable.

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Competency Field

Work health and safety

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Prepare for the identification of a hazardous substance in the workplace	**1.1** Identify hazardous substances and sources
	1.2 Identify and access existing organisational records relevant to the hazardous substance
	1.3 Conduct consultation with stakeholders
2 Monitor hazardous substance controls and maintain records	**2.1** Conduct workplace walk throughs and observations
	2.2 Record and report breaches of protocols, plans and local controls
	2.3 Inspect monitoring equipment regularly
	2.4 Review workplace hazardous substance and equipment maintenance records

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work

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environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit supersedes and is equivalent to DEFOH016B Monitor and report on hazardous substances safety.

Links

Companion Volume Implementation Guides are found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFWHS014 Monitor and report on hazardous substances safety

Modification History

Release 2.0. This is the second release of this unit of competency in the DEF Defence Training Package Release 4.0. Modifications have been made to Foundation Skills and Assessment Conditions.

Release1.0. These Assessment Requirements were released in DEF Defence Training Package release 1.0 and meet the Standards for Training Packages.

- Assessment Requirements created drawing upon specified assessment information from superseded unit.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and includes:

- testing and operating monitoring equipment
- identifying intervention points for expert advice to assist in work and to provide a guide to problem solving.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- hazardous substances likely to be found in the workplace
- WHS requirements relevant to hazardous substances in the workplace.

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in simulated workplace operational situations that reflect workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

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Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or simulations
- acceptable means of simulation assessment
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and PPE currently used in industry.

Links

Companion Volume Implementation Guides are found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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FBPFSY2002 Apply food safety procedures

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to maintain food safety, workplace cleanliness and personal hygiene, and conduct work tasks where work involves operation of production and/or packaging equipment and processes.

This unit applies to individuals who participate in and comply with safety programs in the food processing sector. It does not apply to the pharmaceutical industry.

Legislative and regulatory requirements apply to food safety and are enforced through state/territory jurisdictions. Users must check with the relevant regulatory authority before delivery.

Pre-requisite Unit

Nil

Unit Sector

Food Safety (FSY)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Implement the food safety program	1.1 Identify food handling requirements of the work task 1.2 Carry out food handling, and control food safety hazards according to the food safety program 1.3 Report any incident where food safety control requirements, including for food allergens, are not met, and take corrective action as

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	directed 1.4 Record food safety information to meet requirements of the food safety program 1.5 Maintain workplace cleanliness and sanitisation to meet workplace standards 1.6 Conduct work to comply with workplace environmental guidelines
2. Participate in maintaining and improving food safety	2.1 Monitor work area, materials, equipment and product to ensure compliance with food safety requirements 2.2 Identify and report processes, practices or conditions that could result in a food safety breach, and take corrective action as directed 2.3 Report food safety issues to supervisor
3. Comply with personal hygiene standards	3.1 Ensure personal hygiene meets the requirements of the food safety program 3.2 Report health conditions and illness as required by the food safety program 3.3 Wear appropriate clothing and footwear for the food handling task 3.4 Move around the workplace in compliance with the food safety program

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret information relating to food safety and environmental guidelines
Numeracy	• Monitor and interpret food safety information and data

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPFSY2002 Apply food safety procedures	FBPFSY2001 Implement the food safety program and procedures	Title updated to better reflect work task Minor changes to Performance Criteria for clarity Foundation Skills refined Performance Evidence clarified Minor changes to Knowledge Evidence and Assessment Conditions	Equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPFSY2002 Apply food safety procedures

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has effectively implemented the food safety program and procedures on two separate occasions in a food processing and/or food packaging environment, including:

- identifying own responsibilities with regard to food safety, including food allergen management
- identifying food safety risks in the workplace, and the control measures used to manage them
- applying control measures in own work
- monitoring compliance with food safety standards
- identifying and acting on non-compliances.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- sources of information and expertise on procedures and responsibilities for food safety relating to own work
- basic concepts of critical control point (CCP)-based food safety, including identification of hazards that are likely to occur, establishing appropriate methods of control and confirming that controls are met
- food safety management arrangements in the workplace, including:
  - workplace policies and procedures to implement responsibilities
  - the relationship between the quality system and the food safety program
  - the role of internal and external auditors
  - procedures followed to investigate contamination and cross-contact allergenic events
- Food Standards Code and why it exists, relevant to work role

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- good manufacturing practices (GMP) relevant to work role
- state/territory food legislation, relevant to workplace
- common microbiological, physical, chemical and allergen hazards related to the foods handled in the work area
- handling and storage requirements of ingredients, materials and products handled and used
- methods used to monitor that food safety is under control, including the purpose of sampling
- action required in the event of non-compliance (corrective action is typically described in the food safety program and/or related workplace information)
- purpose of keeping records, and the recording requirements of the food safety program
- methods used in the workplace to isolate or quarantine food that may be unsafe or non-conforming
- product and ingredient recall procedures where required by work responsibilities
- personal protective clothing and footwear, clothing maintenance, laundering and storage requirements
- housekeeping requirements and responsibilities relating to own work, and use and storage of housekeeping/cleaning equipment where relevant
- procedures to follow in the event of pest sighting or discovery of infestation
- purpose and importance of cleaning and sanitisation procedures.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - a food or beverage processing workplace or an environment that accurately represents actual workplace conditions
- resources, equipment and materials:
  - food safety information relating to the workplace, including a food safety program outlining food safety hazards and control methods
  - personal protective equipment and clothing
- specifications:
  - work instructions and procedures relevant to work task
  - cleaning and sanitisation policies and procedures.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPFSY3002 Participate in a HACCP team

Modification History

Release	Comments
Release 2	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to participate in the development and review of a hazard analysis critical control point (HACCP)-based food safety program.

The unit applies to individuals who work under broad direction and take responsibility for their own work, including limited responsibility for the work of others, and who participate in the development of a food safety program typically limited to their immediate work area.

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

Pre-requisite Unit

Nil

Unit Sector

Food Safety (FSY)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare to develop or review a food safety program	1.1 Recognise roles and responsibilities for participating in, developing or reviewing a food safety program 1.2 Identify the scope of a food safety program

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
2. Identify and review food safety hazards	2.1 Identify processes to be covered by the food safety program, and recognise the steps within each process 2.2 Identify food safety hazards that are reasonably expected for each critical control point 2.3 Review safety handling methods, processing techniques and existing support programs used in the workplace as part of a team
3. Establish or review methods to monitor and control food safety hazards	3.1 Establish acceptable methods of control for each food safety hazard that is reasonably expected to occur 3.2 Validate control methods against safety standards 3.3 Establish or review procedures for taking preventative action 3.4 Establish or review appropriate methods for monitoring that processes remain within control 3.5 Establish required corrective action to respond to situations where hazards are not effectively controlled

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret details of the food safety program

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPFSY3002 Participate in a HACCP team Release 2	FBPFSY3002 Participate in a HACCP team Release 1	Dot point about different types of food safety hazards added to Knowledge Evidence	Equivalent

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Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPFSY3002 Participate in a HACCP team

Modification History

Release	Comments
Release 2	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has actively participated in a food safety team on a minimum of two occasions, including:

- identifying food safety hazards in the critical control points (CCPs) of production processes
- establishing and validating control standards and methods for a minimum of two potential hazards
- applying food safety procedures.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose and intent of food safety legislation, including Food Standards Code
- the roles and responsibilities for developing and maintaining the food safety program, including roles of internal and external auditors and authorised officers
- techniques for applying critical control point principles, including techniques for identifying hazards, assessing the likelihood of occurrence, determining acceptable methods of control, monitoring and recording requirements for each control point, identifying corrective action if controls are not met, and developing system review procedures
- common microbiological, physical, chemical and allergen hazards related to the foods handled in the work area, including the types of hazards likely to occur, the conditions under which they occur, possible consequences, and control methods to prevent occurrence

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- techniques used to map operations and analyse food safety requirements, such as preparation of flow charts, hazard analysis charts and tables, and data analysis reports
- raw materials, ingredients and finished product composition and characteristics, and related handling and storage requirements
- food processing methods used in the workplace or work area, and their effect on food safety
- the role of consultation in the development, implementation and ongoing maintenance of the food safety program
- documentation and recording requirements to support communication and monitoring of the food safety program, including procedures for maintaining and updating relevant documents, such as operating procedures
- main types of food safety hazards and contamination likely to occur given product type and processing methods used
- conditions required for bacterial food poisoning to occur, such as water activity, pH, composition and time and temperature as relevant to food handled
- acceptable control methods for identified hazards, and required corrective actions when control requirements are not met
- typical support programs, such as cleaning schedules, pest control, stock rotation, product traceability, and personal hygiene, and how they can be used as part of a food safety program
- validation and verification processes and techniques and responsibilities.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - a workplace setting or an environment that accurately represents a real workplace
- resources, equipment and materials:
  - workplace food safety program documentation
- specifications:
  - review/audit arrangements
  - advice on quality and food safety legislation
  - procedures for developing or modifying specifications and other advice on food safety requirements
  - reporting/recording system
- relationships (internal and/or external):
  - interactions with team members.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FBPOPR2066 Apply sampling procedures

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to interpret sampling plans, and to collect and transfer samples to retain sample integrity.

This unit applies to individuals who would typically be required to follow specific sampling procedures under general supervision.

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

Pre-requisite Unit

Nil

Unit Sector

Operational (OPR)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for sampling	1.1 Read or listen to work instructions from supervisor and clarify where needed 1.2 Identify health and safety hazards in the workplace and inform supervisor 1.3 Wear appropriate personal protective equipment and ensure correct fit 1.4 Identify sampling requirements in the sampling plan

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.5 Prepare sampling equipment, containers and labels
2. Collect samples	2.1 Collect samples as specified in the sampling plan 2.2 Handle and prepare samples to preserve sample and source integrity 2.3 Identify and report defects or abnormalities in source material and sample 2.4 Record sample information in line with workplace requirements 2.5 Maintain a clean and tidy workplace

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Writing	• Record sample information accurately
Get the work done	• Solve familiar and generally predictable problems within workplace guidelines

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPOPR2066 Apply sampling procedures	FDFOP2013A Apply sampling procedures	Updated to meet Standards for Training Packages Minor changes to Performance Criteria to clarify intent	Equivalent unit

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Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPOPR2066 Apply sampling procedures

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has safely and effectively taken 10 samples, in line with the sampling plan, including:

- accessing and interpreting sampling plan to identify requirements
- selecting, fitting and using personal protective equipment
- preparing for sampling to ensure required tools, containers and labels are available
- following sampling procedures and the sampling plan to collect samples from the designated points, in the quantities and at the times specified
- identifying atypical source materials and/or samples and take corrective action, such as reporting abnormalities, repeating sample collection and/or following intensive sampling schedules
- completing sample records according to workplace requirements, such as labelling samples as required
- transferring samples for testing
- maintaining work area to meet housekeeping standards.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- health and safety hazards and controls in the workplace, including the purpose and limitations of personal protective equipment
- basic sampling principles, including the importance of following the sampling plan to obtain representative sampling reflecting characteristics of source material, the sample characteristics and related preservation, handling and storage requirements, and the labelling system purpose and requirements
- tests to be conducted on samples, and related handling and preparation requirements and responsibilities

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- characteristics of materials sampled, and common contaminants and related conditions under which contamination is likely to occur
- sampling techniques relevant to samples collected, such as sterilisation methods and procedures
- the relationship between sampling, testing and production processes, including different sampling regimes that may apply in response to non-standard conditions or after corrective action is taken to adjust production outputs
- procedures and responsibility for reporting and recording sampling information, including legislative requirements
- procedures for preparing samples.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a workplace setting or an environment that accurately represents a real workplace
- resources, equipment and materials:
  - sampling plan
  - recording and reporting system
  - sampling equipment and containers as required
  - product/source material to be sampled.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are found in VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FDFAU4001A Assess compliance with food safety programs

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit of competency covers skills and knowledge required to assess compliance against an approved food safety program where the program is supported by a prescriptive template or tool or where compliance is checked against a food safety program that has been validated by a technical expert.

Application of the Unit

Application of the unit	This unit applies to regulatory, commercial or internal auditors. When this unit is applied to regulatory auditing it should be noted that the National Food Safety Audit Policy for regulatory auditing requires that the unit FDFAU4002A Communicate and negotiate to conduct food safety audits, must be pre or co-assessed with this unit when applied to assessing compliance against approved food safety programs that have been validated by a technical expert.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units		

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Prerequisite units		

Employability Skills Information

Employability skills	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 performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Plan the audit	1.1. An audit plan is developed to meet the audit scope 1.2. The plan is capable of delivering the required outcomes within resource and time allocations 1.3. Plan includes audit purpose, scope and relevant templates or approved food safety program 1.4. Activities and responsibilities for the audit are identified 1.5. Audit timing (as required by legislation and/or client) is identified including timetable for each stage of the audit 1.6. Resource, personnel and reporting requirements are identified 1.7. Follow up and completion procedures are identified 1.8. Communication protocols are identified and established to facilitate the effective exchange of information and suited to the auditee environment

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ELEMENT	PERFORMANCE CRITERIA
2. Confirm that the food business has documented required preliminary work	2.1. The food and the method of distribution are defined 2.2. Customers and intended use of food is identified 2.3. The process is described and documented 2.4. The food business has checked their documentation for accuracy and completeness
3. Confirm the food safety program is supported by a tool or template or has been validated	3.1. The documented food safety program and related procedures and prerequisite programs are assessed to confirm that they have a prescriptive tool or have been validated by a technical expert 3.2. The food business method of identifying and analysing food safety hazards is reviewed 3.3. Templates or the approved food safety program are correctly selected to meet audit scope 3.4. Templates or the approved food safety program are appropriately adapted to suit the needs of the business without adversely affecting food safety 3.5. Documented verification records are reviewed to confirm that the requirements of the food safety program are being met 3.6. Corrective actions required where processes are identified as not meeting targets or critical limits are assessed to confirm they meet the requirements of the template or food safety program 3.7. Food safety prerequisite programs are assessed to confirm they are appropriate for the food business/industry sector to maintain a safe food environment 3.8. Food safety program documents are reviewed to confirm currency, accuracy and adequacy to facilitate maintenance of an adequate food safety program
4. Collect evidence to review and assess implementation of food safety programs	4.1. Evidence is collected to confirm that documented programs and procedures are working effectively, reflect actual practice and are consistently applied 4.2. Evidence is collected to confirm that food safety monitoring and corrective actions are carried out according to procedure 4.3. Evidence is collected to confirm that safety prerequisite programs are effective and consistently followed 4.4. Evidence is collected to confirm that food safety records are completed and provide an accurate

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ELEMENT	PERFORMANCE CRITERIA
	record of events 4.5. Evidence is collected to confirm that records are accessed and analysed to confirm effective program maintenance in accordance with the template or food safety program 4.6. Evidence is collected to confirm that food safety skills and knowledge of food business personnel is commensurate with their work role 4.7. Evidence is collected to confirm that the food safety program has been internally monitored and assessed, updated and improved by a technical expert
5. Manage the audit process	5.1. Audit progress is monitored against the audit plan and any variation to plan is identified and addressed 5.2. Circumstances requiring the audit plan to be adjusted are identified and negotiated in a timely manner 5.3. Audits address audit scope and are conducted within time and resource constraints to meet quality and professional standards 5.4. The audit process is reviewed to identify opportunities for improvement
6. Consolidate audit outcomes	6.1. Audit evidence is analysed and assessed to identify any areas of non-compliance with legislation and/or the food safety program 6.2. Non-conformities are identified and classified as agreed by the audit plan 6.3. Non-conformities are reported in accordance with agreed client and/or legislative requirements 6.4. Audit reports and/or certificates are prepared and submitted or presented as required to meet regulatory and client requirements 6.5. A corrective action implementation plan defining proposed actions and timelines developed by the auditee is reviewed by the auditor to confirm that template or food safety program requirements are met 6.6. Audit findings are reviewed to confirm that evidence is sufficient as defined by the template or approved food safety program
7. Confirm and close out corrective actions	7.1. Implementation and effectiveness of corrective action is monitored and verified against the template or the approved food safety program

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ELEMENT	PERFORMANCE CRITERIA
	7.2. Audit records are maintained to record corrective actions

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE
This section describes the skills and knowledge required for this unit.
Required skills
Ability to: • plan and organise audit activities • identify work processes and work flow • interpret food safety programs including flow charts, standard operating procedures (SOPs), and other process documentation • describe each process step and identify food safety hazards • conduct research to identify, collect and analyse evidence of compliance with food safety programs • use communication skills to support evidence collection and outcome presentation • identify and classify non-compliances • prepare audit reports and certificates to meet regulatory and client requirements • review corrective action implementation plans • monitor the implementation of corrective actions • maintain audit records
Required knowledge
Knowledge of: • required content and scope of food safety programs as defined in the National Food Safety Standard 3.2.1 or other relevant standards • purpose and minimum requirements of risk-based approaches to managing food safety hazards, including the role of prescriptive templates or approved food safety programs in supporting a risk-based approach and the process used to validate these tools • guidelines on implementing industry templates or approved food safety programs • legal requirements of food businesses • legal liability of auditors and protection against litigation and professional practice issues, including the circumstances under which an auditor could be prosecuted and insurance requirements • audit activities and principles, including guidelines on audit stages and activities as

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REQUIRED SKILLS AND KNOWLEDGE
outlined in ISO 19011:2002 • personal attributes required of food safety auditors, including those outlined in ISO 19011:2002, and additional system owner requirements where required • role, responsibilities and powers of enforcement agencies, authorised officers and commercial auditors, including reporting responsibilities, legal liability of auditors and delegation of authority to commercial auditors as may apply in some states and territories • information handling and management system protocols, including issues, such as rights of access to information, maintenance of confidentiality of audit information and reports and information dissemination requirements • evidence appropriate for use in audit processes, including the difference between objective and hearsay evidence and methods for recording and managing evidence to provide reliable reference information in the event that evidence is challenged • vocabulary and terms relating to food safety programs, includign terms and jargon to describe technical processes, industry standards and common biological and chemical terms • common biological, physical and chemical hazards that may occur in the food business and appropriate methods of control and critical limits as outlined in the approved food safety program or template • the impact of (1) the design and construction of premises and (2) the selection, application and condition of equipment, on food safety as defined in Food Safety Standard 3.2.3 • role of prerequisite programs in controlling hazards, including the relationship between prerequisite programs and risk-based approaches, such as HACCP to controlling food safety hazards • circumstances, implications and responsibilities in the event that the auditee requests that the audit ceases • circumstances and authority to initiate cessation of an audit • methods to assess skill requirements and options to confirm that the responsible personnel within the food business have the of food safety and food hygiene relevant to the food business

Evidence Guide

EVIDENCE GUIDE	
The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.	
Overview of assessment	A person who demonstrates competence in this unit must be able to assess compliance against an approved food

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EVIDENCE GUIDE	
	safety program where the program is supported by a prescriptive template or tool or where compliance is checked against a food safety program that has been validated by a technical expert. Assessment must be carried out in a manner that recognises the cultural and literacy requirements of the assessee and is appropriate to the work performed. Competency in this unit must be achieved in accordance with food safety standards and regulations.
Critical aspects for assessment and evidence required to demonstrate competency in this unit	Evidence of ability to: • confirm that the food safety program and/or template is appropriate to the activities of the business • review food safety program records to assess compliance against the approved food safety program and/or template • collect and analyse evidence to confirm that the food safety program is consistently followed and controls all critical risks • identify circumstances where variation or customising of the template or food safety program requires further validation • submit non-compliance reports to clearly identify the aspects of the food safety program that have broken down/need further development in order to prevent recurrence.
Context of and specific resources for assessment	Competency may be assessed in an actual workplace or simulated environment that provides access to the required resources. At least one of the scenarios should be assessed in an actual workplace context. Assessment is to occur under standard and authorised work practices, safety requirements and environmental constraints. The following resources must be available: • food safety plans • food safety-related documentation required to implement and record the food safety plan • evidence and documentation relevant to processes that would typically be used to assess compliance with the food safety program • plant and equipment that would typically be used in a commercial manufacturing business.

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EVIDENCE GUIDE	
Method of assessment	Assessment methods must satisfy the endorsed Assessment Guidelines of FDF10 Food Processing Industry Training Package. The following assessment methods should be considered to gather sufficient and valid evidence of competency: • observation and a report covering the critical aspects for assessment identified above • questioning to test the level and application of knowledge • workplace example or scenario to allow a valid decision on the compliance of the food safety program to be made, with evidence of recording and feedback.
Guidance information for assessment	To ensure consistency in one's performance, competency should be demonstrated on more than one occasion over a period of time in order to cover a variety of circumstances, cases and responsibilities, and where possible, over a number of assessment activities.

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, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.	
Food safety program	Food safety programs include both prerequisite programs and a risk-based analysis of food safety hazards to determine required control measures to eliminate, prevent or reduce hazards. Minimum legal requirements for food safety programs are specified in National Food Safety Standard 3.2.1 or other relevant legislative requirements. The food safety program may be based on a template or externally developed program that is adapted to the needs of the business

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RANGE STATEMENT	
Licensing/certification requirements	Licensing and certification requirements are determined by system owners
Technical expert	The requirements of a technical expert are determined by the system owner. System owners may include: • government regulators as well as private system owners
Audit scope	The scope describes the purpose, extent and boundaries of the audit. This may include: • physical locations • products • processes • time period covered by the audit • extent of authority of the auditor
Prerequisite programs	Prerequisite programs are also referred to as support programs, such as Good Manufacturing Practice (GMP), Good Agricultural Practice (GAP) and Good Hygiene Practice (GHP) Prerequisite programs can be divided into two categories. **Infrastructure and maintenance programs**. These may include: • layout, design and construction of buildings and facilities • supplies of air, water energy and other utilities • equipment, including preventative maintenance, sanitary design and accessibility for maintenance and cleaning • support services, including waste and sewage disposal **Operational prerequisite programs**. These may include: • personal hygiene • cleaning and sanitation • pest control • measures for the prevention of cross-contamination • packaging and labelling procedures

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RANGE STATEMENT	
	• supplier assurance • chemical storage • employee training • maintenance • calibration • document control • internal audit programs • traceability and recall programs • on-farm food safety schemes • inspecting and testing regimes, including analytical and microbiological testing
Legal requirements	The scope of the audit determines and may be determined by food safety legislation which may include: • Food Standards Code • relevant state and territory legislation and related codes of practice, including industry sector-specific legislation and related codes of practice, such as that relating to meat, seafood, dairy and primary production and processing • regulatory and commercial requirements relevant to importing countries • Commonwealth legislation (e.g. Export Control Act) Other legislation which may impact on the conduct of a food safety auditor may include legislation covering: • occupational health and safety (OHS), anti-harassment, anti-discrimination and industrial relations • trade practices legislation • environmental risk management • legal contracts or agreements
Food businesses	A food business refers to a business, enterprise or activity where food is produced, processed, stored, displayed and/or sold. It may also include primary producers
Food safety program documents	Food safety program documents may include: • documented statements of food safety policy

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RANGE STATEMENT	
	and objectives • documented procedures and records • documented complaints register • documents and records to ensure the effective development, implementation and updating of the food safety program
Risk-based approaches	Risk-based approaches to controlling food safety are typically based on HACCP, described in the Codex Alimentarius guidelines

Unit Sector(s)

Unit sector	Food safety auditing

Competency field

Competency field	

Co-requisite units

Co-requisite units		

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FDFAU4002A Communicate and negotiate to conduct food safety audits

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit of competency covers the interpersonal skills and knowledge required to select and use appropriate methods of communication and negotiation to support audit processes.

Application of the Unit

Application of the unit	This unit applies to regulatory, commercial or internal auditors.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	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 performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Develop a communication plan to support audit processes	1.1. Roles and responsibilities of the auditee are defined and agreed by both parties to address the audit scope 1.2. Roles and responsibilities of all personnel involved in the audit process are defined, communicated and agreed 1.3. Appropriate communication methods and protocols are determined and specific arrangements, including reporting requirements, are agreed 1.4. A communication plan is developed to identify the communication requirements and responsibilities of personnel involved in the audit process
2. Select and use appropriate communication methods to conduct an audit	2.1. Appropriate communication methods are used to establish and maintain effective client relationships, collect audit evidence, provide and present information, facilitate meeting processes, facilitate issue management and conflict resolution and communicate audit findings 2.2. Communication methods are selected to take account of system owner and food business requirements, workplace culture and individual differences 2.3. Information provided by the auditee is interpreted in the context of the industry sector, language and culture of the business
3. Negotiate to achieve agreement on audit outcomes	3.1. Areas of disagreement over audit outcomes are identified and clarified with the auditee 3.2. Understanding is sought on actions to be followed to

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ELEMENT	PERFORMANCE CRITERIA
	resolve outstanding issues 3.3. Communication techniques are applied to encourage all relevant parties to participate and express their views fully 3.4. Auditee views are treated with respect 3.5. Options for resolving differences are explored to reach agreement and meet audit timeline and resource parameters 3.6. Appropriate issue resolution strategies are explored to increase the likelihood of agreement on steps required to conclude the audit 3.7. The negotiation process is managed to maintain constructive client relationships 3.8. Any areas of continuing non-compliance that result from unresolved differences are reported to system owners and appropriate authorities as required

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE
This section describes the skills and knowledge required for this unit.
Required skills
Ability to: • select, design and use appropriate communication methods and techniques to support the audit process and the needs of the audience • apply strategies to communicate with people at different levels of the food business with different English language, literacy and technical skill levels • facilitate groups to resolve sensitive and/or conflict-based issues • structure and present written and verbal information that is thorough, legible, clear, accurate and appropriate to the purpose and the audience • use information systems, technologies and software to manage security, authorisation and distribution of audit data and records • communicate information in environments where the recipients may be hostile to the information being presented • apply issue resolution strategies
Required knowledge

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REQUIRED SKILLS AND KNOWLEDGE
Knowledge of: • legislation that impacts on acceptable communication methods and conduct, including anti-discrimination, anti-harassment and privacy legislation • vocabulary and terms relevant to audit process, including terms and jargon to describe food safety legislation, technical processes and industry standards • confidentiality needs and expectations of food businesses • strategies to communicate in culturally diverse environments • dynamics of conflict and strategies to manage resolution • the structure, authority levels and lines of reporting within a food business • communication methods relevant to different groups and audiences • reporting formats and requirements to meet client and legislative needs

Evidence Guide

EVIDENCE GUIDE	
The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.	
Overview of assessment	A person who demonstrates competence in this unit must be able to select and use appropriate methods of communication and negotiation to support audit processes. This unit should be assessed together with other food safety auditing units. Assessment must be carried out in a manner that recognises the cultural and literacy requirements of the assessee and is appropriate to the work performed. Competency in this unit must be achieved in accordance with food safety standards and regulations.
Critical aspects for assessment and evidence required to demonstrate competency in this unit	Evidence of ability to: • design a communication plan to meet the needs of stakeholders in an audit process, specifically where a number of participants have limited English language and literacy skills • facilitate and negotiate to seek understanding of audit outcomes in a conflict-based situation where the outcomes are contested by the auditee. This component of assessment must provide opportunities to select and apply appropriate communication

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EVIDENCE GUIDE	
	methods.
Context of and specific resources for assessment	Competency may be assessed in an actual workplace or simulated environment where the simulated context provides access to audit findings which are disputed by the auditee. At least one of the audit scenarios should be assessed in an actual workplace context. A simulated environment must provide access to a typical range of personnel with communication skill levels appropriate to food businesses and to the roles of personnel involved in food safety audit processes.
Method of assessment	The following assessment methods should be considered to gather sufficient and valid evidence of competency: • observation of communication and conflict management skills • a report for a communication plan to conduct a food safety audit • questioning to test the level and application of knowledge • a journal or report on communication strategies used in conducting a food safety audit. Assessment methods must satisfy the endorsed Assessment Guidelines of FDF10 Food Processing Industry Training Package.
Guidance information for assessment	To ensure consistency in one's performance, competency should be demonstrated on more than one occasion over a period of time in order to cover a variety of circumstances, cases and responsibilities, and where possible, over a number of assessment activities.

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, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

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RANGE STATEMENT	
Licensing/certification requirements	This unit is part of a set of units that are a minimum requirement for auditors of food safety programs
Communication plan	A communication plan identifies: • the type and purpose of information to be provided through each stage of the audit process • audiences for types of information • the form or method of communication (e.g. written report, verbal presentation) • when/how often the communication will occur reporting procedures and responsibilities, including reporting timelines, formats and procedure for reporting serious/critical food safety hazards
Communication methods and protocols	Methods of communication may include: • written presentations and reports • two-way verbal interaction • constructive feedback • active listening • questioning to elicit, confirm and clarity information • interview techniques • facilitation of meetings and group processes • interpreting non-verbal skills and body language Communication protocols may include: • confidentiality • objectivity • information access and dissemination • levels of communication/lines or reporting • timeliness of providing information/responding to information requests
Food business requirements	Business requirements may require that communication is consistent with: • confidentiality requirements • legal requirements and related policies and procedures relating to communication

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RANGE STATEMENT	
	requirements • professional codes of conduct/personal attributes of auditors • information that is accurate, thorough and clearly presented • resource parameters • organisational structure and delegated levels of authority • existing communication mechanisms and systems used in the auditee's workplace
Individual differences	Individual differences may include but are not limited to: • age • race • gender • culture • religion • impairment/disability • physical features • educational background • technical skill level • communication styles and skill levels • English language and literacy • any other individual characteristics that may need to be taken into account in designing communication as covered by relevant legislation
Issue resolution strategies	Issue resolution strategies may include: • establishing open communication practices to encourage the trust and engagement of all parties • designing processes that ensure all parties have opportunities to fully express their position • involving personnel with additional expertise (this may include other expertise from the auditing body and/or the regulator) • validating evidence used to support audit findings

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Unit Sector(s)

Unit sector	Food safety auditing

Competency field

Competency field	

Co-requisite units

Co-requisite units		

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FDFAU4004A Identify, evaluate and control food safety hazards

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit of competency covers the skills and knowledge required to identify, evaluate and control food safety hazards for the purposes of validating specific control measures in a food safety program.

Application of the Unit

Application of the unit	This unit applies to regulatory, commercial and internal food safety system auditors. When this unit is applied to regulatory auditing it should be noted that the National Food Safety Audit Policy for regulatory auditing requires that, when assessing compliance of food safety programs in a medium or high risk environment, the following units must be pre or co-assessed with this unit: • FDFAU4002A Communicate and negotiate to conduct food safety audits • FDFAU4003A Conduct food safety audits. When applied to conducting regulatory food safety audits of high risk food businesses or processes, additional food safety auditing unit/s relevant to the specified business or process may be required under the National Food Safety Audit Policy. Current high risk food safety auditing units are: • FDFAU4005A Audit bivalve mollusc growing and harvesting processes • FDFAU4006A Audit a cook chill process • FDFAU4007A Audit a heat treatment process • FDFAU4008A Audit manufacturing of ready-to-eat meat products.

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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	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 performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT	**PERFORMANCE CRITERIA**
1. Identify food safety hazards in a food business	1.1. Biological food safety hazards that could present a risk in the food at the point of consumption are identified by type, origin and food association and assessed to determine risk level and control requirements 1.2. Intrinsic and extrinsic chemical food safety hazards that could present a risk in the food at the point of consumption, including toxin presence, are identified

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ELEMENT	PERFORMANCE CRITERIA
	by type, origin and food association and assessed to determine risk level and control requirements 1.3. Physical food safety hazards that present a risk in food are identified and assessed to determine control requirements
2. Control food safety hazards in a food business	2.1. Processing hazards and related control measures and critical limits, monitoring and recording requirements are established and validated to eliminate or reduce food safety hazards to acceptable levels 2.2. Food storage and handling requirements necessary to eliminate or reduce food safety hazards are determined 2.3. Personal hygiene practices required to eliminate or reduce food safety hazards are established 2.4. Cleaning and sanitation, housekeeping and pest control practices and procedures required to prevent or reduce food safety hazards are established 2.5. Other prerequisite programs are developed to eliminate or reduce food safety hazards to acceptable levels

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- interpret and apply relevant legislation, codes of practice and technical standards
- identify biological, chemical and physical food safety hazards
- determine critical control points and critical limits for identified hazards
- establish the required procedures, systems and records to monitor critical control points in order to demonstrate that the critical control point is in control
- specify required corrective actions and corrections to be taken when critical limits are not achieved

Required knowledge

Knowledge of:

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REQUIRED SKILLS AND KNOWLEDGE

- sources of advice and research on foods, processing methods, production technologies and associated food safety hazards and control methods
- ways in which food can cause illness and injury, including incidence and trends in food-borne illness
- intrinsic and extrinsic factors that can impact on food safety
- common biological food safety hazards (including toxin production and spore formation) and conditions required for survival and growth of each, including growth rates, transmission routes, likely carriers and threshold levels
- sources of information on acceptable (and legal) levels of biological, chemical and physical contamination
- food supply chains and potential of a breakdown in control at one point to impact other parts of the chain
- survival and growth requirements of biological food safety hazards
- common allergenic substances as described by the Food Standards Code (and may be additionally defined by system owners)
- common control methods necessary to eliminate or reduce the risk of food-borne illness to acceptable levels for each common pathogen, including the role of food storage, temperature control, preservation and process methods, traceability, product shelf-life, cleaning and sanitation, and pest control
- methods to detect and minimise the risk of food contamination by personal carriers, including convalescent and symptomless carriers, and related minimum legal illness reporting requirements and personal hygiene procedures
- the role of microbiological sampling, swabbing and testing in assessing the presence of biological contamination
- methods to determine the appropriateness and effectiveness of control measures and critical limits, including identifying the effect of control measures on the identified food safety hazard, method and feasibility of monitoring, the relationship to other control measures, and the severity of consequences and required corrective action in the event of failure of control
- types and causes of acute and chronic chemical food borne illness
- the food safety and legal impact of chemical contamination, including residual agricultural and environmental chemicals, residual industrial (including cleaning) chemicals, and chemical contamination as a result of packaging methods and materials
- physical hazards that pose a food safety risk
- common control methods to eliminate or reduce the risk of chemical or physical food-borne illness to acceptable levels for each common form of chemical and physical food safety hazard, including:
  - chemicals that pose a food safety risk
  - common food allergens
  - physical hazards
- the role and requirements of prerequisite programs and procedures to eliminate, prevent or reduce biological, chemical and physical food safety hazards to

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REQUIRED SKILLS AND KNOWLEDGE
acceptable levels

Evidence Guide

EVIDENCE GUIDE	
The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.	
Overview of assessment	A person who demonstrates competency in this unit must be able to establish or validate specific control measures in a food safety program based on demonstration of the identification, evaluation and control of food safety hazards. Assessment must be carried out in a manner that recognises the cultural and literacy requirements of the assessee and is appropriate to the work performed. Competency in this unit must be achieved in accordance with food safety standards and regulations.

Critical aspects for assessment and evidence required to demonstrate competency in this unit	Evidence of ability to:
	• select a food supply chain and identify:
	  • known biological food safety hazards that could occur across the chain and could present a risk in food at the point of consumption
	  • likely patterns of growth and transmission from source of contamination to onset of consumer symptoms for pathogens likely to occur in the supply chain, including threshold levels
	  • sources of chemical and physical contamination that could present a food safety risk at the time of food consumption, across the chain
	  • impact and indicators of the presence of biological or chemical food safety hazards throughout the food chain
	  • acceptable levels of contamination. These may be established by reference to relevant legislation and/or reference to system requirements
	• select one stage in the food supply chain (which must be a medium or high risk business or process) and establish or validate control measures and

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EVIDENCE GUIDE	
	verification records and procedures.
Context of and specific resources for assessment	Assessment may occur in a real or simulated food business context where the simulated context provides access to food safety programs for a multi-staged food supply chain which includes the point of delivery to the consumer. The selected supply chain must include at least one medium or high risk business and/or process and provide opportunity to apply a depth and breadth of food safety knowledge.
Method of assessment	The following assessment methods should be considered to gather sufficient and valid evidence of competency: • observation and documentation showing the identification of critical aspects of a food chain • questioning to test the level and application of knowledge • workplace example or scenario to produce validated control measures and verification records and procedures for food safety hazards.
Guidance information for assessment	To ensure consistency in one's performance, competency should be demonstrated on more than one occasion over a period of time in order to cover a variety of circumstances, cases and responsibilities, and where possible, over a number of assessment activities.

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, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.	
Licensing/certification requirements	Licensing and registration arrangements are determined by system owners
Food safety hazards	A food safety hazard is a biological, chemical, or

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RANGE STATEMENT	
	physical agent in, or condition of, food with the potential to cause an adverse health effect in humans (defined in 'Hazard Analysis and Critical Control Point System and Guidelines for its Application', Codex Alimentarius Commission)
Biological food safety hazards	Common biological food safety hazards include but are not limited to: • Salmonella spp • Campylobacter jejuni • Bacillus cereus • Clostridium perfringens • Clostridium botulinum • Cryptosporidium • Pathogenic escherichia coli • Giardia • Listeria moncytogenes • Shigella spp • Staphylococcus aureus • Vibrio parahaemolyticus • Yersinia enterocolitica • Hepatitis A virus • Norwalk virus Classifications by type of micro-organism include: • bacteria • viruses • moulds/fungi • parasites • algae
Chemical food safety hazards	Common origins of chemical contamination may include: • cleaning chemicals • pesticides • veterinary residues • chemical additives • allergenic substances • toxic metals • nitrites, nitrates and N-nitroso compounds • polychlorinated biphenyls (PCBs)

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RANGE STATEMENT	
	• plasticizers and packaging migration • phytotoxins • zootoxins
Physical food safety hazards	Physical food safety hazards refer to objects not normally found in food which may cause illness or injury to the consumer
Acceptable levels	Acceptable levels define the level of a particular hazard in the end product that is acceptable to ensure food safety. Acceptable levels are typically defined by: • the Food Standards Code • commonwealth, state or territory legislation or codes • industry codes of practice • international protocols (CODEX Alimentarius) • customer food safety requirements (including intended use)
Prerequisite programs	Prerequisite programs are also referred to as support programs, such as Good Manufacturing Practice (GMP), Good Agricultural Practice (GAP) and Good Hygiene Practice (GHP). Prerequisite programs can be divided into two categories. **Infrastructure and maintenance programs**. These may include: • layout, design and construction of buildings and facilities • supplies of air, water, energy and other utilities • equipment, including preventative maintenance, sanitary design and accessibility for maintenance and cleaning • support services, including waste and sewage disposal **Operational prerequisite programs**. These may include: • personal hygiene • cleaning and sanitation • pest control

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RANGE STATEMENT	
	• measures for the prevention of cross-contamination • packaging and labelling procedures • supplier assurance • chemical storage • employee training • maintenance • calibration • document control • internal audit programs • traceability and recall programs • on-farm food safety schemes • inspecting and testing regimes, including analytical and microbiological testing
Critical control point	Critical control point is a step at which control can be applied and is essential to prevent or eliminate a food safety hazard or reduce it to an acceptable level
Critical limit	Critical limit refers to criterion which separates acceptability from unacceptability
Food supply chain	Food supply chain refers to a sequence of stages and operations involved in the production, processing, distribution and handling of food from primary production to consumption
Growth requirements	Factors which influence the growth of pathogenic micro-organisms may include: • temperature • water activity • gases • pH • time • moisture • nutrients
Validation	Validation refers to obtaining evidence to confirm that a HACCP-based food safety program is complete and effective and will deliver the expected food safety outcomes
Validation evidence	Validation evidence confirms that control

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RANGE STATEMENT	
	measures are capable of being consistently effective and may include the application of: • existing Australian legislative requirements • challenge tests • peer reviewed scientific papers • targeted scientific reports • validation already carried out in other jurisdictions and recognised by the responsible authority • mathematical modelling (e.g. predictive microbiology models) • industry codes of practice (where implementation by food business is verified during audits)

Unit Sector(s)

Unit sector	Food safety auditing

Competency field

Competency field	

Co-requisite units

Co-requisite units		

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FDFFS2001A Implement the food safety program and procedures

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit of competency covers the skills and knowledge required to maintain personal hygiene and conduct food handling, housekeeping and waste disposal related to work tasks and responsibilities where work involves operation of production and/or packaging equipment and processes.

Application of the Unit

Application of the unit	This unit is based on and equivalent to the guideline food safety unit GFSMFSRA Apply and monitor food safety requirements. Note that this unit does not apply to the pharmaceutical industry. Refer to FDFPH2001A Apply Good Manufacturing Practice procedures.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units		

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Employability Skills Information

Employability skills	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 performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Implement the food safety program	1.1. Food handling requirements are identified 1.2. Food handling is carried out according to the food safety program 1.3. Food safety hazards are controlled as required by the food safety program 1.4. Where food safety control requirements are not met, the incident is promptly reported and corrective action is taken 1.5. Food safety information is recorded to meet requirements of the food safety program 1.6. The workplace is maintained in a clean and tidy order to meet workplace standards 1.7. Work is conducted in accordance with workplace environmental guidelines
2. Participate in maintaining and improving food safety	2.1. Work area, materials, equipment and product are routinely monitored to ensure compliance with food safety requirements 2.2. Processes, practices or conditions which could result in a food safety breach are identified and reported according to workplace reporting requirements 2.3. Corrective action is taken in accordance with the food safety program 2.4. Food safety issues are raised with designated

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ELEMENT	PERFORMANCE CRITERIA
	personnel
3. Comply with personal hygiene standards	3.1. Personal hygiene meets the requirements of the food safety program 3.2. Health conditions and/or illness are reported as required by the food safety program 3.3. Clothing and footwear worn is appropriate for the food handling task and meets the requirements of the food safety program 3.4. Movement around the workplace complies with the food safety program

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- locate and follow workplace information relating to food safety responsibilities
- follow workplace procedures to maintain food safety as required by the food safety program relating to own work
- monitor food safety hazards as required by the food safety program, including methods such as visual inspection, sampling and testing
- record results of monitoring, and maintain records as required by the food safety program
- identify and report situations that do not meet the requirements of the food safety program and/or could result in unsafe food
- take corrective action as required by food safety program within level of responsibility
- handle, clean and store equipment, utensils, packaging materials and similar items according to the requirements of the food safety program as required by work role
- maintain personal hygiene consistent with the food safety program
- take necessary precautions when moving around the workplace and/or from one task to another to maintain food safety
- wear and maintain appropriate clothing/footwear as required by work tasks and consistent with the requirements of the food safety program
- report health conditions and illness as appropriate according to the food safety program
- handle and dispose of out-of-specification or contaminated food, waste and

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recyclable material according to food safety program as this requirement relates to own work responsibility
- maintain the work area in a clean and tidy state
- identify and report signs of pest infestation
- record food safety information in appropriate format
- clean and sanitise equipment according to enterprise procedures
- collect samples and conduct tests according to the food safety program according to enterprise procedures
- participate in investigating food safety breaches according to enterprise procedures
- use oral communication skills/language competence to fulfil the job role as specified by the organisation, including questioning, active listening, asking for clarification and seeking advice from supervisor
- work cooperatively within a culturally diverse workforce

Required knowledge

Knowledge of:

- sources of information and expertise on procedures and responsibilities for food safety relating to own work
- basic concepts of HACCP-based food safety, including identification of hazards that are likely to occur, establishing appropriate methods of control and confirming that controls are met
- food safety management arrangements in the workplace, including awareness of food safety legislation, workplace policies and procedures to implement responsibilities, understanding the relationship between the quality system and food safety program, personnel responsible for developing and implementing the food safety program, the role of internal and external auditors as appropriate, procedures followed to investigate contamination events, and performance improvement processes
- awareness of common microbiological, physical and chemical hazards related to the foods handled in the work area, including the types of hazards likely to occur, the conditions under which they occur, possible consequences and control methods to prevent occurrence
- basic understanding of the properties, handling and storage requirements of ingredients, materials and products handled and used
- suitable standard for materials, measuring devices, equipment and utensils used in the work area
- food safety requirements related to work responsibilities, including personal hygiene, requirements and procedures to report illness and safe food handling practices for own work
- methods used to monitor that food safety is under control, including the purpose of sampling and taking measurements, such as temperature and pH, and conducting inspections and tests
- action required in the event of non-compliance (corrective action is typically described in the food safety program and/or related workplace information)
- purpose of keeping records and the recording requirements of the food safety

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program • methods used in the workplace to isolate or quarantine food which may be unsafe • product and ingredient traceability procedures, such as product recall where required by work responsibilities • clothing and footwear requirements for working in and/or moving between food handling areas • personal clothing maintenance, laundering and storage requirements • appropriate bandages and dressings to be used when undertaking food handling • housekeeping requirements and responsibilities relating to own work, and use and storage of housekeeping/cleaning equipment where relevant • procedures to follow in the event of pest sighting or discovery of infestation • purpose and importance of cleaning and sanitation procedures • waste collection, recycling and handling procedures relevant to own work responsibilities • cleaning and sanitation procedures where relevant • impact of rework handling/addition on food safety where relevant • sampling and test methods where relevant

•

Evidence Guide

EVIDENCE GUIDE	
The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.	
Overview of assessment	Assessment must be carried out in a manner that recognises the cultural and literacy requirements of the assessee and is appropriate to the work performed. Competence in this unit must be achieved in accordance with food safety standards and regulations.
Critical aspects for assessment and evidence required to demonstrate competency in this unit	Evidence of ability to: • identify own responsibilities with regard to food safety • identify food safety risks in the workplace and the control measures used to manage them • apply control measures in own work • monitor compliance with food safety standards • identify and act on non-compliances and participate in improving safety • maintain required standards of personal hygiene • complete workplace records as required

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EVIDENCE GUIDE	
	• apply safe work practices and identify OHS hazards and controls • apply food safety procedures.

Context of and specific resources for assessment	Assessment must occur in a real or simulated workplace where the assessee has access to:
	• food safety information relating to the workplace, including a food safety program outlining food safety hazards and control methods. It may also include company policies, procedures and codes of practice, such as:
	  • Good Manufacturing Practice (GMP)
	  • related work instructions and procedures
	  • work tasks and responsibilities
	  • appropriate clothing and related apparatus
	  • reporting and monitoring systems
	  • cleaning and sanitation policies and procedures as required
	  • sampling and test procedures and related equipment as required.

Method of assessment	This unit should be assessed together with other units of competence relevant to the function or work role. Examples could be: • FDFOP2004A Clean and sanitise equipment • FDFOP2013A Apply sampling procedures • FDFOP2063A Apply quality systems and procedures • MSL973001A Perform basic tests.
Guidance information for assessment	To ensure consistency in one's performance, competency should be demonstrated on more than one occasion over a period of time in order to cover a variety of circumstances, cases and responsibilities, and where possible, over a number of assessment activities.

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

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RANGE STATEMENT	
wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.	
A food safety program	A food safety program is a written document that specifies how a business will control all food safety hazards that may be reasonably expected to occur in all food handling operations of the food business. The food safety program and related procedures must comply with legal requirements of the food safety standards and must be communicated to all food handlers. Where no food safety program is in place, food safety requirements may be specified in general operating procedures
Workplace information	Workplace information may be provided in: • food safety program • standard operating procedures (SOPs) • specifications • log sheets • written or verbal instruction
Food handling	Food handling refers to: • food receipt and storage • food preparation • cooking, holding, cooling, chilling and reheating • packaging, disposal
Products/materials handled and stored	Products/materials handled and stored can include: • raw materials • ingredients • consumables • part-processed product • finished product • cleaning materials
Examples of a breach of food safety procedures	Examples of a breach of food safety procedures could include: • failure to check delivery temperatures of potentially hazardous chilled food

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RANGE STATEMENT	
	• failure to place temperature-sensitive food in temperature controlled storage conditions promptly • failure to wash hands when required • use of cloths for unsuitable purposes
Responsibility for monitoring food safety	Responsibility for monitoring food safety, identifying breaches in food safety procedures and taking corrective action relates to own tasks and responsibilities and occurs in the context of the food safety program in the workplace
Monitoring	Monitoring describes the methods used to confirm that a food safety hazard is in control, such as: • taking temperatures • collecting samples • conducting visual inspections • conducting other tests as required
Food safety hazard	A food safety hazard is a biological, chemical or physical agent in, or condition of, food that has the potential to cause an adverse health effect
Hygiene requirements	Minimum personal hygiene requirements are specified by the food safety program. At a minimum this must meet legal requirements as set out in the Food Safety Standard 3.2.2, Division 4:14 and/or state or territory legislation/regulations
Reporting of health conditions and illnesses requirements	Reporting of health conditions and illnesses requirements are specified by the food safety program. At a minimum this must meet legal requirements as set out in Food Safety Standard 3.2.2, Division 4:13 and/or state or territory legislation/regulations
Appropriate clothing and footwear	Appropriate clothing and footwear depends on work requirements. It should be designed to ensure that the body and clothing itself does not contaminate food or surfaces likely to come into contact with food. Examples of clothing designed to prevent contamination by the body include: • purpose designed overalls or uniforms • hair-nets

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RANGE STATEMENT	
	• beard snoods • gloves • overshoes

Unit Sector(s)

Unit sector	Food safety

Competency field

Competency field	

Co-requisite units

Co-requisite units		

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FDFFS3001A Monitor the implementation of quality and food safety programs

Modification History

November 2011: minor typographical error corrected.

Unit Descriptor

Unit descriptor	This unit of competency covers the skills and knowledge required to provide a leadership role in supporting day-to-day implementation of the food safety/quality programs in a work area. It also involves supporting others to implement the requirements of the food safety/quality procedures.

Application of the Unit

Application of the unit	This unit applies to those with formal responsibility for others, and to those required to model workplace policies and procedures but who have no formal management role. This unit is based on and equivalent to the guideline food safety unit GFSOFSA Oversee the day-to-day implementation of food safety in the workplace. Note that this unit does not apply to the pharmaceutical industry. Refer to FDFPH3001A Monitor and maintain Good Manufacturing Practice procedures.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units	

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Prerequisite units		
	FDFFS2001A	Implement the food safety program and procedures

Employability Skills Information

Employability skills	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 performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT	**PERFORMANCE CRITERIA**
1. Ensure others in the work area are able to meet quality and food safety requirements	1.1. Hazard control and clothing and equipment appropriate to work requirements are available, functional and correctly fitted 1.2. Information on food safety/quality responsibilities and procedures is current, accessible and communicated to others in the work area 1.3. Information about identified hazards and the outcomes of risk assessment and risk control procedures is accessible and communicated to others in the work area 1.4. Food safety/quality hazards and control measures used in the work area can be identified by those in the work area 1.5. Mentoring and coaching support is available to support individuals/groups to implement quality and

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ELEMENT	PERFORMANCE CRITERIA
	safe food handling procedures 1.6. Training needs are identified and addressed within level of responsibility
2. Monitor observance of quality standards and food safety programs in the work area	2.1. Work procedures in the work area are clearly defined, documented and followed 2.2. Deviation from identified procedures is identified, reported and addressed within level of responsibility 2.3. Personal behaviour is consistent with workplace policies and procedures that support food safety and quality 2.4. Food safety and/or quality hazards are identified and reported according to workplace procedures 2.5. Food safety and quality information is recorded to meet workplace reporting requirements 2.6. The work area is maintained according to housekeeping standards 2.7. Work is conducted in accordance with workplace environmental guidelines
3. Take corrective action in response to quality and food safety non-compliance	3.1. Workplace procedures for responding to quality and food safety non-compliance are promptly implemented 3.2. Hazardous events are investigated to identify cause 3.3. Control measures to prevent recurrence and minimise risks of hazardous events are implemented
4. Maintain and improve quality and food safety in the work area	4.1. Processes or conditions which could result in a breach of food safety procedures or quality specifications are identified, assessed, removed or and/reported within level of responsibility and according to workplace procedure 4.2. Risk assessments are conducted and appropriate control measures are identified and implemented in the work area 4.3. Recommendations arising from risk assessments are implemented within level of responsibility 4.4. Inadequacies in control measures are identified and reported according to company reporting requirements 4.5. Matters raised relating to quality/food safety are promptly resolved and/or referred to appropriate personnel 4.6. The work group is consulted and advised of

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ELEMENT	PERFORMANCE CRITERIA
	quality/food safety matters relevant to work role 4.7. Opportunities for improving food safety and quality are identified and raised with relevant personnel 4.8. Procedures are developed or revised to support effective control of quality and food safety hazards 4.9. Quality/food safety records are reviewed to ensure they are complete and meet the quality system, food safety program and legal requirements

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- access, interpret and communicate information about the food safety program, quality requirements and related procedures to others in the work area
- demonstrate two-way communication, including active listening and responding constructively to feedback
- provide access to and maintain current food safety/quality documentation
- model safe food handling and quality practices and procedures to achieve required outcomes, including demonstrating:
  - work procedures that meet the requirements of quality and food safety
  - cleaning and sanitising equipment
  - sampling and testing as appropriate according to quality and food safety requirements
  - maintaining personal hygiene
  - wearing appropriate clothing and footwear as required by the work task
  - following procedures when moving within and between work areas
  - reporting health conditions and illnesses according to workplace procedures
  - handling, cleaning and storing equipment, utensils and packaging materials as appropriate
- identify control points in the work area and demonstrate monitoring techniques used (control points include critical, quality and regulatory control points)
- support others to meet quality standards and follow food safety procedures by ensuring that all personnel in the work area receive the information required and have the necessary skills and equipment to carry out their responsibilities

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REQUIRED SKILLS AND KNOWLEDGE

- identify, report and/or address food safety/quality non-compliance in an appropriate and timely manner within level of responsibility
- determine when and how to make adjustments to maintain output within level of responsibility
- identify, report and/or address food safety/quality training and development needs of others in the work area
- ensure that appropriate and timely action is taken in response to non-compliance
- handle and dispose of out-of-specification or contaminated food, waste and recyclable material according to food safety program as this requirement relates to own work responsibility
- participate in investigations of non-compliance and risk assessment processes
- participate in consultation processes to improve quality and food safety outcomes in the workplace
- review practice and procedures to implement recommendations arising from risk assessments and/or improvement proposals within level of responsibility, such as collecting and analysing food safety/quality records, reviewing operating procedures and communicating changes to others in the work area
- ensure that housekeeping standards are maintained and that equipment is in operational order, such as participating in the management of equipment calibration
- monitor the recording of quality and food safety information to confirm that records accurately reflect performance and meet the requirements of the food safety and quality programs
- participate in food recall procedures as required, within level of responsibility
- facilitate consultation processes according to enterprise procedures
- lead investigations of quality and food safety incidents according to enterprise procedures
- work cooperatively within a culturally diverse workforce

Required knowledge

Knowledge of:

- sources of information and expertise on procedures and responsibilities for food safety relevant to the workplace
- principles of a HACCP-based approach to managing food safety, including identifying hazards that are likely to occur, establishing appropriate methods of control and confirming that controls are met
- basic concepts of quality assurance including hazards, risk assessment and control methods
- company programs and systems in place to manage and support quality and food safety in the workplace, which may involve separate or integrated programs, including systems for maintaining and updating documents, such as operating procedures and specifications
- clothing and footwear requirements for working in and/or moving between food

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REQUIRED SKILLS AND KNOWLEDGE
handling areas, including personal clothing maintenance, laundering and storage requirements • appropriate bandages and dressings to be used when undertaking food handling • housekeeping requirements and responsibilities relating to own work, where relevant this includes use and storage of housekeeping/cleaning equipment • procedures to follow in the event of pest sighting or discovery of infestation • purpose and importance of cleaning and sanitation procedures • legal obligations for food safety and quality, including an awareness of government legislation and customer requirements • food safety and quality responsibilities and requirements relating to the work area • awareness of common micro biological, physical and chemical hazards related to the foods handled in the work area, including the types of hazards likely to occur, the conditions under which they occur, possible consequences and control methods to prevent occurrence • suitable standard for materials, measuring devices, equipment and utensils used in the work area • properties of food and ingredients used that affect food safety, including an understanding of related storage, processing and handling requirements • current technical and process knowledge required to participate in investigations of food safety/quality hazards, risks and incidents within level of responsibility, including an understanding of common micro biological, physical and chemical hazards, related control methods and the way changes in equipment and/or processing methods can affect food safety and quality outcomes • procedures for identifying unsafe and/or non-conforming product, including control points and evidence of out-of-specification product or materials • sampling procedures, test methods and inspections • options for responding to non-compliance, including legal responsibility, risk management and cost/implications of different responses and level of responsibility for decision making • methods used in the workplace to isolate or quarantine food which may be unsafe • waste collection, recycling, handling and disposal, including handling/disposal requirements for different types of waste, such as hazardous waste where relevant • traceability and recall procedures within level of responsibility • documentation system and procedures, including record keeping to meet both company and legal requirements, procedures for developing and/or reviewing workplace procedures, and document control systems used in the workplace • auditing arrangements, roles and responsibilities as they relate to own work responsibilities, such as internal and external audit processes • appropriate communication skills and techniques to convey information on quality and food safety requirements to others in the workplace • cleaning and sanitation procedures where relevant • impact of rework handling/addition on food safety where relevant • sampling and test methods where relevant

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REQUIRED SKILLS AND KNOWLEDGE
• facilitation and consultation techniqueswhere relevant

Evidence Guide

EVIDENCE GUIDE	
The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.	
Overview of assessment	Assessment must be carried out in a manner that recognises the cultural and literacy requirements of the assessee and is appropriate to the work performed. Competence in this unit must be achieved in accordance with food safety standards and regulations.
Critical aspects for assessment and evidence required to demonstrate competency in this unit	Evidence of ability to: • describe quality and food safety program, risks and control measures of the work area • confirm that control measures are in place and that personnel in the work area are equipped and informed to implement programs • identify, address and follow up on non-compliances • identify causes of non compliances • conduct risk assessments and recommend responsive action • provide support to others to implement the programs • complete and maintain documentation.
Context of and specific resources for assessment	Assessment must occur in a real or simulated workplace where the assessee has access to: • food safety program for the work area which identifies critical control points, control measures and corrective action • quality policy, system and procedures • work area or system in which quality and food safety practices and procedures are to be monitored • personal protective clothing and equipment as required • review/audit arrangements • reporting and monitoring systems.

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EVIDENCE GUIDE	
Method of assessment	This unit should be assessed together with other units of competence relevant to the function or work role. Examples could be: • FDFPPL3001A Participate in improvement processes • FDFPPL3004A Lead work teams and groups • BSBRES401A Analyse and present research information.
Guidance information for assessment	To ensure consistency in one's performance, competency should be demonstrated on more than one occasion over a period of time in order to cover a variety of circumstances, cases and responsibilities, and where possible, over a number of assessment activities.

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, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.	
Work responsibilities	Work responsibilities may include formal or informal responsibility for modelling appropriate quality/food safety policies and procedures and providing a support role to others in the work area
Food safety program	A food safety program is a written document that specifies how a business will control all food safety hazards that may be reasonably expected to occur in all food handling operations of the food business. The food safety program and related procedures must comply with legal requirements of the food safety standards and must be communicated to all food handlers. Where no food safety program is in place, food safety requirements may be specified in general operating procedures

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RANGE STATEMENT	
Quality systems	Quality systems may be externally accredited, such as an ISO system, or internally designed and managed
Workplace information	Workplace information may be provided in: • food safety and quality policies and programs • standard operating procedures (SOPs) • specifications • log sheets • written or verbal instruction incorporating food safety and quality requirements
Incidents	A food safety incident is: • a situation where the safe limits or parameters identified by the food safety program are not met A quality incident is: • a situation where the quality limits or parameters identified in specifications or processing instructions are not met
Monitoring	Monitoring describes the methods used to confirm that a food safety or quality hazard is in control, such as: • taking temperatures • collecting samples • conducting visual inspections • additional testing as required
Responsibility for identifying breaches of food safety procedures	Responsibility for identifying breaches of food safety procedures and taking corrective action occurs in the context of the food safety program and within scope of responsibility
Responsibility for identifying non-compliance against quality standards	Responsibility for identifying non-compliance against quality standards occurs within the context of defined standards or specifications and relates to work area
Personal hygiene requirements	Minimum personal hygiene requirements are specified by the food safety program. At a minimum this must meet legal requirements as set out in the Food Safety Standard 3.2.2, Division 4:14 and/or state or territory

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RANGE STATEMENT	
	legislation/regulations
Reporting of health conditions and illnesses	Reporting of health conditions and illnesses requirements are specified by the food safety program. At a minimum this must meet legal requirements as set out in Food Safety Standard 3.2.2, Division 4:13 and/or state or territory legislation/regulations
Operator responsibilities	The operator at this level may not have direct responsibility for overseeing the training/development of team members. At a minimum they must be able to identify development needs of others in the work area and refer this information to the relevant personnel. The operator at this level may not have responsibility for independently assessing risks and determining the effectiveness of control measures. However, they would be expected to observe day-to-day effectiveness and participate in assessment and review processes. Responsibilities at this level may include facilitating consultation processes within level of responsibility
Record keeping	Record keeping complies with customer, legal and food safety program requirements

Unit Sector(s)

Unit sector	Food safety

Competency field

Competency field	

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Co-requisite units

Co-requisite units		

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FDFTEC4003A Control food contamination and spoilage

Modification History

November 2011: updated to include correct prerequisite.

Unit Descriptor

Unit descriptor	This unit of competency covers the skills and knowledge required to prevent food contamination and spoilage. It includes management of food safety and cleaning and sanitation programs.

Application of the Unit

Application of the unit	This unit has application at a level where a person would be expected to oversee control measures across a production site or facility.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units		
	FDFFS3001A	Monitor the implementation of quality and food safety programs* *FDFFS2001A Implement the food safety program and procedures*

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Employability Skills Information

Employability skills	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 performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Identify legal responsibilities to produce quality, safe food	1.1. Legal and ethical responsibilities to produce safe food are identified 1.2. Legal, company and customer quality standards for products are identified
2. Identify common causes of food poisoning and contamination	2.1. Food-borne pathogens and contamination that can occur in processed food are identified 2.2. Patterns of contamination and spoilage are traced through processing, storage and shelf-life for a given product 2.3. Conditions required for contamination to occur are identified 2.4. Laboratory results used to detect the presence of contamination and/or related conditions are analysed and applied
3. Manage control measures to eliminate and/or minimise the risk of contamination	3.1. Control measures related to receivals, handling and processing, storage and/or transport stages to guarantee food safety in the workplace are identified 3.2. Control measures to prevent food contamination and spoilage are documented and followed
4. Manage cleaning and sanitation regimes	4.1. The main types of cleaners and sanitisers used in the food industry are identified 4.2. Application methods and related materials, labour and equipment requirements are identified

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ELEMENT	PERFORMANCE CRITERIA
	4.3. Cleaning and sanitation methods and regimes are assessed for environmental impact 4.4. Appropriate cleaning and sanitation methods are selected to suit a given product, processing method and risk factors and to ensure minimal impact on the environment 4.5. Inspection and/or test methods are in place to confirm the effectiveness of the cleaning and sanitation program 4.6. Responsibilities for cleaning and sanitation are documented and communicated

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- identify the requirements of legislative responsibilities relating to food production, including food composition, specification of safe handling, processing, storage and transportation methods as appropriate, and establishment of related programs, such as cleaning and sanitation, personal hygiene practices, training and food traceability and recall procedures
- identify how legislative requirements have been applied in a production context (this will typically be based on the food safety program (HACCP) for a production process)
- identify related roles and responsibilities for implementing, maintaining and reviewing the food safety program in a production environment
- identify the types of pathogenic bacteria, viruses and chemicals that can occur in food, including the main types of pathogens and contamination that can occur for a given product and production method, as well as the specific strains that can occur
- identify the main types and causes of food spoilage that can occur, including:
  - bacterial growth
  - growth of yeasts and moulds
  - fermentation
  - enzymic reactions
  - physical degradation (oxidation)
- identify the conditions that cause or promote the growth of pathogens and other

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REQUIRED SKILLS AND KNOWLEDGE
forms of contamination and food spoilage • identify typical control measures used to prevent contamination from occurring, including microbiological, chemical and physical types of contamination • distinguish between measures to control pathogenic growth (critical control measures) and those used to prevent other forms of contamination • interpret test results and apply this information in a production context • identify the types of contamination that can occur and the controls in place to prevent or minimise the likelihood of contamination occurring (where a food safety plan has been developed, compare the outcomes of this process with the provisions of the food safety plan) • review workplace information to ensure that critical control measures and procedures are documented in a form appropriate to meet company and legal requirements and that quality control measures and procedures are documented to meet company and customer requirements (documentation includes action to be followed in the event of an incident or emergency and should be reflected in food safety plans and operating procedures) • identify the cleaning and sanitation requirements/standards appropriate for a food processing environment • identify the types of cleaners, sanitisers and combined cleaning/sanitation agents used in the food industry and related application methods • evaluate the appropriateness of available methods to a given production process/product type • develop and/or review a cleaning regime suited to a given production process, including the nature, frequency and methods of cleaning and sanitation required, such as removal of residues as appropriate, inspection and/or test methods to confirm effectiveness and allocation of roles and responsibilities (the cleaning regime should balance the need to ensure effective cleaning and sanitation at the same time as minimising the disruption to production) • identify the possible consequences of failing to follow the cleaning regime • develop and/or review procedures to describe the methods, frequency, recording, inspection and test requirements related to implementation of cleaning and sanitation • analyse and interpret test results relating to cleaning and sanitation • for a given type of microbacterial and/or chemical contamination, identify likely causes, relevant tests and review of the effectiveness of existing controls, including cleaning and sanitation measures • use communication skills to interpret and complete work information to support operations of work team or area • demonstrate and support cooperative work practices within a culturally diverse workforce
Required knowledge
Knowledge of:

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REQUIRED SKILLS AND KNOWLEDGE

• the types of pathogenic bacteria, viruses and chemicals that can occur in food
• the main types of pathogens and contamination that can occur
• the main types and causes of food spoilage that can occur, including:
  • bacterial growth
  • growth of yeasts and moulds
  • fermentation
  • enzymic reactions
  • physical degradation (oxidation)
• the conditions that cause or promote the growth of pathogens and other forms of contamination and food spoilage
• criteria for evaluation to take account of the effectiveness of the method in controlling contamination risk, equipment requirements, cost and other criteria as identified by the workplace.
• issues of compatibility of cleaning agents with materials used in equipment/instrument fabrication
• the legal responsibilities to maintain food production facilities in a clean and sanitary condition, the difference between a surface that appears clean and one that is microbiologically described as clean, and use of terms, such as sterile and commercially sterile
• laboratory procedures used to avoid erroneous results, including practices such as use of negative controls and the purpose of false positives/false negatives
• common terms,such as:
  • plate count
  • culture
  • colony
  • bacteriophage
  • spores
  • yeasts and moulds
  • water activity

Evidence Guide

EVIDENCE GUIDE	
The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.	
Overview of assessment	Assessment must be carried out in a manner that recognises the cultural and literacy requirements of the

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EVIDENCE GUIDE	
	assessee and is appropriate to the work performed. Competence in this unit must be achieved in accordance with food safety standards and regulations.
Critical aspects for assessment and evidence required to demonstrate competency in this unit	Evidence of ability to: • identify legal, company and quality standards for food products • identify common causes of contamination and poisoning, and techniques used to verify status • identify and manage control measures used to address risks • manage cleaning procedures to ensure workplace standards meet food safety requirements.
Context of and specific resources for assessment	Assessment must occur in a real or simulated workplace where the assessee has access to: • food safety plan and related information, including operating procedures, cleaning and sanitation regimes/plans • laboratory test results • a given production process and product as the basis for tracing contamination/spoilage and identifying control measures • cleaning and sanitation methods, equipment and procedures .
Method of assessment	This unit should be assessed together with core units and other units of competency relevant to the function or work role.
Guidance information for assessment	To ensure consistency in one's performance, competency should be demonstrated on more than one occasion over a period of time in order to cover a variety of circumstances, cases and responsibilities, and where possible, over a number of assessment activities.

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, if used in the performance criteria, is detailed below. Essential operating

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RANGE STATEMENT	
conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.	
Food-borne pathogens and contamination	Food-borne pathogens and contamination includes: • those listed in the World Health Organisation(WHO) table on 'Food-borne pathogens and chemicals of public health importance'. This is reproduced in a number of food safety-related documents, including 'Food Safety Standards Costs and Benefits' ANZFA, May 1999
Food-related legislation	Food-related legislation relevant to this unit includes: • relevant state, territory and federal food safety legislation • the Food Standards Code
Identification	Identification can be based on active ingredients and includes but is not limited to: • alkaline and acid-based detergents • steam/hot water-based methods of sanitation • bleach-based sanitisers • quaternary ammonium compounds (QUATs) • alcohol-based sanitisers • use of UV light, gamma radiation and combined cleaners/sanitisers

Unit Sector(s)

Unit sector	Technical

Competency field

Competency field	

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Co-requisite units

Co-requisite units		

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FNSASIC301 Establish client relationship and analyse needs

Modification History

Release	Comments
Release 1	This version first released with FNS Financial Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to interpret and comply with industry regulations and codes of practice when considering the characteristics of financial products and services for individual client needs.

It applies to individuals with excellent communication skills who are authorised as Australian Securities and Investments Commission (ASIC) registered Australian financial services licence (AFSL) holders to provide advice on deposit products, non-cash payment facilities and general insurance products at Tier 2 level.

Work functions in the occupational areas where this unit may be used are subject to regulatory requirements. Refer to the FNS Implementation Guide Companion Volume or the relevant regulator for specific guidance on requirements.

Unit Sector

ASIC units

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Establish relationship with client	1.1 Use range of communication and interpersonal skills to establish knowledge level of client 1.2 Respond to enquiries in relation to products and services by explaining range available and associated fee and charging

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ELEMENT	PERFORMANCE CRITERIA
	schedule 1.3 Inform client of role of adviser and licensee or principal responsible for adviser's conduct, including procedures for complaints handling and circumstances in which they should be engaged
2. Identify client objectives, needs and financial situation	2.1 Employ range of communication and interpersonal skills to gather client personal, financial and business details 2.2 Identify client's needs and product risk profile by encouraging expression of objectives and short-term, medium-term and long-term goals as relevant to product 2.3 Establish and confirm client expectations of cash flow and relevant taxation obligations
3. Analyse client objectives, needs, financial situation and risk profile	3.1 Undertake assessment of client's needs, using all information gathered and taking into account client's product expectations and specific needs 3.2 Consult client throughout analysis for further clarification where necessary 3.3 Analyse need for specialist advice and refer client to appropriate adviser for higher level or specialist advice if required 3.4 Complete product risk profile of client that demonstrates correct application of ASIC generic and specialist knowledge relevant to products being offered

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	3.1	• Recognises and interprets information from relevant sources to safeguard client needs
Writing	1.1-1.3, 2.1-2.3, 3.1-3.4	• Uses clear, specific and industry related terminology to complete and update workplace documentation
Oral Communication	1.1-1.3, 2.1-2.3, 3.1-3.4	• Elicits the view and opinions of others by listening and questioning • Clearly articulates requirements using language

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		appropriate to the audience and environment, and participates in a verbal exchange of ideas and solutions
Numeracy	1.2	• Interprets financial product information and analyses numerical data within spreadsheets and databases
Navigate the world of work	1.2, 1.3, 3.4	• Takes responsibility for providing effective advisory services that comply with legislative, regulatory and organisational requirements
Interact with others	1.1, 2.1, 2.2	• Selects and uses appropriate conventions and protocols to build rapport with clients to elicit and provide relevant information • Adapts personal communication style to show respect for the values, beliefs and cultural expectations of others
Get the work done	2.1-2.3, 3.1, 3.3, 3.4	• Takes responsibility for the sequence and priority of tasks within own workload to achieve effective outcomes • Uses analytical thinking and organisational techniques to assess relevant and key information that informs critical and non-critical decisions about client needs, risk profile and the potential need for input from others • Uses familiar digital tools and systems to complete job tasks

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
FNSASIC301 Establish client relationship and analyse needs	FNSASIC301C Establish client relationship and analyse needs	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c7200cc8-0566-4f04-b76f-e89fd6f102fe

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Assessment Requirements for FNSASIC301 Establish client relationship and analyse needs

Modification History

Release	Comments
Release 1	This version first released with FNS Financial Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- work effectively with clients to collect relevant personal and/or business information that will enable identification of their objectives, needs, expectations, financial situation and risk profile
- interpret and comply with relevant industry regulations and codes of practice requirements that relate to the provision of financial product advice
- analyse client information and assess client risk profile to determine the characteristics of financial products and services relevant to client needs.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must satisfy the knowledge requirements relevant to the products and activities in which advice is given.

For general insurance, deposit products and non-cash payments and relevant first home saver account products the individual must:

- explain the legal environment including disclosure and compliance covering:
  - role of the representative or adviser
  - relevant legal principles including the Corporations Act, Financial Services Reform Act (FSRA), Competition and Consumer Act, Insurance Contracts Act and Australian Securities and Investments Commission (ASIC) Act
  - the relationship between ethics and regulatory requirements including good faith, utmost good faith, full disclosure of remuneration and fees, and any other conflicts of interest which may influence the adviser's recommendation
- name relevant industry codes of practice and conduct

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- identify complaints resolution procedures (internal and external)
- outline relevant ASIC regulatory guidelines.

For general insurance the individual must:

- summarise the characteristics and participants of Australian insurance markets and the roles played by intermediaries, and identify insurance products including:
  - definition of an insurance product
  - conditions, exclusions and level of coverage of risk transfer products
  - types of insurance products
  - pricing of risk products
- identify taxation issues relating to insurance products
- explain advisory functions including:
  - role of the representative, broker or adviser
  - participants in the insurance advisory services market
  - range of services provided
  - profile and financial information of the client
  - appropriateness of a risk assessment
- summarise the specific product knowledge for the general insurance products in which advice is given including:
  - standard cover (and deviations)
  - policy wordings
  - taxes and charges
  - insurance claims
  - premium rating and risk selection
  - reporting
  - product development
  - underwriting.

For deposit products and non-cash payment facilities the individual must:

- name the types of deposit products and non-cash payment products
- summarise the product characteristics.

For first home saver accounts the individual must:

- name the types of first home saver account products including the range of accounts, associated risks and alternative products
- summarise the product characteristics – eligibility and withdrawal, and government conditions
- explain the taxation issues relating to first home saver accounts.

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Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the financial services and products advice field of work and include access to:

- office equipment, technology, software and consumables
- financial services product information.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c7200cc8-0566-4f04-b76f-e89fd6f102fe

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FNSCRD405 Manage overdue customer accounts

Modification History

Release	Comments
Release 1	This version first released with FNS Financial Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to identify customer accounts which have outstanding payments and negotiate agreements that are monitored for compliance or further action.

It applies to individuals who may use a range of organisational and negotiation skills to plan, manage and monitor their work. This unit may be adapted to meet a range of debt recovery and debt management job roles.

Work functions in the occupational areas where this unit may be used are subject to regulatory requirements. Refer to the FNS Implementation Guide Companion Volume or the relevant regulator for specific guidance on requirements.

Unit Sector

Credit management

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify customers requiring collection activity	1.1 Monitor organisational reporting system regularly for possible overdue accounts 1.2 Access relevant customer information and retrieve records 1.3 Review overdue accounts and customer credit histories in accordance with organisational policy and procedures, and relevant legislation

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ELEMENT	PERFORMANCE CRITERIA
2. Establish contact with customers and attempt to resolve outstanding payment matters	2.1 Determine proposed communication with customers to collect outstanding payments 2.2 Obtain approval to initiate communication with customers from authorised personnel in the organisation and inform other relevant external parties 2.3 Establish rapport with customers and ensure all communication complies with relevant legislation and organisational policy and procedures 2.4 Advise purpose of contact clearly and comprehensively to customers in accordance with legislative requirements
3. Negotiate resolution of outstanding payments	3.1 Advise customers of possibility of legal action and any other implications if outstanding payments are not resolved 3.2 Use appropriate techniques to achieve resolution and record negotiation outcomes accurately 3.3 Schedule further action to be undertaken in relation to outstanding payment matters
4. Monitor agreements to ensure adherence	4.1 Review accounts regularly to ensure that payments are received in accordance with negotiated arrangements 4.2 Address breaches of agreements in accordance with organisational policy and procedures, and legislative requirements 4.3 Refer outstanding payment matters to appropriate personnel as required

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1, 1.2, 1.3, 4.1	• Critically evaluates relatively complex texts and other information to determine if action is required
Writing	1.3, 2.1, 2.4, 3.1, 3.2, 3.3	• Documents actions and required information using clear and detailed language specific to the purpose of a range of communications with customers and external entities

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Oral Communication	2.2-2.4, 3.1, 3.2, 4.3	• Clearly articulates requirements using language, tone and pace appropriate to the audience and the environment • Uses careful listening and questioning techniques to negotiate and confirm mutual understanding of the agreement
Numeracy	1.1, 1.3, 4.2	• Uses a range of mathematical skills to interpret accounting records for breaches and calculate overdue amounts
Navigate the world of work	1.3, 2.3, 2.4, 4.2	• Takes personal responsibility for following explicit and implicit policies, procedures and legislative requirements • Identifies and acts on issues that contravene relevant policies, procedures and legal requirements in managing customer accounts
Interact with others	2.1-2.4, 3.1, 4.3	• Uses a range of strategies and reads verbal and non-verbal signals to establish a sense of connection and build rapport with customers • Negotiates positive outcomes for complex problematic exchanges • Recognises and accommodates basic differences and priorities of others
Get the work done	1.1-1.3, 3.2-3.3, 4.1-4.2	• Takes responsibility for planning, sequencing and prioritising tasks and own workload for efficiency and effective outcomes • Makes routine decisions and implements standard procedures for routine tasks, using formal decision-making processes for more complex and non-routine situations • Uses the main features and functions of digital tools to complete work tasks

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
FNSCRD405 Manage overdue customer accounts	FNSCRD405A Manage overdue customer accounts	Updated to meet Standards for Training Packages Rewritten and clarified performance	Equivalent unit

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Code and title current version	Code and title previous version	Comments	Equivalence status
		criteria	

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c7200cc8-0566-4f04-b76f-e89fd6f102fe

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Assessment Requirements for FNSCRD405 Manage overdue customer accounts

Modification History

Release	Comments
Release 1	This version first released with FNS Financial Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- follow organisational procedures and policy for identifying overdue accounts and collecting outstanding payments
- communicate effectively with customers, explaining the implications of overdue accounts and alternative payment arrangement options following organisational guidelines and legislative requirements
- apply effective negotiation skills to resolve customer outstanding payment matters
- use the data entry and reporting system correctly to identify and monitor overdue accounts.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- identify and explain organisational policy changes that reflect current developments in the credit management sector
- explain the key steps or actions in legal debt recovery processes
- explain relevant legislative requirements of overdue account review and management
- outline a range of negotiation techniques that can be used in managing overdue customer accounts.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the credit management field of work and include access to:

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- common office equipment, technology and consumables
- credit product information
- relevant software systems and data
- organisational policy and procedures for payment recovery.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c7200cc8-0566-4f04-b76f-e89fd6f102fe

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FNSCUS402 Resolve disputes

Modification History

Release	Comments
Release 1	This version first released with FNS Financial Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to investigate, negotiate and resolve disputes between financial services customers and organisations.

It applies to individuals in any sector of the financial services industry who work with others as part of a formal internal dispute resolution process.

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

Unit Sector

Customer service

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Establish that dispute exists	1.1 Identify all information relating to original problem and clarify grounds for dispute 1.2 Contact all parties to identify and clarify disputed issues and confirm that customer has a legitimate dispute, or that initial complaint has not already been settled to customer's satisfaction 1.3 Ensure that organisational operating procedures have been followed and all information relevant to dispute resolution process is provided to customer 1.4 Obtain additional information from relevant parties as required

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ELEMENT	PERFORMANCE CRITERIA
	and manage information exchange appropriately 1.5 Inform customer of organisation's obligations, procedures and timeframes where existence of genuine dispute is established
2. Investigate dispute and determine action to be taken	2.1 Collect all information from prior dealings with customer and undertake further investigations if necessary 2.2 Inform customer of progress and advise of any delays 2.3 Determine resolution action with consideration of facts, legislation, organisational policy and procedures and industry codes of practice, and inform appropriate personnel of action to be taken
3. Negotiate and resolve dispute	3.1 Inform customer of decision, including reasons if appropriate, and negotiate with claimant or representative if required 3.2 Resolve dispute effectively and in a timely manner, aiming to reduce need for litigation or formal conciliation services 3.3 Respect rights of customer in all dispute settlement procedures and refer any unresolved disputes to formal conciliation services
4. Finalise dispute	4.1 Record dispute resolution process outcomes and advise all parties affected by the decision clearly and promptly on the outcome and their rights to review of the decision 4.2 Prepare relevant documentation for unresolved disputes which have been referred to formal conciliation services according to legislation, regulations and codes of practice 4.3 Act on decisions of external dispute resolution as required 4.4 Complete all documentation in accordance with legislation and organisational procedures

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1, 1.3, 2.3	• Interprets, analyses and assesses a range of textual information from a variety of sources to ensure fully informed and compliant actions

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Writing	1.1-1.5, 2.2, 2.3, 3.1, 3.3, 4.1, 4.2	• Prepares specific, relevant information which clearly informs customer and relevant others of organisation's action and obligations consistent with regulatory requirements and timeframes • Uses logical, organised structures to document decisions and outcomes which comply with legislative and organisational requirements
Oral Communication	1.1-1.5, 2.2, 2.3, 3.1, 3.2, 3.3	• Engages in complex verbal interactions considering aspects of context, purpose and audience • Uses clear and direct language to clarify process, decisions and required actions to customer and others • Uses careful listening and questioning techniques to clarify understanding and elicit all relevant information
Numeracy	1.1, 1.3	• Extracts, interprets and evaluates numerical information relevant to disputes
Navigate the world of work	1.3, 1.5, 2.3, 3.3, 4.2, 4.4	• Takes personal responsibility for following explicit and implicit policies, procedures and legislative requirements
Interact with others	1.1-1.5, 2.2, 2.3, 3.1, 3.2, 3.3, 4.1	• Selects and uses appropriate conventions and protocols when communicating with internal and external stakeholders involved in disputes • Collaborates and negotiates with others to achieve agreeable outcomes, playing an active role in facilitating consensus in contentious situations • Recognises behaviours and triggers that contribute to conflict and implements strategies to moderate conflict
Get the work done	1.1-1.5, 2.1-2.3, 3.1-3.3, 4.1-4.4	• Organises, plans and sequences own workload • Accesses, interprets and manages dispute documentation and related information • Applies problem-solving processes to address negotiation and related dispute resolution issues • Uses decision-making processes to form recommendations in operational situations • Uses the main features and functions of digital tools to complete work tasks and access information

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**

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Code and title current version	Code and title previous version	Comments	Equivalence status
FNSCUS402 Resolve disputes	FNSCUS402A Resolve disputes	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c7200cc8-0566-4f04-b76f-e89fd6f102fe

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Assessment Requirements for FNSCUS402 Resolve disputes

Modification History

Release	Comments
Release 1	This version first released with FNS Financial Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- identify, investigate and obtain all relevant information relating to the dispute
- apply dispute resolution and negotiation techniques effectively
- settle disputes in the financial services industry in line with organisational policy and procedures, and relevant industry and legislative requirements.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- outline the possible grounds for dispute
- explain current industry compliance requirements and dispute settling procedures and requirements
- describe current organisational policy and procedures
- identify and explain key requirements of legislation relevant to dispute resolution
- explain effective negotiation principles and dispute resolution practices
- outline the role and process for referring disputes to formal conciliation.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the customer service field of work and include access to:

- common office equipment, technology, software and consumables
- financial services product information
- information about workplace disputes.

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Assessors must satisfy NVR/AQTF assessor requirements.

Links

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FNSORG501 Develop and manage a budget

Modification History

Release	Comments
Release 1	This version first released with FNS Financial Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to collect and analyse information and apply sound accounting principles to the development and ongoing management of a budget for a small organisation or section of a large organisation.

It applies to individuals who use a range of specialist and managerial techniques to plan, monitor and control budgetary work.

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

Unit Sector

Organisational skills

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Plan for and collect information for budget	1.1 Determine and confirm areas for which budget is being prepared with appropriate personnel, and identify, access and analyse data required for development of budget 1.2 Determine budget parameters with estimates based on research, consultation and negotiation with appropriate personnel 1.3 Consult relevant colleagues in budget planning process as required

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ELEMENT	PERFORMANCE CRITERIA
2. Develop budget	2.1 Draft budget based on analysis of all available information in accordance with organisational policy 2.2 Identify and support income and expenditure estimates with reliable information and circulate draft budget for comment
3. Finalise budget and allocate resources	3.1 Provide final budget which incorporates agreed modifications to appropriate personnel 3.2 Inform personnel affected by budget of its limits and goals in their work area and clarify financial management and reporting responsibilities 3.3 Obtain agreement to budget priorities and allocate resources
4. Monitor and control budget	4.1 Check actual income and expenditure against budget at regular intervals, and prepare and present budget reports to appropriate personnel 4.2 Identify and respond to deviations, take appropriate action and advise relevant personnel on budget status
5. Complete financial and statistical reports	5.1 Complete all required financial and statistical reports accurately within designated timelines 5.2 Make appropriate recommendations about future financial planning 5.3 Provide clearly presented and accurate reports to appropriate personnel

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1, 1.2, 2.1, 2.2, 4.1, 4.2	• Extracts, analyses and monitors complex textual information from a range of sources to determine relevance, accuracy and compliance with organisational policy
Writing	1.1, 1.3, 2.1, 2.2, 3.1, 3.2, 4.2, 5.1, 5.2, 5.3	• Analyses and compiles numerical data and text information to convey specific information and recommendations accurately and effectively to others using clear and detailed language

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		• Demonstrates effective control of text types required by financial and statistical report conventions and documentation
Oral Communication	1.1 -1.3, 3.2, 3.3, 4.1, 4.2, 5.2	• Participates in verbal exchanges of information, demonstrating control of a range of oral techniques to elicit the views and opinions of others and confirm understanding • Clearly articulates requirements and outcomes using language, tone and pace appropriate to the audience and environment
Numeracy	1.1, 1.2, 2.1, 2.2, 3.1, 4.1, 4.2, 5.1, 5.3	• Interprets, analyses and uses numerically expressed data to effectively prepare, monitor, amend and present accurate budgetary information
Navigate the world of work	2.1, 3.2, 5.1	• Works independently and collectively in making decisions about budge requirements in accordance with organisational policy
Interact with others	1.1-1.3, 2.2, 3.1, 3.2, 4.1, 5.3	• Selects and uses appropriate conventions and protocols to gain and provide relevant budgetary information • Plays a lead role in situations requiring effective collaborative skills, demonstrating high level negotiation skills and ability to gather information through consultation
Get the work done	1.1, 1.2, 2.1, 3.3, 4.1, 4.2, 5.1, 5.2	• Accepts responsibility for planning and sequencing complex tasks and workload • Applies systematic and analytical decision-making processes to make recommendations in complex and non-routine situations • Uses digital technologies to access, extract and share relevant information to achieve required outcomes

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
FNSORG501 Develop and manage a budget	FNSORG501A Develop and manage a budget	Updated to meet Standards for Training Packages	Equivalent unit

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Links

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Assessment Requirements for FNSORG501 Develop and manage a budget

Modification History

Release	Comments
Release 1	This version first released with FNS Financial Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- collect and accurately interpret relevant data to develop and finalise a budget
- consult effectively and negotiate outcomes with others on budgetary issues
- accurately complete financial and statistical reports related to budgeting.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the evidence requirements safely and effectively, the individual must:

- define basic accounting and financial services industry terminology
- outline types of data required to develop the budget
- explain accounting techniques relevant to budget preparation and maintenance
- describe budgeting techniques and tools
- describe organisational and industry policy and procedures related to budget development and management.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the organisational skills field of work and include access to:

- a range of common office equipment, technology, software and consumables
- an integrated financial software system and data.

Assessors must satisfy NVR/AQTF assessor requirements.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c7200cc8-0566-4f04-b76f-e89fd6f102fe

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HLTAID011 Provide First Aid

Modification History

Not applicable.

Application

This unit describes the skills and knowledge required to provide a first aid response to a casualty in line with first aid guidelines determined by the Australian Resuscitation Council (ARC) and other Australian national peak clinical bodies.

The unit applies to all persons who may be required to provide a first aid response in a range of situations, including community and workplace settings.

Specific licensing/regulatory requirements relating to this competency, including requirements for refresher training should be obtained from the relevant national/state/territory Work Health and Safety Regulatory Authorities.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Respond to an emergency situation.	1.1. Recognise and assess an emergency situation. 1.2. Ensure safety for self, bystanders and casualty. 1.3. Assess the casualty and recognise the need for first aid response. 1.4. Seek assistance from emergency services.
2. Apply appropriate first aid procedures.	2.1. Perform cardiopulmonary resuscitation (CPR) in accordance ARC guidelines. 2.2. Provide first aid in accordance with established first aid principles. 2.3. Display respectful behaviour towards casualty. 2.4. Obtain consent from casualty where possible. 2.5. Use available resources and equipment to make the casualty as comfortable as possible. 2.6. Operate first aid equipment according to manufacturers' instructions. 2.7. Monitor the casualty's condition and respond in accordance with first aid principles.

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3. Communicate details of the incident.	3.1. Accurately convey incident details to emergency services. 3.2. Report details of incident in line with appropriate workplace or site procedures. 3.3. Complete applicable workplace or site documentation, including incident report form. 3.4. Maintain privacy and confidentiality of information in line with statutory or organisational policies.
4. Review the incident.	4.1. Recognise the possible psychological impacts on self and other rescuers and seek help when required. 4.2. Contribute to a review of the first aid response as required.

Foundation Skills

The Foundation Skills describe those required skills (language, literacy, numeracy and employment skills) that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

Supersedes and not equivalent to HLTAID003 Provide first aid

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ced1390f-48d9-4ab0-bd50-b015e5485705

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Assessment Requirements for HLTAID011 Provide First Aid

Modification History

Not applicable.

Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the workplace or community setting.

There must be evidence that the candidate has completed the following tasks in line with State/Territory regulations, first aid codes of practice, first aid guidelines determined by the Australian Resuscitation Council (ARC) and other Australian national peak clinical bodies and workplace or site procedures:

- managed, in line with ARC guidelines, the unconscious, breathing casualty including appropriate positioning to reduce the risk of airway compromise
- managed, in line with ARC guidelines, the unconscious, non-breathing adult, including:
  - performing at least 2 minutes of uninterrupted single rescuer cardiopulmonary resuscitation (CPR) (5 cycles of both compressions and ventilations) on an adult resuscitation manikin placed on the floor
  - following the prompts of an automated external defibrillator (AED) to deliver at least one shock
  - demonstrating a rotation of single rescuer operators with minimal interruptions to compressions
  - responding appropriately in the event of regurgitation or vomiting
- managed, in line with ARC guidelines, the unconscious, non-breathing infant, including:
  - performing at least 2 minutes of uninterrupted single rescuer CPR (5 cycles both compressions and ventilations) on an infant resuscitation manikin placed on a firm surface
- managed casualties, with the following:
  - anaphylaxis
  - asthma
  - non-life-threatening bleeding
  - choking
  - envenomation, using pressure immobilisation
  - fractures, dislocations, sprains and strains, using appropriate immobilisation techniques
  - minor wound cleaning and dressing
  - nosebleed
  - shock

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- responded to at least one simulated first aid incident contextualised to the candidate's workplace or community setting, where the candidate has no knowledge of the casualty's condition prior to starting treatment, including:
  - identifying the casualty's illness or injury through history, signs and symptoms
  - using personal protective equipment (PPE) as required
  - providing appropriate first aid treatment
  - conveying incident details to emergency services or advising casualty on any required post incident action
  - providing an accurate verbal and written report of the incident
  - reviewing the incident.

Knowledge Evidence

Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:

- guidelines and procedures including:
  - ARC guidelines relevant to the provision of first aid
  - first aid guidelines from Australian national peak clinical bodies
  - potential incident hazards and risk minimisation processes when providing first aid
  - infection control procedures, including use of standard precautions and resuscitation barrier devices
  - requirements for currency of skill and knowledge
  - first aid codes of practice
  - appropriate workplace or site procedures relevant to the provision of first aid
  - contents of first aid kits
- legal, workplace and community considerations including:
  - duty of care requirements
  - own skills and limitations
  - consent and how it relates to the conscious and unconscious casualty
  - privacy and confidentiality requirements
  - awareness of potential need for stress management techniques and available support for rescuers
- considerations when providing CPR, including:
  - upper airway and effect of positional change
  - appropriate duration and cessation of CPR
  - appropriate use of an AED
  - safety and maintenance procedures for an AED
  - chain of survival
  - how to access emergency services
- techniques for providing CPR to adults, children and infants including:
  - how to recognise that a casualty is unconscious and not breathing normally

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  - rate, ratio and depth of compressions and ventilations
  - correct hand positioning for compressions
  - basic anatomy, physiology and the differences between adults, children and infants relating to CPR
- signs, symptoms and management of the following conditions and injuries:
  - allergic reaction
  - anaphylaxis
  - asthma
  - non-life-threatening and life-threatening bleeding
  - burns
  - cardiac conditions, including chest pain
  - choking
  - diabetes
  - drowning
  - envenomation - all current treatments
  - eye injuries
  - fractures, dislocations, strains and sprains
  - head, neck and spinal injuries
  - hypothermia
  - hyperthermia
  - minor wounds
  - nose-bleed
  - poisoning
  - seizures
  - shock
  - sharps injuries
  - stroke.

Assessment Conditions

Each candidate to demonstrate skills in an environment that provides realistic in-depth, scenarios and simulations to assess candidates' skills and knowledge.

Due to the nature of this type of training, it is acceptable for the performance evidence to be collected in a simulated environment.

Compression and ventilation skills must be demonstrated on resuscitation manikins following ARC guidelines for the purpose of assessment of CPR procedures.

Assessment must ensure access to:

- adult and infant resuscitation manikins following ARC guidelines for the purpose of assessment of CPR procedures
- adrenaline auto-injector training device

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- AED training devices
- workplace first aid kit
- placebo bronchodilator and spacer device
- different types of wound dressings and bandages
- blankets and items to treat for shock
- personal protective equipment (PPE)
- workplace injury, trauma or illness record, or other applicable workplace or site incident report form.

Simulated assessment environments must simulate real-life situations where these skills and knowledge would be performed, with all the relevant equipment and resources of that workplace or community environment.

Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors and must hold this unit or demonstrate equivalent skills and knowledge to that contained within this unit.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ced1390f-48d9-4ab0-bd50-b015e5485705

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HLTPOP026 Monitor and maintain sewage or effluent systems

Modification History

Release	Comments
Release 2	Release 2. HLTPOP026 Monitor and maintain sewage or effluent systems supersedes and is equivalent to Release 1. HLTPOP026 Monitor and maintain sewage or effluent systems. Minor changes. Mapping Info Table Notes added for superseded unit HLTPOP002 Monitor and maintain sewage systems.
Release 1	Release 1. HLTPOP026 Monitor and maintain sewage or effluent systems supersedes and is equivalent to HLTPOP002 Monitor and maintain sewage systems.

Application

This unit describes the skills and knowledge required to identify the basic way in which sewage systems function and the strategies needed to maintain sewage systems in the community.

This unit applies to work in a public health context and workers at this level will work under supervision and within defined guidelines.

Plumbing work must only be performed by a person authorised by an exemption registration or licence granted by the relevant State or Territory regulatory authority under legislation.

The skills in this unit must be applied in accordance with Commonwealth and State or Territory legislation, Australian standards and industry codes of practice.

Elements and Performance Criteria

ELEMENTS	**PERFORMANCE CRITERIA**
Elements describe the essential outcomes	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify potential problems and faults with sewage systems in the community.	1.1. Identify components of the sewage system in the community. 1.2. Check for signs of contamination and identify potential problems that can occur with sewage systems and household plumbing and fixtures, including septic tanks.
2. Monitor and maintain	2.1. Identify strategies required to prevent the transmission of

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the sewage system.

disease through sewage disposal.

2.2. Assist in the development and implementation of a work plan in relation to the identified sewage system strategies, including the use of personal protective equipment (PPE) and in accordance with workplace health and safety (WHS) standards.

2.3. Report any difficulties or problems to supervisor in accordance with organisational policy and procedures.

2.4. Refer any problems or difficulties that are outside own area of responsibility or expertise to appropriate people or agencies.

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

Release	Comments
Release 2	Release 2. HLTPOP026 Monitor and maintain sewage or effluent systems Supersedes and is equivalent to Release 1. HLTPOP026 Monitor and maintain sewage or effluent systems. Minor changes. Mapping Info Table Notes added for superseded unit HLTPOP002 Monitor and maintain sewage systems.
Release 1	Release 1. HLTPOP026 Monitor and maintain sewage or effluent systems Supersedes and is equivalent to HLTPOP002 Monitor and maintain sewage systems.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ced1390f-48d9-4ab0-bd50-b015e5485705

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Assessment Requirements for HLTPOP026 Monitor and maintain sewage or effluent systems

Modification History

Release	Comments
Release 2	Release 2. HLTPOP026 Monitor and maintain sewage or effluent systems supersedes and is equivalent to Release 1. HLTPOP026 Monitor and maintain sewage or effluent systems. Minor changes. Mapping Info Table Notes added for superseded unit HLTPOP002 Monitor and maintain sewage systems.
Release 1	Release 1. HLTPOP026 Monitor and maintain sewage or effluent systems supersedes and is equivalent to HLTPOP002 Monitor and maintain sewage systems.

Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and:

- identify at least two potential health risks or problems associated with sewage systems and develop and implement a work plan that includes strategies to deal with each issue.

Knowledge Evidence

Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:

- organisational requirements relating to sewage systems work, including:
  - infection control
  - manual handling
  - workplace health and safety standards (WHS)
  - personal protective equipment use
  - reporting requirements
  - scope of own role and responsibilities
  - approvals required and process of obtaining approvals
  - referral agencies and procedures
- household plumbing design and fixtures and the way in which effluent and sullage waste leaves the house or building to go out to the waste disposal system
- water and sewage plans for the community, if available

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- type, design and components of the sewage system in the community and how they function, including:
  - septic or onsite systems
  - sewage or effluent systems
- what sewage is and the difference between effluent black water and sullage grey water
- causes of common faults, risks and problems associated with household plumbing and sewage systems and how to identify and prevent them
- sewage disposal strategies for communities or outstations without a sewage disposal system including:
  - onsite or septic system
  - sewage or effluent system
  - grease trap and soakage pit
  - pit toilets and shallow trench latrines.

Assessment Conditions

Skills must be demonstrated in the workplace or in a simulated environment that reflects workplace conditions.

Where simulation is used, it must reflect real working conditions by modelling industry operating conditions and contingencies.

Assessment must ensure access to:

- use of suitable facilities, equipment and resources, including:
  - work health and safety (WHS) standards
  - personal protective equipment (PPE)
  - organisational guidelines and procedures.

Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ced1390f-48d9-4ab0-bd50-b015e5485705

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ICAICT206A Install software applications

Modification History

Release	Comments
Release 1	This Unit first released with *ICA11 Information and Communications Technology Training Package version 1.0*

Unit Descriptor

This unit describes the performance outcomes, skills and knowledge required to select, install or upgrade basic commercial software applications.

Application of the Unit

This unit applies to workers who require the information and communications technology (ICT) skills to select, install and upgrade basic commercial software applications within a small to large office environment. Communicating effectively and supporting software application packages are key components of any ICT business or office environment.

Licensing/Regulatory Information

No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement but users should confirm requirements with the relevant federal, state or territory authority.

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Element	Performance Criteria
Elements describe the essential outcomes of a	*Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised*

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Element	Performance Criteria
unit of competency.	*text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.*

Elements and Performance Criteria

1. Determine software or software upgrade requirements	1.1 Document ***client*** requirements and report to ***appropriate person*** 1.2 Act on instructions to meet client requirements, according to ***organisational requirements***
2. Obtain software or software upgrade	2.1 Investigate and select a ***software application program*** that best conforms to requirements and organisational policies 2.2 Obtain application program under instruction from appropriate ***person*** 2.3 Determine ***licensing requirements*** and record, according to organisational guidelines 2.4 Ensure target ***computer*** conforms to the minimum hardware and ***operating system*** requirements of the ***application program***
3. Install or upgrade software	3.1 Install new or upgraded ***software application program*** according to ***appropriate person*** or organisational instructions 3.2 Complete the installation process efficiently and effectively to minimise disruption 3.3 Carry out testing and acceptance, according to corporate guidelines, paying particular attention to possible ***effect*** on other systems 3.4 Ensure client requirements are satisfied 3.5 Refer outstanding ***client*** issues to ***appropriate person*** as necessary

Required Skills and Knowledge

This section describes the skills and knowledge required for this unit.

Required skills

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- communication skills to:
  - communicate with peers and supervisors
  - support software application deployment
- literacy skills to:
  - interpret user manuals and help functions
  - make decisions about licensing requirements
  - read and write basic workplace documents
  - seek assistance and expert advice
- technical skills to:
  - carry out testing
  - upload and install software
  - use computer hardware.

Required knowledge

- broad general knowledge of:
  - client business domain
  - hardware storage devices
  - input and output devices
  - licensing arrangements and responsibilities
  - operating systems supported by the organisation
  - organisational guidelines for purchasing
  - software application packages
  - software copyright responsibilities.

Evidence Guide

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	Evidence of the ability to: • install software applications through operating system instructions • configure computer to accept new software or upgrade

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	• carry out testing and acceptance according to corporate guidelines.
Context of and specific resources for assessment	Assessment must ensure access to: • PC where software installation may be performed • use of application software currently used in industry • documents detailing organisational testing and acceptance policy and procedures • appropriate learning and assessment support when required. Where applicable, physical resources should include equipment modified for people with special needs.
Method of assessment	A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit: • verbal or written questioning to assess candidate's underpinning knowledge of software upgrade requirements, current industry standard application software and acceptance testing procedures • direct observation of candidate upgrading or installing new software.
Guidance information for assessment	Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, where appropriate. Assessment processes and techniques must be culturally appropriate, and suitable to the communication skill level, language, literacy and numeracy capacity of the candidate and the work being performed. Indigenous people and other people from a non-English speaking background may need additional support. In cases where practical assessment is used it should be combined with targeted questioning to assess required knowledge.

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, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

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Client may include:	• employees • external organisations • individuals • internal departments.
Appropriate person may include:	• authorised business representative • client • supervisor.
Organisational requirements may include:	• budget • corporate purchasing • guidelines • licensing arrangements.
Software application program may include:	• database programs • email programs • internet browsers • spreadsheets • system browsers • word processing.
Licensing requirements may include:	• cost of licence • number of licences required • support provided • type of licence.
Computer may include:	• laptops • servers • workstations.
Operating system may include:	• Mac OS X • Linux • Windows.
Effect may relate to:	• data entry • effect on normal business • installation time • problems.

Unit Sector(s)

General ICT

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ICAICT302A Install and optimise operating system software

Modification History

Version	Comments
ICAICT302A	This version first released with *ICA11 Information and Communications Technology Training Package version 1.0*

Unit Descriptor

This unit defines the performance outcomes, skills and knowledge required to install operating system (OS) software and to make adjustments as a means of optimising the system to accommodate business and client needs.

Application of the Unit

This unit applies to individuals in a technical support role who are required to identify the most suitable OS to meet organisational requirements. The unit develops the ability to install, configure and optimise the OS to identified vendor specifications.

Licensing/Regulatory Information

No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement but users should confirm requirements with the relevant federal, state or territory authority.

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Element	Performance Criteria
Elements describe the essential outcomes of a	*Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised*

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Element	Performance Criteria
unit of competency.	*text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.*

Elements and Performance Criteria

1. Determine function of operating system	1.1 Identify and demonstrate understanding of the purposes of ***operating system***
	1.2 Distinguish between batch system, real-time system, multi-tasking system
	1.3 Compare and contrast different operating systems and their features
	1.4 Identify and demonstrate knowledge of the basic functions of operating system, including file system, memory management, process scheduling
	1.5 Identify and demonstrate management of virtual memory
2. Obtain operating system	2.1 Contact operating system vendors to obtain technical specifications and system requirements
	2.2 Identify the process and steps required to install and configure the operating system using ***installation components***
	2.3 Document adjustment recommendations and provide to ***appropriate person***
	2.4 Determine and apply knowledge of licensing, hardware and security requirements
3. Install, configure and optimise operating system	3.1 Install, configure and test operating system using installation components and ***boot-utility options***
	3.2 Use the relevant ***operating system user interface*** to correctly configure the installation
	3.3 Optimise the system to meet ***organisational requirements***
	3.4 Document the system according to organisational requirements
	3.5 Install the operating system with minimal disruption to ***client*** or users
4. Provide instruction to meet new software	4.1 Provide one-to-one instruction about changes to the client or users as required

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requirements	4.2 Obtain client evaluation about new system to ensure requirements are met, using appropriate ***feedback mechanism***

Required Skills and Knowledge

This section describes the skills and knowledge required for this unit.

Required skills

- communication skills to:
  - liaise with people working across different levels and in different contexts, such as operating system vendors and clients
- literacy skills to:
  - interpret technical computer installation manuals
  - obtain written and verbal feedback from clients
  - present information, such as the use of diagnostic tools
  - provide verbal instructions to client
- technical skills to:
  - install and configure operating system software
  - write instructions for clients.

Required knowledge

- current industry-accepted hardware and software products
- functions and features of operating systems used by the organisation
- installation and configuration of systems software
- architecture of current technical systems
- deployment of current organisational systems
- organisational requirements for operating system software
- prerequisites for system software installation
- set-up and configuration procedures
- software packages supported by the organisation
- system's current functionality
- system's diagnostic software
- vendor specifications and requirements for installation.

Evidence Guide

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

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Overview of assessment	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	Evidence of the ability to: • install, configure and test an operating system to improve system performance with minimum disruption to clients.
Context of and specific resources for assessment	Assessment must ensure access to: • personal computer where installation may be performed • OS software and technical documentation • organisational documentation • appropriate learning and assessment support when required • modified equipment for people with special needs.

Method of assessment	A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:
	• direct observation of candidate:
	  • questioning team members, supervisors and clients
	  • installing and testing an operating system
	• review of candidate's practical assignments and reports.

Guidance information for assessment	Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, where appropriate. Assessment processes and techniques must be culturally appropriate, and suitable to the communication skill level, language, literacy and numeracy capacity of the candidate and the work being performed. Indigenous people and other people from a non-English speaking background may need additional support. In cases where practical assessment is used it should be combined with targeted questioning to assess required knowledge.

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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, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Operating system may include:	• Linux:
	  • Debian
	  • Fedora
	  • Google Chrome OS
	  • Kubuntu
	  • Linux Mint
	  • Red Hat
	  • Ubuntu
	• Mac OS X
	• Microsoft Windows:
	  • Windows 2000
	  • Windows XP (32 bit versus 64 bit)
	  • Windows Vista (32 bit versus 64 bit)
	  • Windows 7 (32 bit versus 64 bit)
	• mobile operating systems:
	  • Android
	  • Blackberry
	  • iPhone
	  • Palm
	  • Symbian
	  • Windows Phone 7 series.

Installation components may include:	• configure power management:
	  • hibernate
	  • sleep timers
	  • standby
	  • suspend
	  • wake on local area network (LAN)
	• demonstrate safe removal of peripherals
	• device manager:
	  • driver signing
	  • install and update devices drivers

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	• verify
	• directory structures:
	  • create folders
	  • navigate directory structures
	• disk preparation order:
	  • format drive
	  • partition
	  • start installation
	• files:
	  • attributes
	  • creation
	  • extensions
	  • permissions
	• file systems, such as FAT32 versus new technology file system (NTFS)
	• installation methods:
	  • boot media, such as DVD, CD, floppy or universal serial bus (USB)
	  • factory recovery partition
	  • install from image
	  • network installation
	  • recover CD
	• operating system installation options:
	  • file system type
	  • network configuration
	  • repair install
	• user data migration - user state migration tool (USMT)
	• verification of hardware compatibility and minimum requirements
	• virtual memory.

Appropriate person may include:	• authorised business representative • client • supervisor.
Boot-utility options may include:	• automated system recovery (ASR) • boot options • boot to restore point • disk boot order or device priority • emergency repair disk (ERD) • recovery console • recovery options • safe mode

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	• types of boot devices (disk, network, USB).

Operating system user interface may include:	• Windows-adopting interface to undertake similar tasks with chosen operating system:
	  • administrative tools, such as performance monitor, event viewer, services and computer management
	  • command prompt utilities, such as ipconfig, Ping and Telnet
	  • control panel
	  • location of basic network settings between OS versions
	  • MMC
	  • my computer
	  • my network places or home group
	  • run line utilities:
	  • cmd
	  • direct diagnostics (DXdiag)
	  • msconfig
	  • MSINFO32
	  • REGEDIT
	  • start menu
	  • task bar or systray
	  • task manager
	  • Windows Explorer - Libraries in Windows 7.

Organisational requirements may include:	• availability of system to be optimised • client support documentation • in-house or vendor • contracting arrangements relating to IT purchasing • IT policy and procedures relating to service levels and installation • level of complexity of technical manuals.
Client may include:	• department within the organisation • person with special needs • person within a department • third party.
Feedback mechanism may include:	• interview • meeting • questionnaire • survey.

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Unit Sector(s)

General ICT

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ICAICT303A Connect internal hardware components

Modification History

Release	Comments
Release 1	This Unit first released with *ICA11 Information and Communications Technology Training Package version 1.0*

Unit Descriptor

This unit describes the performance outcomes, skills and knowledge required to modify and connect system hardware components according to client and user requirements.

Application of the Unit

This unit applies to support technicians who modify and connect system components. Ensuring the integrity of the system after the operation is critical in the context of minimising client disruption and need for continuing desktop operation.

Licensing/Regulatory Information

No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement but users should confirm requirements with the relevant federal, state or territory authority.

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Element	Performance Criteria
Elements describe the essential outcomes of a unit of competency.	*Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills*

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Element	Performance Criteria
	and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

1. Identify, categorise and distinguish between the different types of internal hardware components	1.1 Identify and categorise the different ***internal hardware components*** 1.2 Explain the purpose and characteristics of the different internal hardware component categories 1.3 Distinguish between the different types of devices within each internal hardware component category
2. Determine components required	2.1 Identify and clarify user internal hardware component requirements according to ***organisational guidelines*** 2.2 Organise and record user component requirements, pass on to ***appropriate person*** for evaluation and vendor selection
3. Obtain components	3.1 Contact vendors to obtain technical specifications for the proposed components 3.2 Assess the options and provide recommendations to the appropriate person for final analysis 3.3 Obtain components to prepare for installation
4. Install components	4.1 Develop plans, with prioritised tasks and contingency arrangements, for the installation of selected components with minimum disruption to ***clients*** 4.2 Liaise with appropriate person to obtain approval for the plans 4.3 Install and configure components according to plan, installation procedures and ***organisational requirements*** 4.4 Test components for error-free performance, using available technology 4.5 Identify and resolve identified problems 4.6 Test and enhance system performance, using knowledge of the system, to meet organisational benchmarks 4.7 Document the installation and configuration process according to organisation guidelines
5. Evaluate modified	5.1 Collect client or user feedback and analyse against client

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system	requirements 5.2 Correct identified shortcomings in the system and record actions

Required Skills and Knowledge

This section describes the skills and knowledge required for this unit.

Required skills

- communication skills to:
  - consult with peers and supervisors, and internal and external clients
  - interpret technical computer installation manuals
  - interpret user manuals and help functions
- literacy skills to:
  - organise resources for one-to-one instruction
  - plan, prioritise and organise work
  - write technical reports and maintain records
- planning and organisational skills to address technical issues
- problem-solving skills to anticipate and respond to a range of driver-related errors that may arise
- technical skills to:
  - comprehend how the operating system will communicate with the installed component
  - install components
  - test components using available technology
  - test system performance.

Required knowledge

- areas of the operating system relevant to configuration and testing
- current industry-accepted hardware and software products
- environmental considerations in e-waste disposal
- organisational guidelines and organisational requirements with regard to safety, recycling and component installation
- system's diagnostic software and current functionality
- vendor specifications and requirements for component installation.

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Evidence Guide

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	Evidence of the ability to: • identify and categorise the different types of internal hardware components • modify system's hardware to meet client requirements • plan the modification and connect internal hardware components according to vendor and technical specifications • install components across a variety of situations and account for unexpected contingencies.
Context of and specific resources for assessment	Assessment must ensure access to: • personal computer and internal hardware components for installation • current industry standard performance testing software • documents detailing organisational guidelines and requirements • technical manuals and tools • appropriate learning and assessment support when required • modified equipment for people with special needs. Note: The careful planning and promotion of hardware upgrades and changes are critical to the effective support of business functions. Hardware modifications need to be risk managed similar to other business processes. The effective management and execution of the component maintenance and replacement process may significantly determine the amount of downtime a company encounters.
Method of assessment	A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit: • verbal or written questioning to assess candidate’s knowledge of system diagnostic software and system functionality • direct observation of candidate connecting internal hardware components • evaluation of client requirements and candidate’s final recommendations

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	• review of candidate's written notes. Note: Evidence for assessment from industry or vendor-certified training may be presented for the whole or part of this unit depending on the range of variables and performance criteria.
Guidance information for assessment	Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, where appropriate. Assessment processes and techniques must be culturally appropriate, and suitable to the communication skill level, language, literacy and numeracy capacity of the candidate and the work being performed. Indigenous people and other people from a non-English speaking background may need additional support. In cases where practical assessment is used it should be combined with targeted questioning to assess required knowledge.

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, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Internal hardware components may include:	• adapter card components:
	  • communications:
	  • modem
	  • network interface card (NIC)
	  • I/O:
	  • parallel
	  • small computer system interface (SCSI)
	  • serial
	  • universal serial bus (USB)
	  • multimedia:
	  • capture cards
	  • sound card
	  • TV tuner cards
	  • video:

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	• AGP • peripheral component interconnect (PCI) • PCIe • cooling system components: • CPU and case fans • heat sinks • liquid cooling systems • thermal compound • CPU components and features: • 32 bit versus 64 bit • hyper threading • identify CPU types: • AMD • Intel • multi-core: • dual core • quad core • triple core • onchip cache: • L1 • L2 • speed (real versus actual) • display device components: • connector types: • component or RGB • DVI pin compatibility • HDMi • S-Video • VGA • LCD technologies: • contrast ratio • native resolution • resolution (e.g. XGA, SXGA+, UXGA, WUXGA) • projectors, CRT and LCD • settings: • degauss • multi-monitor • refresh rate • resolution

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	• memory components and features:
	  • ECC versus non-ECC
	  • parity versus non-parity
	  • single channel versus dual channel
	  • single sided versus double-sided
	  • speed:
	  • PC100
	  • PC133
	  • PC2700
	  • PC3200
	  • DDR3-1600
	  • DDR2-667
	  • types:
	  • DRAM
	  • SRAM
	  • SDRAM
	  • DDR or DDR2 or DDR3
	  • RAMBUS
	• motherboard components:
	  • basic input/output system (BIOS), complementary metal oxide semiconductor (CMOS) or Firmware:
	  • CMOS battery
	  • POST
	  • bus architecture
	  • bus slots:
	  • AGP
	  • AMR
	  • CNR
	  • PCI
	  • PCIe
	  • Personal Computer Memory Card International Association (PCMCIA)
	  • chipsets
	  • contrast RAID (levels 0, 1, 5)
	  • form factor:
	  • ATX or BTX
	  • micro ATX
	  • NLX
	  • I/O interfaces:
	  • IEEE 1394 or Firewire

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	• modem • NIC • parallel • PS/2 • serial • sound • USB 1.1 and 2.0 • video • memory slots: • DIMM • RIMM • SIMM • SODIMM • parallel advanced technology attachment (PATA): • EIDE • IDE • processor sockets • riser card or daughterboard • serial advanced technology attachment (SATA) • eSATA • power supply components: • AC adapter • ATX proprietary • pins (20, 24) • voltage selector switch • voltage, wattage and capacity • storage devices and backup media components: • floppy disk drive (FDD) • hard disk drive (HDD): solid state versus magnetic • optical drives, such as CD, DVD, RW or blu-ray • removable storage: • external CD-RW and hard drive • hot swappable devices and non-hot swappable devices • solid state (e.g. thumb drive, flash, SD cards, USB) • tape drive.
Organisational guidelines may include:	• communication methods • content of emails • dispute resolution • document procedures and templates • downloading information and accessing particular websites

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	• financial control mechanisms • opening mail with attachments • personal use of emails and internet access • virus risk.
Appropriate person may include:	• authorised business representative • client • supervisor.
Clients may include:	• department within the organisation • person within a department • third party.
Organisational requirements may include:	• how and what the organisation wants in regard to work environment • preventative maintenance and diagnostic policy • problem solution processes • roles and technical responsibilities in the IT department • vendor and product service level support agreements.

Unit Sector(s)

General ICT

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ICASAS203A Connect hardware peripherals

Modification History

Release	Comments
Release 1	This Unit first released with *ICA11 Information and Communications Technology Training Package version 1.0*

Unit Descriptor

This unit describes the performance outcomes, skills and knowledge required to connect hardware peripherals according to instructions.

Application of the Unit

This unit applies to workers who require the information and communications technology (ICT) skills to connect a variety of hardware peripherals to different configurations and types of ICT equipment. Communicating effectively, and simplifying and solving technical incompatibility conflicts and problems are key components of this ICT support role.

Licensing/Regulatory Information

No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement but users should confirm requirements with the relevant federal, state or territory authority.

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Element	Performance Criteria
Elements describe the essential outcomes of a	*Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text*

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Element	Performance Criteria
unit of competency.	*is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.*

Elements and Performance Criteria

1. Confirm client requirements	1.1 Identify and confirm ***peripheral*** requirements of ***client*** according to ***organisational standards***
	1.2 Document client requirements and peripherals needed and report findings to the appropriate person according to organisational standards
	1.3 Verify client requirements with ***appropriate person*** according to organisational standards and reporting procedures
	1.4 Take action to ensure client support expectations are covered by vendor warranty and support services
2. Obtain required peripherals	2.1 Obtain peripherals under instruction from appropriate person
	2.2 Enter details of peripherals into ***equipment inventory*** according to organisational standards
	2.3 Validate that contents of delivered components and physical contents match the packing list and resolve discrepancies if necessary
	2.4 ***Store*** peripherals according to vendors guidelines
3. Connect hardware peripherals	3.1 Verify timeframe for installation schedule with client
	3.2 Remove old peripherals with minimal disruption to clients if they are to be replaced, taking into account ***environmental considerations*** and ***OHS standards***
	3.3 Connect new peripherals with minimum disruption to clients, taking into account ***operating system*** procedures
	3.4 Configure computer to accept new peripherals
	3.5 Test hardware peripherals and confirm client satisfaction, paying particular attention to possible effect on other systems and making adjustments as required

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Required Skills and Knowledge

This section describes the skills and knowledge required for this unit.

Required skills

- customer service and conflict-resolution skills to:
  - ensure proposed actions are consistent with client's expectations
  - transfer and collect information
- literacy skills to:
  - document client requirements
  - follow vendor guidelines
  - present information
  - update equipment inventory
- negotiation skills to interact with other team members and clients
- problem-solving skills to resolve routine installation and configuration issues
- technical skills and decision-making skills to:
  - ensure compatibility of peripherals with operating system
  - remove and install peripherals
  - undertake maintenance procedures.

Required knowledge

- broad general knowledge of:
  - computer operating systems
  - help desk and maintenance practices
  - peripheral devices
  - OHS procedures for electrical equipment
  - interconnectivity of technical system components
- current industry-accepted hardware and software products
- detailed knowledge of inventory procedures
- organisational guidelines relating to external suppliers and vendors.

Evidence Guide

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

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Overview of assessment	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	Evidence of the ability to: • safely connect several different types of hardware peripherals to the system according to vendor instructions with a minimum of downtime using known routines and procedures • locate, interpret and use vendor documentation related to connection and storage of hardware peripherals • test operation of newly installed hardware peripherals and confirm client satisfaction • adhere to OHS regulations when working with electrical equipment.
Context of and specific resources for assessment	Assessment must ensure access to: • sites with a representative range of workstations, hardware peripherals, internet connections, cabling, and software to be installed, interconnected and configured • hardware and software currently used in industry • technical documentation, including organisational hardware blueprint • vendor support • appropriate learning and assessment support when required. Where applicable, physical resources should include equipment modified for people with special needs.
Method of assessment	A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit: • direct observation of candidate installing, connecting and configuring hardware peripheral devices • review of reports that document client requirements and peripherals completed for different scenarios and situations • verbal or written questioning to assess candidate's ability to locate, use and interpret vendor documentation • direct observation of candidate testing hardware peripherals added to a system.
Guidance information for assessment	Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, where appropriate. Assessment processes and techniques must be culturally appropriate, and suitable to the communication skill level, language, literacy and numeracy capacity of the candidate and the work being performed. Indigenous people and other people from a non-English speaking

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	background may need additional support. In cases where practical assessment is used it should be combined with targeted questioning to assess required knowledge.

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, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Peripheral may include:	• Bluetooth device • firewire (IEEE 1394) device • hard drive • keyboard • laptop • mobile phone • modem • mouse • multimedia kit • pen • personal digital assistant (PDA), such as palmtop • printer • scanner • speaker • tape cartridge • touch pad • universal serial bus (USB) device • wireless fidelity (wi-fi) router.
Client may include:	• external organisations • individuals • internal departments.
Organisational standards may include:	• communication methods • content of emails • dispute resolution • document procedures and templates • downloading information and accessing particular websites • financial control mechanisms

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	• opening mail with attachments • personal use of emails and internet access • virus risk.
Appropriate person may include:	• authorised business representative • client • help-desk person • subject matter expert • supervisor • system administrator.
Equipment inventory may include detailed lists of peripherals, including:	• hard drives • hubs • modems or other connectivity devices • monitors • other peripheral devices • personal computers • PDA • printers • switches.
Store may include:	• anti-static packaging • controlled humidity • controlled temperature • secure storage area • shock and vibration minimisation • silica gel desiccant • stacking limits.

Environmental considerations may include:	• recycling of packaging:
	  • cardboard
	  • paper
	  • polystyrene
	• recycling or disposal of ewaste:
	  • cathode ray tube (CRT) monitors
	  • printed circuit boards
	  • redundant hardware.

OHS standards may include:	• electrical safety • safe lifting methods • ventilation.
Operating system may include:	• GNUs Not Unix (GNU) • Linux • Mac OS X • Microsoft Windows

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	• Unix-like operating systems:
	  • HP-UX
	  • IBM AIX
	  • Silicon Graphics IRIX
	  • Sun Solaris.

Unit Sector(s)

Systems administration and support

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ICASAS205A Maintain IT system integrity

Modification History

Release	Comments
Release 1	This Unit first released with *ICA11 Information and Communications Technology Training Package version 1.0*

Unit Descriptor

This unit describes the performance outcomes, skills and knowledge required to protect and secure stand-alone or client server environments.

Application of the Unit

This unit applies to technical support personnel who are required to protect and secure equipment and software in a small or large office environment. Maintaining system integrity through backup and recovery procedures, virus security and implementing licensing and copyright requirements are key components of any information and communications technology (ICT) environment.

Licensing/Regulatory Information

No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement but users should confirm requirements with the relevant federal, state or territory authority.

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Element	Performance Criteria
Elements describe the	*Performance criteria describe the performance needed to*

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Element	**Performance Criteria**
essential outcomes of a unit of competency.	*demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.*

Elements and Performance Criteria

1. Carry out system backup	1.1 Create and review organisational ***backup schedule***
	1.2 Determine ***storage media*** and ***hardware*** for backups
	1.3 Ensure backups are carried out according to the schedule
	1.4 Label and store backups according to ***organisational standards***
	1.5 Maintain records of backups
2. Restore system backup	2.1 Determine and test restoration procedures according to organisational standards
	2.2 Restore data under instruction from an ***appropriate person***
	2.3 Restore data according to organisational standards
	2.4 Document and report on backup results
3. Maintain virus protection	3.1 Maintain and update ***virus protection*** software according to ***operating system*** in use
	3.2 Carry out virus scanning and report detected viruses to appropriate person
	3.3 Remove viruses and update scanning software
4. Follow copyright procedures and record software licences where appropriate	4.1 Identify ***licensed software*** used by the organisation
	4.2 Maintain records of licence number and location
	4.3 Monitor operation and use of licensed software where applicable
	4.4 Check personal computers and networks to ensure software compliance
	4.5 Report licensing anomalies related to ***software*** to an appropriate person

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Required Skills and Knowledge

This section describes the skills and knowledge required for this unit.

Required skills

- communication skills to:
  - clarify instructions
  - communicate with peers and supervisors
  - present information
  - seek assistance and expert advice
- literacy skills to:
  - interpret user manuals, technical documentation and help functions
  - read and write basic workplace documents
- problem-solving skills to address common operational problems when carrying out system backup and recovery
- technical skills to perform:
  - backup and recovery operations
  - basic diagnostic tests in system integrity.

Required knowledge

- broad knowledge of:
  - organisational standards regarding:
    - backup and recovery procedures and operations
    - label and store backups
  - current industry-accepted hardware and software products
  - current viruses and protection methods
  - diagnostic tools
  - inventory procedures
  - maintenance procedures
  - storage and retrieval guidelines
  - system performance
- software copyright and general public licence (GPL) or copyright responsibilities.

Evidence Guide

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

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Overview of assessment	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	Evidence of the ability to: • protect and secure stand-alone or networked client-server environments and operating systems according to system maintenance procedures • undertake system and file backup, recovery delete and archive according to backup and recovery procedures • check computers to ensure software compliance.
Context of and specific resources for assessment	Assessment must ensure access to: • sites with a representative range of stand-alone and networked client-server environments and operating systems • antivirus software • technical records and documentation • appropriate learning and assessment support when required. Where applicable, physical resources should include equipment modified for people with special needs.
Method of assessment	A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit: • direct observation of candidate undertaking file backup and recovery • direct observation of candidate performing virus scans and virus removal • review of documented reports on backup results • review organisational backup schedules • review software licence records • verbal or written questioning to assess candidate's knowledge of maintaining and updating virus protection software and checking computers for software copyright compliance.
Guidance information for assessment	Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, where appropriate. Assessment processes and techniques must be culturally appropriate, and suitable to the communication skill level, language, literacy and numeracy capacity of the candidate and the work being performed. Indigenous people and other people from a non-English speaking background may need additional support. In cases where practical assessment is used it should be combined

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	with targeted questioning to assess required knowledge.

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, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Backup schedule may occur:	• evenings • weekdays • weekends • monthly • yearly • or a combination.
Storage media may include:	• CD and DVD • external storage devices, such as universal serial bus (USB) flash drive • internal storage devices.
Hardware may include:	• networked systems • personal computers • tools to perform tape backups.
Organisational standards may include:	• backup procedures • GPL and copyright licences • reporting of non-compliant software • restore and security procedures • software licence documentation • virus scanning and removal procedures.
Appropriate person may include:	• authorised business representative • client • supervisor • system administrator.
Virus protection may include:	• freeware • online • open source • proprietary software: • BitDefender

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	• CA Vet Antivirus • Kaspersky Antivirus • McAfee VirusScan • Panda Antivirus • Symantec Norton Antivirus.

Operating system may include:	• GNUs Not Unix (GNU)
	• Linux
	• Mac OS X
	• Microsoft Windows
	• Unix-like operating systems:
	  • HP-UX
	  • IBM AIX
	  • Silicon Graphics IRIX
	  • Sun Solaris.

Licensed software may include:	• corporate licences • educational licences • freeware • open source • shareware licences • single-user licences • user-restrictive licences.

Software may include:	• application:
	  • database
	  • internet browser
	  • spreadsheet
	  • word-processing
	• commercial
	• customised
	• in-house
	• programming:
	  • assembler
	  • compiler
	  • development tools
	• system:
	  • computer security
	  • device drivers
	  • operating system.

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Unit Sector(s)

Systems administration and support

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ICTICT103 Use, communicate and search securely on the internet

Modification History

Release	Comments
Release 1	This version first released with ICT Information and Communications Technology Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to connect to the internet, securely send and receive emails, search the internet using web browsers and interact securely and in a socially responsible manner with a range of different internet sites.

It applies to individuals who use business technology to perform a range of routine tasks in the workplace or home office with limited responsibility.

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

Unit Sector

General ICT

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Connect to and access the internet	1.1 Connect to internet via existing internet connection and confirm functionality 1.2 Open internet browser and set home page of personal choice by setting internet options 1.3 Ensure internet browser software security 1.4 Adjust display of the internet browser to suit personal requirements

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ELEMENT	PERFORMANCE CRITERIA
	1.5 Modify toolbar to meet user and internet browser needs 1.6 Access a particular website, note privacy and other conditions of use, and retrieve data 1.7 Use socially responsible behaviour when sharing information on the internet 1.8 Enter uniform resource locator (URL) in address line of internet browser
2. Use email for communications	2.1 Open email application package, create new email message and add addressees 2.2 Compose text of an email message according to organisational guidelines, and spell check and edit text as required 2.3 Create and add an automatic signature for the user 2.4 Attach files to email message where required 2.5 Determine and set priority and send email message 2.6 Reply to and forward a received message using available features 2.7 Open and save an attachment to the relevant folder 2.8 Search for, sort and save email message using available settings 2.9 Adjust email accounts to restrict and quarantine possible email security problems 2.10 Print email message as required
3. Search the internet	3.1 Review organisational guidelines on internet access 3.2 Open internet application and locate and access a search engine on the internet, and define search expressions based on data required 3.3 Enter appropriate key words into the search engine to locate desired information 3.4 Refine a search depending on outcomes of original search 3.5 Save search expression results and present them in a report according to information requirements 3.6 Create a bookmark within the internet browser or a link for the required web page for the key results 3.7 Save key results in a bookmark folder 3.8 Modify internet browser options for printing and print a

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ELEMENT	PERFORMANCE CRITERIA
	web page 3.9 Close internet browser
4. Access and use consumer specific sites on the internet	4.1 Identify, access and review information specific sites to gain consumer information 4.2 Identify and use internet application sites to lodge details and gain access and information 4.3 Access and use online forms on the internet
5. Undertake online transactions	5.1 Access online transaction site 5.2 Ensure security of transaction site 5.3 Enter required information into fields on merchant's website 5.4 Ensure pop-up dialog boxes, prompts or feedback mechanisms are completed 5.5 Enter, check and make changes to preferred transaction options 5.6 Complete online transaction 5.7 Record and archive receipts according to business processes 5.8 Close down and leave transaction process
6. Conduct an advanced search	6.1 Use search tools and advanced search features 6.2 Use Boolean search techniques when required to enhance the search 6.3 Use multiple or meta-search tools with a range of key words 6.4 Use search engines particular to a field of knowledge to refine the outcome 6.5 Access related virtual community sites and newsgroups, and note their objectives and operational arrangements 6.6 Conduct a search with domain names to refine the search
7. Use information that has been located	7.1 Cross reference information found by using several websites to determine accuracy of information 7.2 Check date that website was last updated or properties of website to determine currency of information 7.3 Determine website authority by looking at copyright statements, privacy statements and organisational information 7.4 Save and print information found in different file forms

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Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1-1.3, 1.6, 2.1, 2.6-2.8, 3.1, 3.2, 4.1-4.3, 5.1, 5.2, 5.4, 5.5, 6.5, 7.1-7.3	• Interprets textual information and instructions to efficiently undertake the task
Writing	2.1-2.3, 3.5, 5.3, 5.4, 5.7	• Uses required format to accurately enter information specific to requirements • Composes short and specific messages using format, grammar and language appropriate to audience
Navigate the world of work	1.7	• Understands main responsibilities and boundaries of own role
Get the work done	1.1-1.8, 2.1, 2.3-2.10, 3.2-3.9, 4.1-4.3, 5.1-5.8, 6.1-6.6, 7.4	• Plans routine tasks with familiar goals and outcomes, taking limited responsibility for decisions regarding sequencing • Understands the purpose and specific functions of common digital tools used in work contexts • Recognises and responds to common operational problems when using web browsers • Takes responsibility for routine low-impact decisions within familiar situations • Implements basic security requirements related to own tasks

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ICTICT103 Use, communicate and search securely on the internet	ICAICT103A Use, communicate and search securely on the internet	Updated to meet Standards for Training Packages	Equivalent unit

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=a53af4e4-b400-484e-b778-71c9e9d6aff2

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Assessment Requirements for ICTICT103 Use, communicate and search securely on the internet

Modification History

Release	Comments
Release 1	This version first released with ICT Information and Communications Technology Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- connect to and access the internet
- send and receive emails
- secure internet access and email communications
- use search tools to locate information
- use different internet search techniques
- research and select appropriate website
- undertake online transactions
- assess the accuracy, currency, authority and reliability of the site and information located.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must :

- list basic technical terminology related to reading help files and prompts
- describe the basics of copyright and privacy statements
- explain different types of messages that occur, including error messages and messages to install plug-ins
- list different types of search engines and web browsers
- list procedures for using email applications
- list procedures for evaluating and assessing the authority, reliability and authenticity of information
- outline internet search functions
- describe internet speed and traffic loads related to times of accessing the internet
- describe the makeup and structure of internet addresses

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- list organisational guidelines on internet and email use (web etiquette or netiquette)
- describe business process related to online transactions
- describe web browser update techniques
- explain what key words and bookmarks are used for.

Assessment Conditions

Gather evidence to demonstrate consistent performance in conditions that are safe and replicate the workplace. Noise levels, production flow, interruptions and time variances must be typical of those experienced in the general information and communications technology (ICT) industry, and include access to:

- a personal computer or digital device with internet
- search engines currently used in industry
- organisational policies on internet usage.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=a53af4e4-b400-484e-b778-71c9e9d6aff2

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ICTICT206 Install software applications

Modification History

Release	Comments
Release 1	This version first released with ICT Information and Communications Technology Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to select, install or upgrade basic commercial software applications.

It applies to individuals who require basic information and communications technology (ICT) skills to undertake related tasks under supervision.

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

Unit Sector

General ICT

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Determine software or software upgrade requirements	1.1 Document client requirements and report to appropriate person 1.2 Act on instructions to meet client requirements, according to organisational requirements
2. Obtain software or software upgrade	2.1 Investigate and select a software application program that best conforms to requirements and organisational policies 2.2 Obtain application program under instruction from appropriate person

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ELEMENT	PERFORMANCE CRITERIA
	2.3 Determine licensing requirements and record, according to organisational guidelines 2.4 Ensure target computer conforms to the minimum hardware and operating system requirements of the application program
3. Install or upgrade software	3.1 Install new or upgraded software application program according to appropriate person or organisational instructions 3.2 Complete the installation process efficiently and effectively to minimise disruption 3.3 Carry out testing and acceptance, according to organisational guidelines, paying particular attention to possible effect on other systems 3.4 Ensure client requirements are satisfied 3.5 Refer outstanding client issues to appropriate person as necessary

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	2.1, 2.3	• Uses available literature to appropriately address requirements • Interprets and responds to complex text to ascertain and confirm requirements
Writing	1.1, 2.3	• Records key information relevant to requirements, using basic punctuation, text and correct spelling
Oral Communication	1.1, 2.2, 3.1, 3.4, 3.5	• Uses listening and questioning techniques to confirm understanding of requirements • Uses clear and specific language to convey requirements
Navigate the world of work	2.1	• Takes some personal responsibility for adherence to organisational requirements
Get the work done	1.2, 2.1, 2.2, 2.4, 3.1-3.3	• Follows routine procedures for using digital technology to enter, store and retrieve information directly relevant to role • Understands purposes, specific functions and key

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		features of common digital systems and tools, and operates them effectively to complete routine tasks • Plans routine tasks with familiar goals and outcomes, taking some limited responsibility for decisions regarding sequencing

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
ICTICT206 Install software applications	ICAICT206A Install software applications	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=a53af4e4-b400-484e-b778-71c9e9d6aff2

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Assessment Requirements for ICTICT206 Install software applications

Modification History

Release	Comments
Release 1	This version first released with ICT Information and Communications Technology Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- install software applications through operating system instructions
- configure computer to accept new software or upgrade
- carry out testing and acceptance according to organisational guidelines.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- describe a typical client business domain
- identify typical hardware storage devices
- identify typical input and output devices
- describe key licensing arrangements and responsibilities to ensure they are adhered to
- identify operating systems supported by the organisation
- describe the organisational guidelines for purchasing
- identify the installation requirements for key software application packages
- describe typical software copyright responsibilities.

Assessment Conditions

Gather evidence to demonstrate consistent performance in conditions that are safe and replicate the workplace. Noise levels, production flow, interruptions and time variances must be typical of those experienced in the general information and communications technology (ICT) industry, and include access to:

- a personal computer (PC) where software installation may be performed

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- application software currently used in industry
- documents detailing organisational testing and acceptance policy and procedures.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=a53af4e4-b400-484e-b778-71c9e9d6aff2

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ICTICT302 Install and optimise operating system software

Modification History

Release	Comments
Release 1	This version first released with ICT Information and Communications Technology Training Package Version 1.0.

Application

This unit defines the skills and knowledge required to install, configure and optimise operating system (OS) software to meet business and client needs.

It applies to individuals who may work under supervision and support others using well developed skills in creating solutions through analysis and evaluation of information.

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

Unit Sector

General ICT

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Determine function of operating system	1.1 Identify and demonstrate understanding of the purposes of operating system 1.2 Distinguish between batch system, real-time system and multi-tasking system 1.3 Compare and contrast different operating systems and their features 1.4 Identify and demonstrate knowledge of the basic functions of operating system, including file system, memory

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ELEMENT	PERFORMANCE CRITERIA
	management, process scheduling 1.5 Identify and demonstrate management of virtual memory
2. Obtain operating system	2.1 Contact operating system vendors to obtain technical specifications and system requirements 2.2 Identify process and steps required to install and configure the operating system using installation components 2.3 Document adjustment recommendations and provide to appropriate person 2.4 Determine and apply knowledge of licensing, hardware and security requirements
3. Install, configure and optimise operating system	3.1 Install, configure and test operating system using installation components and boot-utility options 3.2 Use the relevant operating system user interface to correctly configure the installation 3.3 Optimise the system to meet organisational requirements 3.4 Document the system according to organisational requirements 3.5 Install the operating system with minimal disruption to client or users
4. Provide instruction to meet new software requirements	4.1 Provide one-to-one instruction about changes to the client or users as required 4.2 Obtain client evaluation about new system to ensure requirements are met, using appropriate feedback mechanism

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1, 1.3-1.5, 2.1, 2.2, 2.4, 3.1, 3.2, 4.2	• Identifies, analyses and evaluates a range of on-line and hard-copy text containing complex, OS specific terminology, and applies the information to the selection, installation, configuration and optimisation of operating systems

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		• Interprets and comprehends a large range of syntax, diagrams, icons, symbols, text, numbers and letters necessary to install and configure operating systems
Writing	2.3, 3.4	• Uses the correct spelling and grammar, clear plain English and systems related text to document recommendations and processes, and develop feedback tools
Oral Communication	2.1, 3.5, 4.1, 4.2	• Elicits and evaluates information using OS related terminology and effective listening and questioning techniques • Uses simple and relevant language to liaise with clients, present information and obtain feedback
Navigate the world of work	2.4	• Takes some personal responsibility for adherence to legal and regulatory requirements, and seeks clarification when required
Get the work done	1.1-1.5, 2.1, 2.2, 3.1-3.3, 3.5	• Takes responsibility for planning and organising own workload, identifying ways of sequencing and combining elements for greater efficiency and considering how to link with the work of others • Understands the purposes, specific functions and key features of common digital systems and tools, and operates them effectively to complete routine tasks

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
ICTICT302 Install and optimise operating system software	ICAICT302 Install and optimise operating system software	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=a53af4e4-b400-484e-b778-71c9e9d6aff2

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Assessment Requirements for ICTICT302 Install and optimise operating system software

Modification History

Release	Comments
Release 1	This version first released with ICT Information and Communications Technology Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- install, configure and test an operating system to improve system performance with minimum disruption to clients.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- compare current industry accepted hardware and software products
- outline functions and features of operating systems used by the organisation
- explain the installation and configuration of systems software
- explain the architecture of current technical systems
- outline the deployment of current organisational systems
- list organisational requirements for operating system (OS) software
- explain prerequisites for system software installation
- outline set-up and configuration procedures
- list software packages supported by the organisation
- describe system’s current functionality
- list system’s diagnostic software
- outline vendor specifications and requirements for installation.

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Assessment Conditions

Gather evidence to demonstrate consistent performance in conditions that are safe and replicate the workplace. Noise levels, production flow, interruptions and time variances must be typical of those experienced in the general information and communications technology (ICT) industry, and include access to:

- a personal computer where installation may be performed
- OS software and technical documentation
- organisational documentation.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=a53af4e4-b400-484e-b778-71c9e9d6aff2

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ICTICT303 Connect internal hardware components

Modification History

Release	Comments
Release 1	This version first released with ICT Information and Communications Technology Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to acquire, install, configure and evaluate system hardware components according to client and user requirements.

It applies to individuals who work with a degree of self-sufficiency and provide support in a range of information and communications technology (ICT) work areas and activities.

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

Unit Sector

General ICT

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify, categorise and distinguish between the different types of internal hardware components	1.1 Identify and categorise the different internal hardware components 1.2 Define the purpose and characteristics of the different internal hardware component categories 1.3 Distinguish between different types of devices within each internal hardware component category
2. Determine components required	2.1 Identify and clarify user internal hardware component requirements according to organisational guidelines

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ELEMENT	PERFORMANCE CRITERIA
	2.2 Organise and record user component requirements, pass on to appropriate person for evaluation and vendor selection
3. Obtain components	3.1 Contact vendors to obtain technical specifications for the proposed components 3.2 Assess options and provide recommendations to the appropriate person for final analysis 3.3 Obtain components to prepare for installation
4. Install components	4.1 Develop plans, with prioritised tasks and contingency arrangements, for the installation of selected components with minimum disruption to clients 4.2 Liaise with appropriate person to obtain approval for the plans 4.3 Install and configure components according to plan, installation procedures and organisational requirements 4.4 Test components for error-free performance, using available technology 4.5 Identify and resolve identified problems 4.6 Test and enhance system performance, using knowledge of the system, to meet organisational benchmarks 4.7 Document the installation and configuration process according to organisation guidelines
5. Evaluate modified system	5.1 Collect client or user feedback and analyse against client requirements 5.2 Correct identified shortcomings in the system and record actions

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	2.1, 3.2, 4.3, 5.1	• Identifies, interprets and evaluates online and hard copy documentation containing complex ICT related terminology, acronyms and concepts

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Writing	2.2, 3.2, 4.1, 4.7	• Uses correct spelling, grammar and plain English together with the ICT specific terminology and diagrams to convey recommendations and requirements, and complete organisational documentation
Oral Communication	1.1, 2.2, 3.1-3.3, 4.1, 4.2, 5.1	• Converts highly technical language and terminology into plain English to communicate ideas and plans, and gather feedback from clients • Uses effective listening and questioning techniques and technical terminology to elicit information and make the correct component selection
Navigate the world of work	2.1, 4.3	• Recognises and follows explicit protocols and meets expectations associated with own role
Get the work done	1.1, 1.3, 2.1, 2.2, 3.2, 3.3, 4.1, 4.4-4.6, 5.1, 5.2	• Initiates standard procedures when responding to familiar problems within immediate context • Recognises some general design and operating principles of digital tools and uses these to help when modifying systems and when troubleshooting • Takes responsibility for planning and organising own workload, identifying ways of sequencing and combining elements for greater efficiency

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
ICTICT303 Connect internal hardware components	ICAICT303A Connect internal hardware components	Updated to meet Standards for Training Packages. Minor edits to clarify intent of performance criteria.	Equivalent unit

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=a53af4e4-b400-484e-b778-71c9e9d6aff2

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Assessment Requirements for ICTICT303 Connect internal hardware components

Modification History

Release	Comments
Release 1	This version first released with ICT Information and Communications Technology Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- identify and categorise the different types of internal hardware components
- modify system's hardware to meet client requirements
- plan modification of and connect internal hardware components according to vendor and technical specifications
- install components across a variety of situations and account for unexpected contingencies
- evaluate the system on completion.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- describe areas of the operating system relevant to configuration and testing
- compare current industry accepted hardware and software products
- outline environmental considerations in e-waste disposal
- outline organisational guidelines and organisational requirements with regard to safety, recycling and component installation
- outline system's diagnostic software and current functionality
- interpret vendor specifications and requirements for component installation.

Assessment Conditions

Gather evidence to demonstrate consistent performance in conditions that are safe and replicate the workplace. Noise levels, production flow, interruptions and time variances must be typical of those experienced in the general information and communications technology (ICT) industry, and include access to:

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- a personal computer and internal hardware components for installation
- current industry standard performance testing software
- documents detailing organisational guidelines and requirements
- technical manuals and tools.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=a53af4e4-b400-484e-b778-71c9e9d6aff2

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ICTICT304 Implement system software changes

Modification History

Release	Comments
Release 1	This version first released with ICT Information and Communications Technology Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to implement system software changes and to hand over the modified system to the client's operational area.

It applies to individuals working in support roles who are required to update operating systems on client computers with the latest technology fixes, working under minimum supervision.

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

Unit Sector

General ICT

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Determine system changes required	1.1 Determine and record required changes to system 1.2 Ensure documentary evidence exists to support changes and evaluate changes required 1.3 Complete documentation required according to maintenance methodologies 1.4 Clarify and confirm nature of the changes with the client 1.5 Obtain technical data from reliable sources and request

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ELEMENT	PERFORMANCE CRITERIA
	other resources that may be required to complete the changes
2. Carry out system changes	2.1 Plan the procedure to effect intended changes 2.2 Consult with colleagues and users involved in the proposed changes and agree a mutually acceptable timeline and method of implementation 2.3 Copy initialisation or configuration files prior to implementation 2.4 Create a roll-back path in the event of failure 2.5 Ensure changes required in software are made according to project or organisational guidelines 2.6 Test and verify that the changes have been made according to implementation guides and organisational standards
3. Present changes to client	3.1 Demonstrate changes to the client and explain the impact of these changes 3.2 Work towards making these changes acceptable to the client if changes are rejected, or making further modifications if required 3.3 Update documentation and repositories according to standards and update modifications made to the change management system
4. Perform handover to client	4.1 Update documentation and client procedures to reflect changes made 4.2 Secure sign-off of acceptance documents by client 4.3 Facilitate handover of modified system to client's operational area

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1, 1.2, 1.5	• Identifies and interprets hard copy, online and computer generated text, numerical and diagrammatic information with systems

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		software specific terminology • Reviews a range of organisational documentation to identify relevant information relating to the requirements of both the job role and organisation
Writing	1.1, 1.3, 3.3, 4.1	• Uses correct spelling and grammar, plain English and, when necessary, systems related text and terminology to complete documentation and update client procedures
Oral Communication	1.1, 1.2, 1.4, 1.5, 2.1, 2.2, 3.1, 3.2, 4.2, 4.3	• Uses effective listening and questioning techniques and systems related terminology to elicit information about the systems and determine the job requirements • Converts highly technical language and terminology to plain English to communicate changes to, and gather feedback from, the client(s)
Navigate the world of work	2.5, 2.6, 3.3	• Recognises and follows explicit protocols and meets expectations associated with own role
Get the work done	1.1, 2.1-2.4, 2.6, 3.2, 3.3, 4.3	• Initiates standard procedures when responding to familiar problems within immediate context • Recognises some general design and operating principles of digital tools and uses these to help when modifying systems and when troubleshooting • Takes responsibility for planning and organising own workload, identifying ways of sequencing and combining elements for greater efficiency

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
ICTICT304 Implement system software changes	ICAICT304A Implement system software changes	Updated to meet Standards for Training Packages	Equivalent unit

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=a53af4e4-b400-484e-b778-71c9e9d6aff2

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Assessment Requirements for ICTICT304 Implement system software changes

Modification History

Release	Comments
Release 1	This version first released with ICT Information and Communications Technology Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- evaluate, document and implement changes to the system with minimum disruption to the system and client users
- hand over the project to the client with instructions and updated documentation.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- identify and describe business scheduling requirements
- identify change control procedures
- describe client business domain
- discuss current industry accepted hardware and software products
- discuss emerging standards for data and voice communications
- outline the system's current functionality
- discuss the features of the system under modification
- outline the organisational policy and procedures with regard to system changes
- recognise vendor software services with regard to system changes.

Assessment Conditions

Gather evidence to demonstrate consistent performance in conditions that are safe and replicate the workplace. Noise levels, production flow, interruptions and time variances must be typical of those experienced in the general information and communications technology (ICT) industry, and include access to:

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- a computer
- system software currently used in industry
- technical manuals and tools.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=a53af4e4-b400-484e-b778-71c9e9d6aff2

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ICTICT401 Determine and confirm client business requirements

Modification History

Release	Comments
Release 1	This version first released with ICT Information and Communications Technology Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to determine client business system requirements and verify the accuracy of the information gathered.

It applies to information and communications technology (ICT) personnel who are required to analyse client expectations and needs, and recommend business system changes.

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

Unit Sector

General ICT

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Determine context of business need or problem	1.1 Establish the business problem to be investigated, including determining system boundaries, scope and the development methodology to be used 1.2 Choose information gathering method and develop questions appropriate to business problem 1.3 Develop objectives and identify expected outcomes to be achieved 1.4 Document the business problem

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ELEMENT	PERFORMANCE CRITERIA
	1.5 Submit documentation to appropriate person for substantiation
2. Gather information	2.1 Use chosen information gathering method to identify clients of the system and problems they encounter 2.2 Record client responses 2.3 Analyse gathered information to identify new system requirements and establish problem specifications 2.4 Document system requirements and problems 2.5 Analyse physical requirements and identify changes required to implement new systems
3. Confirm system specifications	3.1 Check documentation to ensure it meets client business needs 3.2 Submit documentation to the client for verification of accuracy and approval 3.3 Make changes to the documentation as necessary and indicated by the client 3.4 Submit documentation to client for final approval or sign-off

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1, 2.3, 2.5, 3.1	• Identifies, analyses and evaluates information from a variety of sources containing complex systems related terminology to determine system performance requirements and establish solutions
Writing	1.2-1.4, 2.2, 2.4, 3.3	• Uses the correct spelling and grammar, plain English and, when necessary, systems related text and terminology to develop information gathering tools and document recommendations
Oral Communication	1.1, 2.1, 2.5, 3.2, 3.4	• Uses plain English, effective listening and questioning techniques and, where necessary, systems related terminology to elicit information

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		• Uses plain English and relevant terminology to liaise with clients, present information and obtain feedback
Get the work done	1.1-1.3, 2.1, 2.3, 2.5	• Takes responsibility for planning and organising own workload, identifying ways of sequencing and combining elements so work is undertaken methodically • Recognises and takes responsibility for addressing predictable and some less predictable problems in familiar work contexts • Understands the purposes, specific functions and key features of common digital systems and tools to provide current advice on systems and data gathering products

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
ICTICT401 Determine and confirm client business requirements	ICAICT401A Determine and confirm client business requirements	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=a53af4e4-b400-484e-b778-71c9e9d6aff2

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Assessment Requirements for ICTICT401 Determine and confirm client business requirements

Modification History

Release	Comments
Release 1	This version first released with ICT Information and Communications Technology Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- use investigative techniques to obtain information and document the business system problem
- produce a clear statement of business expectations and needs, including critical business requirements.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- describe a variety of data gathering techniques
- describe areas related to the client business in detail
- interpret functional organisational charts
- outline physical requirements of the client's business, taking into account current system functionality, geography, environment, client user and cost constraints
- describe products related to data capture
- discuss the role of stakeholders and the degree of stakeholder involvement.

Assessment Conditions

Gather evidence to demonstrate consistent performance in conditions that are safe and replicate the workplace. Noise levels, production flow, interruptions and time variances must be typical of those experienced in the general information and communications technology (ICT) industry, and include access to:

- current business needs
- a client expectations brief

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- business objectives
- systems, data gathering and appropriate software products.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=a53af4e4-b400-484e-b778-71c9e9d6aff2

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ICTICT403 Apply software development methodologies

Modification History

Release	Comments
Release 1	This version first released with ICT Information and Communications Technology Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to apply traditional and non-traditional systems development methodologies.

It applies to individuals in a senior development role who exercise discretion and judgement to create solutions using appropriate technical knowledge and analysis skills.

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

Unit Sector

General ICT

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Determine and select appropriate methodology for a given activity	1.1 Determine and define subject activity 1.2 Define criteria for selection of development methodology 1.3 Review and evaluate a range of traditional and non-traditional system development methodologies 1.4 Select appropriate system development methodology to suit the activity
2. Apply the selected	2.1 Create an initial project plan to guide developmental

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ELEMENT	PERFORMANCE CRITERIA
development methodology	processes 2.2 Identify appropriate task types according to development methodology 2.3 Clearly describe and articulate task types 2.4 Define appropriate control structures that need to be created during task type execution 2.5 Associate each task type with a set of input and output parameters
3. Adjust project to suit appropriate methodology	3.1 Identify resources to support methodology selection 3.2 Apply appropriate methodology to solve tasks 3.3 Monitor project flow and record effectiveness against project plan 3.4 Review and document opportunities for improvement, lessons learned and recommendations for future projects 3.5 Submit results to appropriate person for approval

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1, 1.3, 3.1, 3.4	• Identifies, analyses and evaluates a range of textual information containing complex systems development specific terminology, syntax and diagrams, and applies the information to the task
Writing	2.1, 2.3, 3.3, 3.4	• Uses the correct spelling and grammar, and technical terminology to develop project plans, document recommendations, processes and reports in a format suitable to the audience
Oral Communication	1.1, 1.3, 2.3, 3.1-3.4	• Elicits and evaluates information using project related terminology and effective listening and questioning techniques • Uses plain English and, where necessary, project related terminology to liaise with clients, present information and obtain feedback • Uses specific and complex systems development

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		terminology to liaise with co-workers
Get the work done	1.1-1.4, 2.2, 2.4, 2.5, 3.1-3.4	• Uses familiar digital systems and tools to access, organise, analyse and display information relevant to the role • Applies formal processes when planning more complex tasks, producing plans with logically sequenced steps, reflecting an awareness of time and resource constraints and the needs of others • Reflects on the appropriateness and effectiveness of project methodologies and identifies some key principles that may be relevant in future situations

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
ICTICT403 Apply software development methodologies	ICAICT403A Apply software development methodologies	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=a53af4e4-b400-484e-b778-71c9e9d6aff2

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Assessment Requirements for ICTICT403 Apply software development methodologies

Modification History

Release	Comments
Release 1	This version first released with ICT Information and Communications Technology Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- develop a project plan
- apply a methodology to a project
- produce documentation as required by the chosen methodology.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- describe client business domain and organisational requirements
- explain current project requirements
- explain role of stakeholders and the degree of stakeholder involvement in the development process
- describe at least two current system development methodologies.

Assessment Conditions

Gather evidence to demonstrate consistent performance in conditions that are safe and replicate the workplace. Noise levels, production flow, interruptions and time variances must be typical of those experienced in the general information and communications technology (ICT) industry, and include access to:

- design specifications and current methodologies
- organisational standards for documentation and version control
- detailed user requirements document, including model and scope.

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Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=a53af4e4-b400-484e-b778-71c9e9d6aff2

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ICTICT502 Develop detailed component specifications from project specifications

Modification History

Release	Comments
Release 1	This version first released with ICT Information and Communications Technology Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to analyse requirements of the project specifications in order to produce a set of high-level component specifications.

It applies to systems designers who are required to produce component specifications for programmers.

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

Unit Sector

General ICT

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Develop components	1.1 Document behaviour scenarios according to documentation standards 1.2 Identify or develop components according to project specifications 1.3 Prepare diagrams according to standards
2. Prepare schema	2.1 Analyse and document component connectivity

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ELEMENT	PERFORMANCE CRITERIA
	2.2 Identify and incorporate data flow iteration 2.3 Prepare component action diagrams according to standards
3. Prepare component model	3.1 Describe roles and responsibilities 3.2 Review and update functional requirements 3.3 Specify interface components and component relationships 3.4 Prepare interaction diagrams according to standards
4. Iterate and review model	4.1 Conduct walk-through of current model and review functionality 4.2 Identify relationships to ensure integration of model 4.3 Review class service requirements 4.4 Prepare initial test criteria 4.5 Implement process for incremental testing

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1, 1.2, 2.1, 2.2, 3.2, 4.1-4.3	• Interprets and analyses text with complex terminology, diagrams, code, syntax, icons and symbols to evaluate current system functionality and technical requirements, and develop diagrams using industry specific software
Writing	1.1-1.3, 2.1-2.3, 3.1-3.4, 4.4, 4.5	• Uses the correct spelling and grammar, clear plain English, task related terminology, and a formal document structure, format and style appropriate to the audience and organisation • Selects suitable vocabulary, terminology, labelling and naming conventions to develop diagrams using industry specific design tools
Numeracy	1.2	• Interprets numerical information and applies basic mathematical calculations relating to time durations and budgetary information
Navigate the	1.1, 1.3, 2.3, 3.4	• Recognises and follows explicit and implicit protocols,

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world of work		and meets expectations associated with own role
Get the work done	1.2, 2.1, 2.2, 3.2, 3.3, 4.1- 4.5	• Takes responsibility for planning and organising own workload, identifying ways of sequencing and combining elements for efficiency • In familiar contexts, responds intuitively to problems requiring immediate attention • Considers purpose, needs and limitations when selecting devices and applications for different tasks

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
ICTICT502 Develop detailed component specifications from project specifications	ICAICT502A Develop detailed component specifications from project specifications	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=a53af4e4-b400-484e-b778-71c9e9d6aff2

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Assessment Requirements for ICTICT502 Develop detailed component specifications from project specifications

Modification History

Release	Comments
Release 1	This version first released with ICT Information and Communications Technology Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- identify and document high level component specifications relevant to the project specifications
- analyse and document component connectivity and relationships
- document and review component modelling.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- outline appropriate design tools and their use
- discuss and explain configuration management
- outline the key features of a cost-benefit analysis
- identify and apply current industry accepted design methodologies and hardware and software products, including broad knowledge of general features and capabilities
- explain data modelling techniques
- describe program development methodologies
- describe quality assurance practices for preparing component models
- outline relevant standards and organisational policies
- specify current system functionality for analysing components.

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Assessment Conditions

Gather evidence to demonstrate consistent performance in conditions that are safe and replicate the workplace. Noise levels, production flow, interruptions and time variances must be typical of those experienced in the general information and communications technology (ICT) industry, and include access to:

- technical specifications
- organisational and process goals
- standards for model development
- computer aided software engineering (CASE) tools
- project deliverables
- test plan
- project budget
- outcomes of the business analysis process
- appropriate software and hardware.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=a53af4e4-b400-484e-b778-71c9e9d6aff2

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ICTNWK305 Install and manage network protocols

Modification History

Release	Comments
Release 1	This version first released with ICT Information and Communications Technology Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to install and manage network protocols in a networking environment.

It applies to individuals with competent information and communications technology (ICT) skills, working as network administrators who are required to ensure that appropriate protocols have been installed in networks to allow user functionality and maintenance.

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

Unit Sector

Networking

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Install and manage network protocols	1.1 Select, test and validate appropriate network protocol services 1.2 Design a network addressing system, with subnet and host IDs, including appropriate devices 1.3 Configure hosts and workstations to use IP addresses either manually or through automatic allocation of addresses, such as found with dynamic host configuration protocol (DHCP)
2. Identify network	2.1 Review a range of well-known network protocol applications

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ELEMENT	PERFORMANCE CRITERIA
protocol applications	2.2 Evaluate client user requirement and recommend network protocol services 2.3 Apply internet protocol (IP) addressing scheme according to approved policy and procedures

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	2.2, 2.3	• Recognises and interprets textual information, including technical manuals, to establish the job requirements
Writing	2.2	• Uses specific and relevant language to document new file systems, user access and disaster recovery procedures
Oral Communications	2.2	• Articulates clearly using specific and relevant language suitable to audience to convey requirements • Uses listening and questioning techniques to confirm understanding
Navigate the world of work	2.3	• Complies with explicit organisational policies and procedures • Ensures knowledge of legislative requirements and products is kept up to date
Get the work done	1.1-1.3, 2.1	• Takes responsibility for planning and organising own workload, identifying ways of sequencing and combining elements for greater efficiency, and considering how to link with the work of others • Understands the purposes, specific functions and key features of common digital systems and tools, and operates them effectively to complete routine tasks • Initiates standard procedures when developing and refining configuration protocols

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Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
ICTNWK305 Install and manage network protocols	ICANWK305A Install and manage network protocols	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=a53af4e4-b400-484e-b778-71c9e9d6aff2

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Assessment Requirements for ICTNWK305 Install and manage network protocols

Modification History

Release	Comments
Release 1	This version first released with ICT Information and Communications Technology Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- configure, test and validate network protocols in order to facilitate interconnectivity
- install and manage network protocols in a network, and troubleshoot problems.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- describe the client business domain, including client organisation structure and business functionality
- list current communications technologies and their associated protocols
- outline current industry accepted hardware and software products, and general features and capabilities
- summarise network protocols currently in use in the organisation and industry, including:
  - transmission control protocol
  - internet protocol (TCP/IP)
  - OSI models
- clarify the vendor product range and development directions
- describe how network protocols transcend organisational size and network complexity.

Assessment Conditions

Gather evidence to demonstrate consistent performance in conditions that are safe and replicate the workplace. Noise levels, production flow, interruptions and time variances must be typical of those experienced in the network industry, and include access to:

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- a live network
- application software and operating system
- appropriate learning and assessment support when required
- networked computers
- organisational guidelines
- technical documentation and installation manuals
- vendor software.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=a53af4e4-b400-484e-b778-71c9e9d6aff2

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ICTNWK311 Install and test network protocols

Modification History

Release	Comments
Release 2	This version first released with ICT Information and Communications Technology Training Package Version 8.0. Removal of 'Writing' skill removed from Foundation Skills.
Release 1	This version first released with ICT Information and Communications Technology Training Package Version 6.0.

Application

This unit describes the skills and knowledge required to install and test network protocols in a networking environment.

It applies to individuals with Information and Communications Technology (ICT) skills, who are required to provide network support to ensure that appropriate protocols have been installed in networks to allow user functionality and maintenance.

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

Unit Sector

Networking

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare to install network protocols	1.1 Determine network protocol, user and task requirements 1.2 Select network protocol applications according to task requirements 1.3 Determine network protocol services according to task requirements 1.4 Design network addressing system according to protocol and task requirements

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ELEMENT	PERFORMANCE CRITERIA
2. Install network protocols	2.1 Install and validate network protocol services according to task requirements 2.2 Install required network addressing system 2.3 Apply internet protocol (IP) addressing scheme according to user needs and organisational policies and procedures 2.4 Configure IP addresses on hosts and workstations
3. Test network protocols	3.1 Test and validate network protocols according to user requirements 3.2 Seek and respond to network protocol performance feedback 3.3 Store unused ICT equipment and dispose of redundant ICT equipment according to manufacturer specifications and organisational procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

SKILL	DESCRIPTION
Learning	• Ensures knowledge of legislative requirements and products is kept up to date
Reading	• Recognises and interprets textual information, including technical manuals to establish the job requirements
Oral Communications	• Uses listening and questioning techniques to articulate information and task requirements using succinct verbal language
Self-management	• Identifies roles and responsibilities for task and makes decisions on work completion parameters in accordance with organisational procedures, WHS and environmental guidelines
Technology	• Identifies the purposes, specific functions and key features of common digital systems and tools, and operates them effectively to complete routine tasks

Unit Mapping Information

Supersedes and is equivalent to ICTNWK305 Install and manage network protocols.

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Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=a53af4e4-b400-484e-b778-71c9e9d6aff2

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Assessment Requirements for ICTNWK311 Install and test network protocols

Modification History

Release	Comments
Release 2	This version first released with ICT Information and Communications Technology Training Package Version 8.0. Removal of 'Writing' skill removed from Foundation Skills.
Release 1	This version first released with ICT Information and Communications Technology Training Package Version 6.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- configure, test and validate network protocols in order to facilitate interconnectivity on at least one occasion
- install and manage network protocols in a network and troubleshoot problems on at least one occasion.

In the course of the above, the candidate must:

- adhere to work health safety (WHS) requirements according to organisational policies and procedures.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- business domains, including the organisational structure and business functionality of the network
- user needs, manufacturer specifications and organisational policies and procedures
- network protocol required to install and manage network protocols
- required communications technologies and their associated protocols
- industry accepted hardware and software products, and general features and capabilities
- network protocols currently in use in the organisation and industry, including:
  - transmission control protocol
  - internet protocol (TCP/IP)

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  - OSI models
- vendor product range and development directions
- network protocols transcend organisational size and network complexity.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- a live network
- application software and operating system
- networked computers
- organisational guidelines
- technical documentation and installation manuals
- vendor software
- work health and safety (WHS) guidelines, policies and procedures.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=a53af4e4-b400-484e-b778-71c9e9d6aff2

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ICTNWK410 Install hardware to a network

Modification History

Release	Comments
Release 1	This version first released with ICT Information and Communications Technology Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to plan, manage and install new hardware components in a network.

It applies to individuals employed in technical information and communications technology (ICT) support roles, such as network administrators, who support network hardware in a peer-to-peer or client-server networked environment.

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

Unit Sector

Networking

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Determine network hardware requirements	1.1 Assess client network hardware and cabling requirements, considering compatibility with existing application software and operating system 1.2 Analyse requirements against local area network (LAN), wide area network (WAN), wireless networks, and mobile equipment access design limitations and organisational guidelines 1.3 Evaluate client requirements according to organisational guidelines, corporate purchasing procedures, licensing

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ELEMENT	PERFORMANCE CRITERIA
	arrangements and budget
2. Obtain network hardware	2.1 Contact vendors and obtain technical specifications 2.2 Evaluate or test hardware according to client requirements and organisational guidelines 2.3 Document recommendations and provide copies to appropriate person 2.4 Determine and document licensing requirements and security issues 2.5 Acquire hardware according to recommendations and organisational procedures 2.6 Organise cabling infrastructure where required
3. Install network hardware	3.1 Conduct installation with minimal disruption to clients 3.2 Install hardware according to appropriate installation procedures 3.3 Configure and test the installation to ensure that it meets client needs
4. Provide instruction and support for installed products	4.1 Determine and document client instructions and needs 4.2 Provide one-to-one or group instruction to client and users as required 4.3 Obtain client evaluation and feedback to ensure that client requirements have been met

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.2, 2.2, 2.5	• Recognises and interprets licensing and security issues, technical information and organisational procedures to determine job requirements
Writing	2.4, 4.1	• Prepares information which incorporates evaluation of information and specialised and cohesive language in a format and style appropriate to a specific audience

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Oral Communication	2.1, 2.3, 4.1-4.3	• Uses listening and questioning skills to confirm understanding for requirements • Participates in regular verbal exchanges and uses appropriate, detailed and clear language to address key personnel and to disseminate information
Numeracy	1.3	• Uses mathematical formulas and calculations to estimate and plan costs according to business budgets
Navigate the world of work	1.2, 1.3, 2.4, 2.5	• Appreciates the implications of legal and regulatory responsibilities related to own work
Get the work done	1.1-1.3, 2.2, 2.5, 2.6, 3.1- 3.3	• Determines job priorities, resources and equipment, and works logically and systematically to maintain the continuity of network operations and business functions during network installation tasks • Understands the purposes, specific functions and key features of common digital systems and tools, and operates them effectively to complete routine tasks • Recognises and responds to predictable routine problems related to own role in the immediate work context • Automatically implements standard procedures for routine decisions

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
ICTNWK410 Install hardware to a network	ICANWK410A Install hardware to a network	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=a53af4e4-b400-484e-b778-71c9e9d6aff2

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Assessment Requirements for ICTNWK410 Install hardware to a network

Modification History

Release	Comments
Release 1	This version first released with ICT Information and Communications Technology Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- evaluate client user requirements and hardware installation
- install a range of network hardware by planning, managing and supporting the installation of new components in a network, according to organisational policies and procedures.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- summarise current industry, data and voice networking, security products, devices and procedures, including:
  - current industry accepted network protocols
  - organisational contracting procedures and responsibilities
  - system diagnostic software
- outline current industry accepted network hardware and software products
- explain hardware and software installation procedures
- describe local area network (LAN) capabilities and characteristics, such as network type, internet protocol (IP) addressing, switch or hub operation
- describe various features of network connections, including types of cables, cabling distance limitations and wireless connections
- outline operating systems sufficient to enable basic installation
- summarise set-up and configuration procedures
- describe software packages supported by the organisation.

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Assessment Conditions

Gather evidence to demonstrate consistent performance in conditions that are safe and replicate the workplace. Noise levels, production flow, interruptions and time variances must be typical of those experienced in the network industry, and include access to:

- vendor hardware and software components
- application software and operating system
- hardware maintenance tools
- a live network
- networked computers
- organisational guidelines
- technical documentation and installation manuals.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=a53af4e4-b400-484e-b778-71c9e9d6aff2

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ICTNWK411 Deploy software to networked computers

Modification History

Release	Comments
Release 1	This version first released with ICT Information and Communications Technology Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to plan, manage and support the installation of new or upgraded software to networked computers according to vendor and organisation specifications.

It applies to individuals involved in installing, configuring, maintaining and supporting software, such as network administrators and network support staff.

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

Unit Sector

Networking

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Determine operating system and software and hardware requirements	1.1 Assess client software and licensing requirements, considering compatibility with existing application software and operating system 1.2 Assess hardware requirements 1.3 Analyse requirements against local area network (LAN), wide area network (WAN), and wireless networks within organisational guidelines 1.4 Evaluate client requirements according to organisational

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ELEMENT	PERFORMANCE CRITERIA
	guidelines, corporate purchasing procedures and budget
2. Obtain deployment software to automate deployment	2.1 Evaluate deployment software according to client requirements and organisational guidelines 2.2 Contact vendors and obtain technical specifications, including support arrangements and licensing 2.3 Acquire software and licences according to organisational procedures 2.4 Store software licences and manuals according to organisational guidelines
3. Automate installation of operating system via network	3.1 Plan and deploy operating system according to appropriate vendor installation procedures, with minimal disruption to network and clients 3.2 Configure and test installation to ensure that it meets client needs and vendor specifications 3.3 Install updates and patches
4. Automate installation of software packages via network	4.1 Plan and deploy software packages according to appropriate vendor installation procedures, with minimal disruption to network and clients 4.2 Configure and test installation to ensure that it meets client needs and vendor specifications 4.3 Install updates and patches
5. Test and sign off	5.1 Test installed operating system and software for error-free performance, identifying and resolving problems 5.2 Determine and document security and licensing issues 5.3 Obtain client evaluation and feedback to ensure that client requirements have been met

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.4, 2.1, 2.3, 2.4,	• Recognises and interprets technical, licensing

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	3.1, 3.2, 4.1, 4.2	and organisational information to determine business requirements
Writing	1.3, 5.2	• Develops material for a specific audience, using clear and detailed language in order to convey explicit information
Oral Communication	2.2, 5.3	• Uses active listening, observational and questioning techniques in order to identify information and confirm, clarify or revise understanding • Uses specific and relevant language to obtain information to determine job requirements
Numeracy	1.4	• Uses mathematical formulas and calculations to estimate and plan costs according to business budgets
Navigate the world of work	1.1, 1.3, 1.4, 2.1-2.4, 5.2	• Appreciates the implications of legal and regulatory responsibilities related to own work
Get the work done	1.1-1.4, 2.1, 2.3, 2.4, 3.1-3.3, 4.1-4.3, 5.1	• Determines job priorities, resources and equipment, and works logically and systematically • Understands the purposes, specific functions and key features of common digital systems and tools, and operates them effectively to complete routine tasks • Uses analytical processes to respond to deployment and configuration issues in the immediate work context • Automatically implements standard procedures for routine decisions

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
ICTNWK411 Deploy software to networked computers	ICANWK411A Deploy software to networked computers	Updated to meet Standards for Training Packages	Equivalent unit

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Links

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Assessment Requirements for ICTNWK411 Deploy software to networked computers

Modification History

Release	Comments
Release 1	This version first released with ICT Information and Communications Technology Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- identify client software requirements
- plan and deploy automatic installation of operating system and software
- configure and test installation, ensuring client needs are met.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- summarise network protocols and operating systems, including:
  - transmission control protocols (TCP)
  - internet protocols (IPs)
  - network applications
- describe organisational contracting procedures and responsibilities
- outline software licensing requirements and documentation
- explain current industry standards related to software deployment, including:
  - deployment software configuration
  - configuration of automated deployment processes
  - operating system deployment
  - software package deployment
  - troubleshooting deployment processes.

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Assessment Conditions

Gather evidence to demonstrate consistent performance in conditions that are safe and replicate the workplace. Noise levels, production flow, interruptions and time variances must be typical of those experienced in the network industry, and include access to:

- a site or prototype where deployment processes may be implemented
- a live network
- software tools to support implementation of deployment processes
- technical documentation and installation manuals
- organisational guidelines.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=a53af4e4-b400-484e-b778-71c9e9d6aff2

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ICTNWK429 Install hardware to networks

Modification History

Release	Comments
Release 1	This version first released with ICT Information and Communications Technology Training Package Version 6.0.

Application

This unit describes the skills and knowledge required to plan, manage and install new hardware components in a network.

It applies to individuals involved in technical Information and Communications Technology (ICT) support roles, including network administrators who support network hardware in a peer-to-peer or client-server networked environment.

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

Unit Sector

Networking

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Determine network hardware requirements	1.1 Determine network hardware and cabling requirements for local area network (LAN), wide area network (WAN), wireless networks according to organisational requirements 1.2 Identify any mobile equipment access design limitations according to task requirements 1.3 Determine effectiveness of organisational guidelines, purchasing policies, procedures, licensing arrangements and budget according to organisational requirements
2. Obtain and test network hardware	2.1 Identify technical specifications for required hardware according to task requirements 2.2 Test hardware capability according to organisational and

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ELEMENT	PERFORMANCE CRITERIA
	technical requirements 2.3 Document recommendations and provide document to required personnel 2.4 Determine and document licensing requirements and security issues according to organisational and industry standards 2.5 Obtain hardware according to recommendations and organisational requirements
3. Install and configure network hardware	3.1 Install hardware according to manufacturer and organisational policies, procedures and guidelines 3.2 Configure and test installation according to manufacturer and task requirements
4. Provide instruction and support for installed products	4.1 Determine and document organisational user instructions and requirements from installed products 4.2 Provide instruction document to required personnel according to organisational requirements 4.3 Seek evaluation and feedback from required personnel

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria

SKILL	DESCRIPTION
Learning	• Demonstrates an understanding of licensing and security issues relevant to job requirements
Numeracy	• Uses mathematical formulas and calculations to estimate and plan costs according to business budgets
Oral Communication	• Uses listening and questioning techniques to confirm information and task requirements, communicate ideas and solutions
Writing	• Prepares documentation detailing recommendations, requirements and organisational user instruction using cohesive language for intended audience
Technology	• Demonstrates and understanding of technical information and organisational procedures to determine job requirements

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Unit Mapping Information

Supersedes and is equivalent to ICTNWK410 Install hardware to a network.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=a53af4e4-b400-484e-b778-71c9e9d6aff2

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Assessment Requirements for ICTNWK429 Install hardware to networks

Modification History

Release	Comments
Release 1	This version first released with ICT Information and Communications Technology Training Package Version 6.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- evaluate client user requirements and hardware installation for at least one network
- install a range of network hardware by planning, managing and supporting the installation of new components in a network
- document finished process.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- industry, data and voice networking, security products, devices and procedures, including:
  - industry accepted network protocols
  - organisational contracting procedures and responsibilities
  - system diagnostic software
  - industry accepted network hardware and software products
  - hardware and software installation procedures
  - local area network (LAN) capabilities and characteristics, such as network type, internet protocol (IP) addressing, switch or hub operation
  - various features of network connections, including types of cables, cabling distance limitations and wireless connections
  - operating systems sufficient to enable basic installation
  - set-up and configuration procedures
- software packages supported by organisation.

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Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- vendor hardware and software components
- application software and operating system
- hardware maintenance tools
- a live network
- networked computers
- organisational guidelines
- technical documentation and installation manuals.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=a53af4e4-b400-484e-b778-71c9e9d6aff2

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ICTNWK430 Deploy software to networked computers

Modification History

Release	Comments
Release 1	This version first released with ICT Information and Communications Technology Training Package Version 6.0.

Application

This unit describes the skills and knowledge required to plan, manage and support installation of new and upgraded software to networked computers according to vendor and organisational specifications.

It applies to individuals involved in installing, configuring, maintaining and supporting software, including network administrators and network support staff.

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

Unit Sector

Networking

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Determine operating system requirements	1.1 Determine software and licensing according to organisational requirements 1.2 Determine hardware needs according to organisational requirements 1.3 Determine hardware and software requirements against local area network (LAN), wide area network (WAN), and wireless networks
2. Obtain deployment software to automate deployment	2.1 Determine required deployment software according to task requirements 2.2 Obtain required software and licences, technical specifications and support arrangements from vendors

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ELEMENT	PERFORMANCE CRITERIA
	2.3 Store software licences and manuals according to organisational guidelines
3. Automate installation of operating system	3.1 Plan and deploy operating system according to vendor installation procedures and organisational requirements 3.2 Configure and test installation according to vendor specifications and organisational requirements 3.3 Install updates and patches according to task requirements
4. Automate installation of software packages	4.1 Plan and deploy software packages according to vendor installation procedures and organisational requirements 4.2 Configure and test installation to task requirements 4.3 Install required updates and patches according to task requirements
5. Test and sign off	5.1 Test installed operating system and software and confirm error-free performance 5.2 Document security and licensing agreements according to organisational policies and procedures 5.3 Submit documentation to required personnel for final approval sign off

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria

SKILL	DESCRIPTION
Oral Communication	• Uses active listening, observational and questioning techniques to confirm information and determine job requirements
Reading	• Recognises and interprets written technical, licensing and organisational
Writing	• Prepares required documentation conveying explicit recommendations, requirements and information using specific and relevant language
Planning and organising	• Uses effective planning structures and prioritises tasks according to output needs

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Unit Mapping Information

Supersedes and is equivalent to ICTNWK411 Deploy software to networked computers.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=a53af4e4-b400-484e-b778-71c9e9d6aff2

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Assessment Requirements for ICTNWK430 Deploy software to networked computers

Modification History

Release	Comments
Release 1	This version first released with ICT Information and Communications Technology Training Package Version 6.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, and to:

- plan and deploy automatic installation of operating system and software to at least two networked computers
- configure and test installation of automatic installation of operating system and software on at least two networked computers
- document finalised process.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- network protocols and operating systems
- transmission control protocols (TCP)
- internet protocols (IPs)
- network applications
- organisational contracting procedures and responsibilities that may be used in deploying software for networked computers
- software licensing requirements and documentation
- standards related to software deployment, including:
  - deployment software configuration
  - configuration of automated deployment processes
  - operating system deployment
  - software package deployment
  - troubleshooting deployment processes.

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Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- a site or prototype where deployment processes may be implemented
- a live network
- software tools to support implementation of deployment processes
- technical documentation and installation manuals
- required regulatory documentation that affects networking activities
- organisational guidelines.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=a53af4e4-b400-484e-b778-71c9e9d6aff2

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ICTPRG524 Develop high-level object-oriented class specifications

Modification History

Release	Comments
Release 1	This version first released with ICT Information and Communications Technology Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to analyse requirements and produce a set of high-level object-oriented class specifications.

It applies to individuals who are required to develop object designs as part of the systems design process.

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

Unit Sector

Programming and software development

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Analyse the behaviour of objects	1.1 Analyse behaviour scenarios and the prepare documentation, according to standards 1.2 Identify classes, objects and abstract data types, according to requirements 1.3 Prepare class, object, module and process diagrams, according to specifications

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ELEMENT	PERFORMANCE CRITERIA
2. Prepare a state model	2.1 Analyse data requirements and iterate data flows 2.2 Prepare state-transition diagrams, according to standards 2.3 Improve the abstract data types and specifications
3. Describe the roles and responsibilities of classes	3.1 Review the functional requirements, assign responsibilities and update class structures 3.2 Specify the interface and class communication requirements 3.3 Prepare the interaction diagrams, according to standards
4. Iterate and review the object model	4.1 Review the current object model, class functionality and data transformation 4.2 Identify and develop class relationships, priorities, and the inheritance hierarchy 4.3 Review the class-service requirements and initial test criteria 4.4 Identify object processes and reuse classes 4.5 Document the model and forward it to the appropriate person

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.3, 4.1, 4.2	• Interprets, and analyses, complex technical documentation
Writing	1.1, 1.3, 2.2, 3.3, 4.5	• Accurately records and completes documentation according to organisational formats and protocols • Writes and edits documents to ensure accuracy and consistency of information, and clarity of meaning
Interact with others	4.5	• Shares knowledge, information and experience openly, liaising with colleagues to achieve the best possible outcome
Get the work done	1.3, 3.1, 3.2, 4.1, 4.2, 4.3, 4.4	• Uses a range of digitally-based technologies to access, extract and share relevant information, in order to achieve the required outcomes • Identifies technical or conceptual issues, and applies analytical processes, to resolve these issues

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		• Uses analytical and lateral thinking to review current practices, and to develop new or improved software or systems

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
ICTPRG524 Develop high-level object-oriented class specifications	ICAPRG524A Develop high-level object-oriented class specifications	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=a53af4e4-b400-484e-b778-71c9e9d6aff2

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Assessment Requirements for ICTPRG524 Develop high-level object-oriented class specifications

Modification History

Release	Comments
Release 1	This version first released with ICT Information and Communications Technology Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- specify and model abstract data types
- specify the interface between classes and objects
- document the results.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- outline configuration management
- outline current industry-accepted object-oriented methodologies
- outline current program development methodologies
- describe data modelling techniques
- describe object-oriented analysis tools
- describe quality assurance practices.

Assessment Conditions

Gather evidence to demonstrate consistent performance in conditions that are safe and replicate the workplace. Noise levels, production flow, interruptions and time variances must be typical of those experienced in the programming and software development industry, and include access to:

- the business, system and user requirement
- a unified modelling language (UML) modelling tool
- the appropriate learning and assessment support, when required.

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Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=a53af4e4-b400-484e-b778-71c9e9d6aff2

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ICTSAD501 Model data objects

Modification History

Release	Comments
Release 1	This version first released with ICT Information and Communications Technology Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to understand business operations, identify entities and data, diagrammatically represent their relationships, and prepare a data model.

It applies individuals who have a broad range of analytical, technical and communication skills and who work within broad but established parameters.

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

Unit Sector

Systems analysis and design

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify entities and relationships	1.1 Analyse business data to understand operations 1.2 Identify boundaries of the system 1.3 Identify entities, attributes, data types and relationships of data 1.4 Review business rules to determine impact 1.5 Document relationships in an entity relationship diagram

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ELEMENT	PERFORMANCE CRITERIA
2. Develop normalisation	2.1 Identify suitable business data 2.2 Undertake normalisation of business data and document results 2.3 Compare normalisation results with entity relationship diagram 2.4 Reconcile differences between data
3. Validate model	3.1 Validate data model with client 3.2 Resolve issues or recommendations 3.3 Document completed data model 3.4 Submit to client for final approval

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1, 1.4, 2.3, 2.4	• Critically analyses complex documentation from a variety of sources and consolidates information relating to specific criteria to determine requirements
Writing	1.5, 2.2, 2.4, 3.3, 3.4	• Prepares and produces diagrammatic models and associated documents that convey complex relationships between data • Documents outcomes and changes to discussions, using industry relevant terminology and recognised symbols
Oral Communication	3.1-3.4	• Participates in verbal exchanges by listening and questioning clients to elicit information, resolve issues, and obtain final product and work outcome approval
Interact with others	3.1, 3.2, 3.4	• Selects, implements and seeks to improve protocols governing communications to clients and co-workers in a range of work contexts • Elicits feedback and provides feedback to others
Get the work done	1.1-1.4, 2.1, 3.2, 3.3	• Accepts responsibility for planning and sequencing complex tasks and workload, negotiating key aspects with others and taking into account capabilities, efficiencies and effectiveness • Applies systematic and analytical decision making

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		processes for complex and non-routine situations • Uses and investigates new digital technologies and applications to manage and manipulate data and communicate effectively with others, in a secure and stable digital environment

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
ICTSAD501 Model data objects	ICASAD501A Model data objects	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=a53af4e4-b400-484e-b778-71c9e9d6aff2

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Assessment Requirements for ICTSAD501 Model data objects

Modification History

Release	Comments
Release 1	This version first released with ICT Information and Communications Technology Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- document client business requirements
- construct an entity relationship diagram
- construct and document a data model
- normalise the model
- validate the model.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- fully describe:
  - database identifiers and their impact on database usability
  - normalisation rules and processes
  - type hierarchies, including sub-types, super-types and root-types related to development of structured data types
  - validation procedures and processes
- describe the function and features of:
  - an approach to data modelling, such as the entity-relationship model
  - keys, e.g. unique keys, composite keys, primary keys and primary index
  - time stamps related to the use of keys
  - user defined types, structured types, reference types and user defined functions
  - data types and their application
- summarise the particular business domain.

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Assessment Conditions

Gather evidence to demonstrate consistent performance in conditions that are safe and replicate the workplace. Noise levels, production flow, interruptions and time variances must be typical of those experienced in the systems analysis and design field of work, and include access to:

- client's business requirements
- special purpose tools, equipment and materials
- industry software packages
- computer aided software engineering (CASE) tools
- entity relationship diagrams.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=a53af4e4-b400-484e-b778-71c9e9d6aff2

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ICTSAD502 Model data processes

Modification History

Release	Comments
Release 1	This version first released with ICT Information and Communications Technology Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to gather process data and business information in order to model data processes within an organisation.

It applies to individuals who can apply a broad range of technical knowledge and skills within the context of a complex project.

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

Unit Sector

Systems analysis and design

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Develop scope of model	1.1 Identify relevant data processes and sources of information 1.2 Identify information gathering method and modelling methodology to be used 1.3 Document modelling information gathered 1.4 Validate modelling information with client
2. Gather process data	2.1 Identify business functions and collect process data using chosen method

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ELEMENT	PERFORMANCE CRITERIA
	2.2 Identify external events, procedures and results 2.3 Identify processes and required decomposition
3. Develop and validate data model	3.1 Model process data according to modelling methodology 3.2 Validate process model with client to determine inaccuracies 3.3 Incorporate identified changes, as required 3.4 Review business rules to determine impact on process models and change as required 3.5 Validate completed process models with client

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1, 1.2, 2.1, 2.3, 3.4	• Critically analyses complex documentation from a variety of sources and consolidates information relating to specific criteria to determine requirements
Writing	1.3, 1.4, 3.3-3.5	• Prepares and produces diagrammatic models and associated documents that convey complex relationships between data
Oral Communication	1.4, 3.2, 3.5	• Determines and confirms client requirements using collaborative and inclusive techniques, including active listening and questioning, and reading of verbal and non-verbal signals to convey and clarify information and confirm understanding
Interact with others	1.4, 3.2, 3.5	• Implements strategies for a diverse range of colleagues and clients to build rapport and foster strong relationships
Get the work done	1.1, 1.2, 2.1-2.3, 3.1, 3.4	• Accepts responsibility for planning and sequencing complex tasks and workload, negotiating key aspects with others and taking into account capabilities, efficiencies and effectiveness • Applies systematic and analytical decision making processes for complex and non-routine situations • Uses and investigates new digital technologies and applications to manage and manipulate data, and

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		communicate effectively with others in a secure and stable digital environment

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
ICTSAD502 Model data processes	ICASAD502A Model data processes	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=a53af4e4-b400-484e-b778-71c9e9d6aff2

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Assessment Requirements for ICTSAD502 Model data processes

Modification History

Release	Comments
Release 1	This version first released with ICT Information and Communications Technology Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- identify data processes that represent the client's business reality
- model data processes according to industry and organisation standards
- complete documentation of the data model.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- discuss modelling rules and conventions with reference to naming processes and events
- outline features and functions of process mappers
- explain features of data analysis, particularly in determining process flows
- describe processes and techniques, using logical design concepts related to designing process models.

Assessment Conditions

Gather evidence to demonstrate consistent performance in conditions that are safe and replicate the workplace. Noise levels, production flow, interruptions and time variances must be typical of those experienced in the systems analysis and design field of work, and include access to:

- client’s business requirements
- special purpose tools and equipment
- industry software packages.

Assessors must satisfy NVR/AQTF assessor requirements.

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ICTSAS203 Connect hardware peripherals

Modification History

Release	Comments
Release 1	This version first released with ICT Information and Communications Technology Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to connect hardware peripherals according to instructions.

It applies to individuals employed in an information and communications technology (ICT) support role who are required to solve technical hardware and software incompatibility conflicts and problems.

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

Unit Sector

Systems administration and support

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Confirm client requirements	1.1 Identify and confirm peripheral requirements of client according to organisational standards 1.2 Document client requirements and peripherals needed, and report findings to the appropriate person according to organisational standards 1.3 Verify client requirements with appropriate person according to organisational standards and reporting procedures

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ELEMENT	PERFORMANCE CRITERIA
	1.4 Take action to ensure client support expectations are covered by vendor warranty and support services
2. Obtain required peripherals	2.1 Obtain peripherals under instruction from appropriate person 2.2 Enter details of peripherals into equipment inventory according to organisational standards 2.3 Validate that contents of delivered components and physical contents match the packing list and resolve discrepancies if necessary 2.4 Store peripherals according to vendors guidelines
3. Connect hardware peripherals	3.1 Verify timeframe for installation schedule with client 3.2 Remove old peripherals with minimal disruption to clients if they are to be replaced, taking into account environmental considerations and work health and safety (WHS) standards 3.3 Connect new peripherals with minimum disruption to clients, taking into account operating system procedures 3.4 Configure computer to accept new peripherals 3.5 Test hardware peripherals and confirm client satisfaction, paying particular attention to possible effect on other systems and making adjustments as required

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1-1.4, 2.1-2.4, 3.1-3.5	• Interprets textual information from a range of sources to identify and adhere to requirements
Writing	1.2, 1.3, 1.4, 2.1	• Develops materials and resources using simple vocabulary to convey and record information and inventory, according to client and vendor requirements
Oral Communication	1.2, 1.3, 1.4, 2.1, 3.1, 3.5	• Participates in verbal exchanges of familiar ideas and information using questioning and active listening to elicit views, opinions and feedback from others
Navigate the	1.1, 1.3, 1.4, 2.1-2.4,	• Understands roles and responsibilities for task and makes basic decisions on work completion parameters

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world of work	3.2-3.5	in accordance with organisational requirements, WHS standards and environmental considerations
Interact with others	1.1-1.4, 2.1, 3.1	• Identifies and takes steps to follow accepted communication practices and protocols
Get the work done	1.1-1.4, 2.1-2.4, 3.1-3.5	• Plans and implements routine tasks, aiming to achieve them efficiently • Responds to predictable routine problems and implements standard or logical solutions • Understands the purposes, specific functions and key features of common digital systems and tools, and operates them effectively to complete routine tasks

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
ICTSAS203 Connect hardware peripherals	ICASAS203A Connect hardware peripherals	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=a53af4e4-b400-484e-b778-71c9e9d6aff2

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Assessment Requirements for ICTSAS203 Connect hardware peripherals

Modification History

Release	Comments
Release 1	This version first released with ICT Information and Communications Technology Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- connect several different types of hardware peripherals to the system safely and according to vendor instructions with a minimum of downtime, using known routines and procedures
- locate, interpret and use vendor documentation related to connection and storage of hardware peripherals
- test the operation of newly installed hardware peripherals and confirm client satisfaction
- follow work health and safety policies and procedures.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- describe the commonly used computer operating systems
- identify help desk and maintenance practices
- describe common peripheral devices
- summarise WHS procedures for electrical equipment
- list the system components and describe their interconnectivity
- identify current industry accepted hardware and software products
- describe procedures relevant to maintaining inventory
- list the organisational guidelines and standards that impact on service support including:
  - external suppliers and vendors
  - internal and external communications
  - internet access
  - security of information and data

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- identify common principles for environmentally sustainable business practices.

Assessment Conditions

Gather evidence to demonstrate consistent performance in conditions that are safe and replicate the workplace. Noise levels, production flow, interruptions and time variances must be typical of those experienced in the systems administration and support field of work and include access to:

- sites with a representative range of workstations, hardware peripherals, internet connections and cabling
- software to be installed, interconnected and configured
- hardware and software currently used in industry
- technical documentation, including organisational hardware blueprint and vendor support.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=a53af4e4-b400-484e-b778-71c9e9d6aff2

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ICTSAS213 Maintain the integrity of ICT systems

Modification History

Release	Comments
Release 1	This version first released with ICT Information and Communications Technology Training Package Version 6.0.

Application

This unit describes the skills and knowledge required to backup, protect and secure stand-alone and networked client server environments.

It applies to technical support individuals who are required to uphold workflow and quality processes in a small or large office environment through the maintenance of Information and Communications Technology (ICT) systems.

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

Unit Sector

Systems administration and support

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare to test ICT system integrity	1.1 Determine restoration and back up schedule according to organisational procedures 1.2 Identify and confirm storage and backup destination with required personnel 1.3 Perform backup according to task requirements 1.4 Label and store backups according to organisational procedures and backup schedule 1.5 Update system with virus protection and scanning software according to cyber security procedures 1.6 Identify copyright and privacy legislation for licensed software and work

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ELEMENT	PERFORMANCE CRITERIA
2. Conduct ICT system testing and backup procedures	2.1 Test restoration procedures according to organisational procedures 2.2 Restore data under instruction from required personnel 2.3 Carry out virus scanning and report detected viruses to required personnel 2.4 Remove viruses and malware according to organisational procedures and within scope of own role 2.5 Check hardware devices and networks for operating condition and performance
3. Finalise and record current state of ICT systems	3.1 Document and report backup results 3.2 Maintain records of backups, file names, licence numbers and their location 3.3 Report licensing anomalies related to software to required personnel

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

SKILL	DESCRIPTION
Reading	• Interprets familiar textual information from a range of sources to identify and review practices and determine that standards have been maintained • Researches and interprets information to identify, monitor and evaluate technical information and maintain standards
Writing	• Accurately records and completes documentation according to organisational formats and procedures
Teamwork	• Identifies and takes steps to follow accepted communication practices and protocols
Planning and organising	• Plans and implements routine tasks
Problem solving	• Makes low-impact decisions within familiar situations, based on a range of predefined or routine solutions, and evaluates the effectiveness of the outcome
Self-management	• Identifies roles and responsibilities for task and makes basic decisions on work completion parameters in accordance with organisational standards
Technology	• Identifies the purposes, specific functions and key features of

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	common digital systems and tools, and operates them effectively to complete routine tasks

Unit Mapping Information

Supersedes and is equivalent to ICTSAS205 Maintain ICT system integrity.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=a53af4e4-b400-484e-b778-71c9e9d6aff2

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Assessment Requirements for ICTSAS213 Maintain the integrity of ICT systems

Modification History

Release	Comments
Release 1	This version first released with ICT Information and Communications Technology Training Package Version 6.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- backup, protect and secure at least two client server environments.

In the course of the above, the candidate must:

- review organisational backup schedule
- follow system maintenance procedures
- create, restore, label, delete, archive and report file backups
- check hardware and networks for compliance with licensing requirements
- report data security, privacy, copyright and licensing compliance anomalies
- perform virus protection and scanning software updates.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- organisational procedures for:
  - backups, restoration and testing procedures and operations
  - file name conventions and storage of backups
  - malware and virus scans
  - copyright and privacy legislation
  - inventory and maintenance procedures
- industry accepted hardware and software products
- virus protection methods
- diagnostic tools that may be used in maintaining the integrity of ICT systems
- storage and retrieval guidelines
- system performance metrics and system performance testing tools

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- legislation relating to restoration procedures, copyright, privacy and General Public Licence (GPL).

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- stand-alone and networked client server environments
- hardware containing information and data
- antivirus and scanning software
- technical records and documentation
- copyright, GPL and privacy legislation.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=a53af4e4-b400-484e-b778-71c9e9d6aff2

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MEM15002A Apply quality systems

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit covers working within a quality improvement system, either individually or in a team situation.

Application of the Unit

Application of the unit	This unit is applicable for any work within a quality improvement system in a manufacturing, engineering or related environment. The definition of customer is wide and applies to the next person or organisation receiving the product or service. Application may include quality inspection of own or other employee's work up to the level of the employee's technical competence. **Band**: **A** **Unit Weight**: **2**

Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		

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Employability Skills Information

Employability skills	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 performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Work within a quality system	1.1. Instructions and procedures are followed and duties are performed in accordance with requirements of quality improvement system. 1.2. Conformance to specifications is ensured. 1.3. Defects are detected and reported according to standard operating procedures. 1.4. Performance of operation or quality of product or service is monitored to ensure customer satisfaction.
2. Engage in quality improvement	2.1. Current performance is assessed. 2.2. Established performance measures are identified. 2.3. Specifications and standard operating procedures are identified. 2.4. Defects are detected and reported according to standard operating procedures. 2.5. Process improvement procedures are participated in. 2.6. The improvement of internal/external customer/supplier relationships is participated in. 2.7. Performance of operation or quality of product or service is monitored to ensure customer satisfaction.

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Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Look for evidence that confirms skills in:

- reading, interpreting and following information on written job sheets, instructions, standard operating procedures and drawings
- checking and clarifying task-related information
- entering information onto workplace documents
- checking for conformance to specifications
- identifying duties of the individual within the quality improvement system
- identifying customers' requirements with respect to the operation or quality of the product or service
- reporting where appropriate, defects detected
- carrying out work in accordance with the process improvement procedures
- carrying out work in a manner consistent with the improvement of customer/supplier relationships
- performing numerical operations, geometry and calculations/formulae within the scope of this unit

Required knowledge

Look for evidence that confirms knowledge of:

- quality system terminology and concepts, e.g.
  - quality assurance - planning to meet customers' requirements
  - quality control - checks and procedures to ensure customer requirements are met
  - quality inspection - inspecting and testing products and services
  - total quality control - a company-wide approach that combines both quality assurance and quality control so that the customer is always satisfied
- commonly accepted meaning/s of the terms quality and quality system
- the reasons for following the requirements of the quality improvement system
- strategies and approaches for working within a quality system
- procedures to be followed in undertaking the work
- specifications to which the individual's work is to comply
- reasons for ensuring work conforms to specification
- benefits of good quality:

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REQUIRED SKILLS AND KNOWLEDGE
• quality products • reduced costs • customer confidence, satisfaction and loyalty • good reputation • job satisfaction • solving problems • increased competitiveness • keeping up with technology • costs and consequences of poor quality e.g. • lost customers • accidents • wastage • lost time • low morale • conflict • procedures for reporting defects • examples of common defects • quality improvement procedures • four steps of the quality cycle: plan, do, check, act • reasons for following process improvement procedures • examples of ways in which customer/supplier relationships can be improved • benefits of good customer/supplier relationship • hazards and control measures associated with applying quality procedures, including housekeeping • safe work practices and procedures

Evidence Guide

EVIDENCE GUIDE	
The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.	
Overview of assessment	A person who demonstrates competency in this unit must be able to apply quality systems.
Critical aspects for assessment and	Assessors must be satisfied that the candidate can

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EVIDENCE GUIDE	
evidence required to demonstrate competency in this unit	competently and consistently perform all elements of the unit as specified by the criteria, including required knowledge, and be capable of applying the competency in new and different situations and contexts.
Context of and specific resources for assessment	This unit may be assessed on the job, off the job or a combination of both on and off the job. Where assessment occurs off the job, that is the candidate is not in productive work, then an appropriate simulation must be used where the range of conditions reflects realistic workplace situations. The competencies covered by this unit would be demonstrated by an individual working alone or as part of a team. The assessment environment should not disadvantage the candidate. This unit could be assessed in conjunction with any other units addressing the safety, quality, communication, materials handling, recording and reporting associated with applying quality systems or other units requiring the exercise of the skills and knowledge covered by this unit.
Method of assessment	Assessors should gather a range of evidence that is valid, sufficient, current and authentic. Evidence can be gathered through a variety of ways including direct observation, supervisor's reports, project work, samples and questioning. Questioning should not require language, literacy and numeracy skills beyond those required in this unit. The candidate must have access to all tools, equipment, materials and documentation required. The candidate must be permitted to refer to any relevant workplace procedures, product and manufacturing specifications, codes, standards, manuals and reference materials.
Guidance information for assessment	

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

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RANGE STATEMENT	
wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.	
Quality improvement system	A system comprising some or all of the following elements: • quality assurance • quality control • quality inspection • quality improvement • total quality control
Customer	The next person or organisation receiving the production or service

Unit Sector(s)

Unit sector	

Co-requisite units

Co-requisite units		

Competency field

Competency field	Quality

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MEM18001C Use hand tools

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit covers using a range of hand tools for a variety of general engineering applications.

Application of the Unit

Application of the unit	Applications may include hand tools used for adjusting, dismantling, assembling and finishing of items or components, and the finishing, cutting, scraping of metallic and non-metallic material to size and shape. This includes simple tapping and threading and routine maintenance of hand tools. This unit should not be selected if the hand tool is dedicated to a single operation or machine and if only a machine specific/customised tool is used. When using hand held power tools or power tools used for hand held operations, refer to Unit MEM18002B (Use power tools/hand held operations). **Band**: **A** **Unit Weight**: **2**

Licensing/Regulatory Information

Not Applicable

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Pre-Requisites

Prerequisite units	

Employability Skills Information

Employability skills	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 performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT	**PERFORMANCE CRITERIA**
1. Use hand tools	1.1. Hand tools are selected appropriate to the task requirements. 1.2. Hand tools are used to produce desired outcomes to job specifications which may include finish, tension, size or shape. 1.3. All safety requirements are adhered to before, during and after use. 1.4. Unsafe or faulty tools are identified and marked for repair according to designated procedures before, during and after use. 1.5. Routine maintenance of tools, including hand sharpening is undertaken according to standard

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ELEMENT	PERFORMANCE CRITERIA
	operational procedures, principles and techniques. 1.6. Hand tools are stored safely in appropriate location according to standard operational procedures and manufacturers' recommendations.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE
This section describes the skills and knowledge required for this unit.
Required skills
Look for evidence that confirms skills in: • reading and following information on standard operating procedures • following verbal instructions • selecting hand tools appropriate to the task • using hand tools safely • identifying hand tool defects and marking for repair • maintaining/sharpening hand tools using appropriate techniques • storing hand tools in accordance with manufacturers'/standard operating procedures
Required knowledge
Look for evidence that confirms knowledge of: • applications of different hand tools in a general engineering context • common faults and/or defects in hand tools • procedures for marking unsafe or faulty tools for repair • routine maintenance requirements for a range of hand tools • storage location and procedures for a range of hand tools • hazards and control measures associated with using hand tools • use and application of personal protective equipment • safe work practices and procedures

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Evidence Guide

EVIDENCE GUIDE	
The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.	
Overview of assessment	A person who demonstrates competency in this unit must be able to use hand tools for a range of general engineering applications.
Critical aspects for assessment and evidence required to demonstrate competency in this unit	Assessors must be satisfied that the candidate can competently and consistently perform all elements of the unit as specified by the criteria, including required knowledge, and be capable of applying the competency in new and different situations and contexts.
Context of and specific resources for assessment	This unit may be assessed on the job, off the job or a combination of both on and off the job. Where assessment occurs off the job, that is the candidate is not in productive work, then an appropriate simulation must be used where the range of conditions reflects realistic workplace situations. The competencies covered by this unit would be demonstrated by an individual working alone or as part of a team. The assessment environment should not disadvantage the candidate. This unit could be assessed in conjunction with any other units addressing the safety, quality, communication, materials handling, recording and reporting associated with using hand tools or other units requiring the exercise of the skills and knowledge covered by this unit.
Method of assessment	Assessors should gather a range of evidence that is valid, sufficient, current and authentic. Evidence can be gathered through a variety of ways including direct observation, supervisor's reports, project work, samples and questioning. Questioning techniques should not require language, literacy and numeracy skills beyond those required in this unit of competency. The candidate must have access to all tools, equipment, materials and documentation required. The candidate must be permitted to refer to any relevant workplace procedures, product and manufacturing specifications, codes, standards, manuals and reference materials.
Guidance information for assessment	

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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, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.	
Hand tools	Hacksaws, hammers, punches, screwdrivers, sockets, wrenches, scrapers, chisels, gouges, wood planes and files of all cross-sectional shapes and types
Job specifications	Finish, tension, size or shape etc.
Routine maintenance	Cleaning, lubricating, tightening, simple tool repairs, hand sharpening and adjustments using engineering principles, tools, equipment and procedures

Unit Sector(s)

Unit sector	

Co-requisite units

Co-requisite units		

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Competency field

Competency field	Maintenance and diagnostics

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MEM18002B Use power tools/hand held operations

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit covers using a range of hand held power tools and fixed power tools for hand held operations for a variety of general engineering applications.

Application of the Unit

Application of the unit	This unit applies to loosening and fastening items or components and shaping, finishing, cutting, grinding metallic and non-metallic materials and/or tool bits to size and shape. This unit should not be selected if the power tools used are dedicated to an operation or machine, e.g. nut-runner, air drill, power driver, etc. For using hand tools, see Unit MEM18001C (Use hand tools). **Band**: **A** **Unit Weight**: **2**

Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units	

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Prerequisite units	

Employability Skills Information

Employability skills	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 performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT	**PERFORMANCE CRITERIA**
1. Use power tools	1.1. Power tools are selected appropriate to the task requirements. 1.2. Power tools are used for a determined sequence of operations - which may include clamping, alignment and adjustment to produce desired outcomes - to job specifications which may include finish, size or shape. 1.3. All safety requirements are adhered to before, during and after use. 1.4. Unsafe or faulty tools are identified and marked for repair before, during and after use according to designated procedures. 1.5. Operational maintenance of tools, including hand sharpening, is undertaken according to standard

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ELEMENT	PERFORMANCE CRITERIA
	workplace procedures, principles and techniques. 1.6. Power tools are stored safely in appropriate location according to standard workshop procedures and manufacturers' recommendations.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE
This section describes the skills and knowledge required for this unit.
Required skills
Look for evidence that confirms skills in: • reading and following information on standard operating procedures • following verbal instructions • selecting power tools appropriate to the task • using power tools safely • using clamping/securing devices • identifying power tool defects • maintaining power tools using appropriate techniques • sharpening tools/tool bits within the scope of this unit • storing power tools according to manufacturers'/ standard operating procedures.
Required knowledge
Look for evidence that confirms knowledge of: • application of different power tools • clamping/securing methods • adjustments/alignments to a range of power tools • common faults and/or defects in power tools • procedures for marking unsafe or faulty power tools for repair • routine maintenance requirements of a range of power tools • tool sharpening techniques for a range of power tools • storage location and procedures of a range of power tools • hazards/control measures associated with power tools • use and application of personal protective equipment • safe work practices and procedures

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Evidence Guide

EVIDENCE GUIDE	
The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.	
Overview of assessment	A person who demonstrates competency in this unit must be able to use power tools/hand held operations.
Critical aspects for assessment and evidence required to demonstrate competency in this unit	Assessors must be satisfied that the candidate can competently and consistently perform all elements of the unit as specified by the criteria, including required knowledge, and be capable of applying the competency in new and different situations and contexts.
Context of and specific resources for assessment	This unit may be assessed on the job, off the job or a combination of both on and off the job. Where assessment occurs off the job, that is the candidate is not in productive work, then an appropriate simulation must be used where the range of conditions reflects realistic workplace situations. The competencies covered by this unit would be demonstrated by an individual working alone or as part of a team. The assessment environment should not disadvantage the candidate. This unit could be assessed in conjunction with any other units addressing the safety, quality, communication, materials handling, recording and reporting associated with using power tools/hand held operations or other units requiring the exercise of the skills and knowledge covered by this unit.
Method of assessment	Assessors should gather a range of evidence that is valid, sufficient, current and authentic. Evidence can be gathered through a variety of ways including direct observation, supervisor's reports, project work, samples and questioning. Questioning should not require language, literacy and numeracy skills beyond those required in this unit. The candidate must have access to all tools, equipment, materials and documentation required. The candidate must be permitted to refer to any relevant workplace procedures, product and manufacturing specifications, codes, standards, manuals and reference materials.

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EVIDENCE GUIDE	
Guidance information for assessment	

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, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.	
Power tools	Electric or pneumatic/hydraulic drills, grinders, jigsaws, nibblers, cutting saws, sanders, planers, routers, pedestal drills and pedestal grinders
Clamping	Multigrips, vices, jigs and fixtures, clamps etc.
Job specifications	Finish, size or shape etc.
Operational maintenance	Hand sharpening, cleaning, lubricating, tightening Simple tool repairs and adjustments using engineering principles, tools, equipment and procedures to statutory and regulatory requirements

Unit Sector(s)

Unit sector	

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Co-requisite units

Co-requisite units		

Competency field

Competency field	Maintenance and diagnostics

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MEM50009B Safely operate a mechanically powered recreational boat

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit covers safely handling/operating a powered recreational boat on coastal and inland waters. It includes manoeuvring and handling the boat as well as safe navigation and anchoring. This unit was developed by the National Marine Safety Committee (NMSC).

Application of the Unit

Application of the unit	This unit is one of three core competencies that have been adopted by all government marine safety authorities to contribute to and promote the safe use of waterways and awareness of boating safety. The unit applies specifically to mechanical powered recreational boats including personal watercraft. However, it is recognised that some aspects of this competency apply to any recreational vessel. All work and work practices are undertaken to regulatory and legislative requirements. Unit MEM50008B (Carry out trip preparation and planning) and Unit MEM50010B (Respond to boating emergencies and incidents) are the other two NMSC core units. **Band**: **A** **Unit Weight**: **2**

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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	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 performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT	**PERFORMANCE CRITERIA**
1. Manoeuvre and handle the boat	1.1. A pre-start check is undertaken. 1.2. Motor is prepared and started. 1.3. Boat is manoeuvred safely according to conditions and in accordance with water traffic regulations. 1.4. Performance of the boat and personnel is monitored at all times. 1.5. Impact of boat use on others and the environment is considered.

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ELEMENT	PERFORMANCE CRITERIA
	1.6. Safety equipment is used, stowed and, if required, worn in accordance with legislation and recognised regulations and rules.
2. Navigate safely	2.1. Aids to small craft navigation are identified. 2.2. Collision avoidance techniques are applied when required in accordance with relevant legislation, recognised regulations and rules. 2.3. Operation of the boat is carried out at all times in accordance with relevant legislation, recognised regulations and rules. 2.4. Navigational aids and landmarks are used to determine and monitor boat position. 2.5. Hazards and conditions are taken into account in navigating the boat.
3. Anchor the boat	3.1. Anchorage site is selected in accordance with prevailing and forecast conditions and in accordance with legislation. 3.2. Type of anchor used is suitable for location. 3.3. Anchor is lowered, set and monitored according to prevailing conditions. 3.4. Anchor is retrieved and securely stowed.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE This section describes the skills and knowledge required for this unit.
Required skills
Look for evidence that confirms skills in: • adequately preparing and checking • manoeuvring and handling a boat safely and accurately • monitoring performance and being aware • navigating safely and taking hazards into account • anchoring techniques
Required knowledge

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REQUIRED SKILLS AND KNOWLEDGE
Look for evidence that confirms knowledge of: • boating and other relevant legislation, rules and regulations • legislative requirements regarding the use of safety equipment • area of activity hazards and prevailing conditions • boating information resources • environmental awareness

Evidence Guide

EVIDENCE GUIDE	
The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.	
Overview of assessment	A person who demonstrates competency in this unit must be able to safely handle/operate a powered recreational boat on coastal and inland waters, including basic navigation and anchoring.
Critical aspects for assessment and evidence required to demonstrate competency in this unit	Assessors must be satisfied that the candidate can competently and consistently perform all elements of the unit as specified by the criteria, including required knowledge, and be capable of applying the competency in new and different situations and contexts.
Context of and specific resources for assessment	This unit may be assessed on the job, off the job or a combination of both on and off the job. Where assessment occurs off the job, that is the candidate is not in productive work, then an appropriate simulation must be used where the range of conditions reflects realistic workplace situations. The competencies covered by this unit would be demonstrated by an individual working alone or as part of a team. The assessment environment should not disadvantage the candidate. This unit could be assessed in conjunction with any other units addressing the safety, quality, communication, materials handling associated with a marine environment, or other units requiring the exercise of the skills and knowledge covered by this unit.

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EVIDENCE GUIDE	
Method of assessment	Assessors should gather a range of evidence that is valid, sufficient, current and authentic. Evidence can be gathered through a variety of ways including direct observation, supervisor's reports, project work, samples and questioning. Questioning techniques should not require language, literacy and numeracy skills beyond those required in this unit of competency. The candidate must have access to all tools, equipment, materials and documentation required. The candidate must be permitted to refer to any relevant workplace procedures, product and manufacturing specifi-cations, codes, standards, manuals and reference materials.
Guidance information for assessment	

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, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.	
Pre-start check	Pre-start check may include: • fuel is connected • battery is charged and connected • kill switch • fumes, petrol • fuel and water leaks • hatches/windows/doors are open • ventilation • sea-cock opening • loose gear is secured • marine radio is turned on and radio aerials raised • bilge water levels checked

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RANGE STATEMENT	
	• navigation lights

Manoeuvred safely according to conditions	• Manoeuvring conditions may include:
	  • from or to a ramp, pontoon, wharf, mooring, anchor, confined areas such as narrow channels, marinas, moorings, obstructions
	  • sea-states such as bars, waves, rips, high seas, tidal surges, choppy conditions, wakes
	  • low speed/high speed
	  • poor visibility
	  • effect of wind
	  • large vessels
	• Safe manoeuvring may include:
	  • steer straight line
	  • astern
	  • figure-eight
	  • right of way
	  • port-starboard
	  • throttle control
	  • emergency stop
	  • trim and stability of vessel
	  • towing or being towed
	  • berthing
	  • standing-on/stemming the tide
	  • retrieval of person overboard

Monitored	Monitoring may include: • cooling system • bilge • portholes and hatches • location and welfare of persons on board • oil, fuel and water • radio • position of boat • other water users • battery and electrical systems
Environment	Impact of boat use on others/environment may include: • noise • wake

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RANGE STATEMENT	
	• safety of others • disturbance or injury to wildlife • disposal of waste and bilge water • effects of detergent and anti-foul • fuelling arrangements
Aids to small craft navigation	Aids to navigation may include: • IALA Buoyage System 'A' • charts • compasses • GPS • sounder • tide tables • passage plan • marine references • notices to mariners • radio navigational warnings

Relevant legislation, **recognised regulations and rules**	• Collision regulations such as:
	  • navigating in narrow channels
	  • giving way to other vessels
	  • overtaking, proper lookout
	  • sound signals
	  • lights and shapes
	  • responsibilities and duty of care
	  • use of buoyage system
	  • speed
	  • recognition of lights and markers
	  • rules of road
	  • recognition of operation areas
	  • specific activity rules, e.g. PWCs, water skis, equipment requirements
	  • accident/incident reporting
	• Marine regulations such as:
	  • safety regulations
	  • licensing and registration
	  • speed limit restrictions
	  • distance off requirements
	  • port limits/rules
	  • marine incident reporting

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RANGE STATEMENT	
	• carrying capacity • drug and alcohol limits/effects • age of operators • Environmental and wildlife regulations as relevant and applicable to the operation of boats
Hazards and conditions	Hazards and conditions may include: • weather • set and drift • effect of wind, tide and currents • submerged objects • other boats and wash • restricted waters • crossing bars
Type of anchor	• Types of anchor may include: • Danforth • Grapnel/Reef • Bruce • Plough • Admiralty • Sarca • sea anchor • Anchoring systems may include: • multiple anchors • bow and stern anchors • mooring buoy

Unit Sector(s)

Unit sector	

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Co-requisite units

Co-requisite units		

Competency field

Competency field	Boating services

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MSL974008A Capture and manage scientific images

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit of competency covers the ability to capture accurate and reproducible images of scientific (environmental, medical and technical) subjects using a scientific approach and enterprise procedures/protocols to ensure the integrity of the image. It also includes the ability to generate and maintain pre- and post-image capture records to ensure that images can be reproduced.

Application of the Unit

Application of the unit	This unit of competency is applicable to laboratory technicians in all industry sectors. Personnel who capture images as a substantial part of their job role, should consider accessing the following units of competency from the *CUV40403 Certificate IV in Photoimaging* from CUV03 *Visual Arts, Crafts and Design Training Package*: • *CUVPHI04B Apply photoimaging lighting techniques* • *CUVPHI05B Use a 35mm SLR camera or digital equivalent* • *CUVPHI06B Plan and carry out image capture in response to a brief* • *CUVPHI07B Process photoimages to work print/file stage* • *CUVPHI511A Produce technical photoimages*. Industry representatives have provided case studies to illustrate the practical application of this unit of competency and to show its relevance in a workplace setting. These are found at the end of this unit of competency under the section 'This competency in practice'.

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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	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 performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT	**PERFORMANCE CRITERIA**
1. Establish requirements for image capture	1.1. Define requirements and purpose of the work and create a brief 1.2. Choose an imaging technique that maintains the integrity and veracity of the subject and fulfils the work requirements 1.3. Plan the work using technical knowledge to ensure an effective and efficient result
2. Plan and set up the	2.1. Select and assemble the required equipment

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ELEMENT	PERFORMANCE CRITERIA
shoot	2.2. Follow ethical and legal work practices at all times 2.3. Assess risks or hazards and implement safety procedures 2.4. Prepare the subject to achieve the brief
3. Capture and reproduce the required image	3.1. Expose media or film and accurately document the work in progress 3.2. Review the image against the work requirements and repeat if necessary 3.3. Reproduce the image to specification
4. Keep records and deliver images	4.1. Accurately and retrievably record the request, technical specifications and images so that they are retrievable 4.2. Store records safely and securely to archival standards 4.3. Follow copyright and crediting policies and procedures 4.4. Make the images available to the client, discuss the results and ensure that requirements have been met

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Required skills include:

- creating and interpreting a brief
- applying an imaging technique that best meets the specifications and purpose of the job
- using a back-up system of image capture when shooting images
- producing consistent high quality, cost effective outcomes for clients
- keeping accurate records that allow future replication of images
- working safely and in an ethical manner

Required knowledge

Required knowledge includes:

- repercussions of manipulation of images and differences between adjustment and

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REQUIRED SKILLS AND KNOWLEDGE
manipulation • scientific approach and protocols to ensure integrity of images • veracity of different types of storage media • relevant copyright, moral rights and intellectual property issues and legislation • relevant health, safety and environment requirements • enterprise policies and procedures for capturing and managing scientific images

Evidence Guide

EVIDENCE GUIDE	
The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.	
Overview of assessment	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	Assessors should ensure that candidates can: • create and interpret a brief • apply an imaging technique that best meets the specifications and purpose of the job, consistent with enterprise procedures • provide a back-up system of image capture when shooting images • produce consistent high quality, cost effective outcomes for clients • keep accurate records that allow future replication of images • work safely and in an ethical manner consistent with legislation, regulations and codes of practice.
Context of and specific resources for assessment	This unit of competency is to be assessed in the workplace or simulated workplace environment. This unit of competency may be assessed with: • *MSL975015A Prepare animal and plant material for display*. Resources may include: • appropriate facilities, equipment and materials for image capture • enterprise procedures, equipment manuals, industry

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EVIDENCE GUIDE	
	catalogues and journals.
Method of assessment	The following assessment methods are suggested: • review of portfolio of work completed by the candidate • feedback from clients and supervisor • oral or written questions to assess underpinning knowledge • case studies to assess the candidate's approach to different subjects and use of a variety of imaging techniques. In all cases, practical assessment should be supported by questions to assess underpinning knowledge and those aspects of competency which are difficult to assess directly. Where applicable, reasonable adjustment must be made to work environments and training situations to accommodate ethnicity, age, gender, demographics and disability. Access must be provided to appropriate learning and/or assessment support when required. The language, literacy and numeracy demands of assessment should not be greater than those required to undertake the unit of competency in a work like environment.
This competency in practice	Industry representatives have provided the case study below to illustrate the practical application of this unit of competency and to show its relevance in a workplace setting. **Biomedical**, **biotechnology**, **environmental** It's Friday afternoon and a technical officer in a university biology faculty is asked, at short notice, to assist a postgraduate student to obtain images to support a presentation of her work at an international conference. She's flying out of the country to the conference on Sunday. The officer discusses the requirements with the student and determines that the images are needed for a poster presentation to show the differences between sizes of fungal spores. It is agreed that colour prints of four different sized spores are to be produced using a camera coupled to a stereomicroscope. Given the time constraints, a decision is made to use a digital image that

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EVIDENCE GUIDE	
	can be reproduced on-site. The images are produced on Friday evening and the student produces her poster on Saturday. The details of the subject, conditions and the images themselves are carefully stored for later use in the student's thesis.

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, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.	
Codes of practice	Where reference is made to industry codes of practice, and/or Australian/international standards, it is expected the latest version will be used
Scientific images	Scientific images may include the following types of imaging techniques: • photographic • digital • X-ray • video • prints • transparencies • direct transformation from images to data, such as reading of DNA sequencing gels • auto-radiations • micrographs • other non-visible light sources, such as ultraviolet (UV) light, fluorescence and phosphorescence • electron micrographs
Scientific subjects	Scientific subjects may include: • building sites, environmental survey and monitoring sites

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RANGE STATEMENT	
	• accident or incident sites, and injuries • forensic evidence • biological specimens • histological sections • live animals • chromatography gels
Job requirements and brief	Job requirements and brief may include: • description and specification of work, including constraints and due date • purpose of the image • specifications, such as size, purpose, audience, medium and style • interviewing and collecting information from the client • keeping records, request forms and notes
Purposes of the image	Purposes of the image may include: • publication as a thesis, presentation or on the web • temporal serial recording of changes over time • display as a poster, diorama, print or projection • preview, snapshot or proof of an image for production at a later stage • records of data for inclusion in databases • use in forensic investigation or court proceedings
Planning of the job	Planning of the job may include: • choice of type of image, media, site and conditions • preparation of the subject, such as make-up, choice of whole or part, staining, dissection, mounting, animal handling, setting up a light path for a microscope and appropriate magnification • technical requirements, such as resolution, film type, tripods, shutter speed, lens type and colour differential • back-up method and equipment for image capture • specification of final product, size, delivery, number and cost

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RANGE STATEMENT	
	• position of subject
Equipment	Equipment may include: • lighting • backdrops • camera systems and accessories
Hazards	Hazards may include: • microbiological organisms and agents associated with soil, air, water, blood and blood products, and human or animal tissue and fluids • solar radiation, dust and noise • chemicals and radioisotopes • X-rays and other sources of electromagnetic radiation (laser and UV) • manual handling of heavy objects • slips, trips and falls, falling objects and moving machinery (e.g. on building sites) • pedestrian and vehicular traffic
Safety procedures	Safety procedures may include: • recognising and observing hazard warnings and safety signs • use of personal protective equipment, such as hard hats, hearing protection, gloves, safety glasses, goggles, face guards, coveralls, gowns, body suits, respirators and safety boots • following required containment procedures through the use of appropriate equipment, such as biohazard containers, laminar flow cabinets, Class I, II and III biohazard cabinets and Class PCII, PCIII, and PCIV physical containment facilities • use of material safety data sheets (MSDS) • handling and storage of all hazardous materials and equipment in accordance with labelling, MSDS and manufacturer's instructions • following established manual handling procedures
Ethical and legal work practices	Ethical and legal work practices may include consideration of: • industry codes of practice, contracts, permits,

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RANGE STATEMENT	
	intellectual property, crediting, plagiarism and copyright • moral rights, model release, etiquette, decorum and sensitivity towards the subject, use of a chaperone and confidentiality
Production of images	Production of images may include: • sending images for processing • processing the images • use of commercial software
Storage of records	Storage of records may include: • the brief, technical specifications and images • file management (back-ups, data retrieval and storage) • paper-based, electronic or digital
Occupational health and safety (OHS) and environmental management requirements	OHS and environmental management requirements: • all operations must comply with enterprise OHS and environmental management requirements, which may be imposed through state/territory or federal legislation - these requirements must not be compromised at any time • all operations assume the potentially hazardous nature of samples and require standard precautions to be applied • where relevant, users should access and apply current industry understanding of infection control issued by the National Health and Medical Research Council (NHMRC) and State and Territory Departments of Health

Unit Sector(s)

Unit sector	Testing

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Competency field

Competency field	

Co-requisite units

Co-requisite units		

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MSL974019 Perform chemical tests and procedures

Modification History

Release	Comments
Release 1	This version was released in *MSL Laboratory Operations Training Package Release 2.0.* Supersedes and equivalent to MSL974003 Perform chemical tests and procedures. Changes to performance criteria. Range of conditions removed. Assessment requirements amended.

Application

This unit of competency describes the skills and knowledge to interpret chemical test requirements, prepare samples, conduct pre-use and calibration checks on equipment and perform routine chemical tests. These tests will involve several measurement steps. The unit includes basic data processing and interpretation of results.

This unit applies to laboratory or technical assistants and instrument operators in all industry sectors.

No licensing or certification requirements exist at the time of publication. However, regulations and/or external accreditation requirements for laboratory operations exist, so local requirements should be checked. Relevant legislation, industry standards and codes of practice within Australia must also be applied.

Pre-requisite Unit

Nil

Competency Field

Testing

Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Interpret and schedule test requirements**	1.1	Review test request to identify samples to be tested, test method and equipment and instruments involved
		1.2	Identify hazards and workplace control measures associated with the sample, preparation and test methods, reagents and/or equipment
		1.3	Plan work sequences to optimise throughput of multiple samples
2	**Receive and prepare samples**	2.1	Log samples using standard operating procedures (SOPs)
		2.2	Record sample description, compare with specification and note and report discrepancies
		2.3	Prepare samples and standards in accordance with chemical testing requirements
3	**Check equipment before use**	3.1	Set up equipment and instruments in accordance with test method requirements
		3.2	Perform pre-use and safety checks in accordance with relevant workplace and operating procedures
		3.3	Check equipment calibration using specified standards and procedures
		3.4	Inspect reagents required for quality issues including visual checks and expiry
		3.5	Maintain equipment log in accordance with workplace procedures
4	**Test samples to determine chemical species or properties**	4.1	Operate equipment and instruments in accordance with test method requirements
		4.2	Perform tests or procedures on all samples and standards in accordance with specified methods
		4.3	Shut down equipment and instruments in accordance

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Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
			with operating procedures
5	**Process and interpret data**	5.1	Record test data noting atypical observations and anomalies
		5.2	Construct calibration graphs and compute results for all samples from these graphs
		5.3	Check calculated values for consistency with expectations
		5.4	Record and report results in accordance with workplace procedures
		5.5	Determine if obvious procedure or equipment problems have led to atypical data or results
6	**Maintain a safe work environment**	6.1	Use established safe work practices and personal protective equipment (PPE) to ensure personal safety and that of other laboratory personnel
		6.2	Minimise the generation of wastes and environmental impacts
		6.3	Safely collect and dispose of laboratory and hazardous waste
		6.4	Care for and store equipment and reagents as required
7	**Maintain laboratory records**	7.1	Record entries on report forms or into a laboratory information management system accurately calculating, recording or transcribing data as required
		7.2	Ensure traceability of sample from receipt to reporting of results

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

- Problem-solving skills to trace and source obvious causes of artefacts, track obvious test malfunctions for standardised procedures, and troubleshoot basic equipment and methods.
- Calculate the concentration of solutions.

Other foundation skills essential to performance are explicit in the performance criteria of this unit.

Unit Mapping Information

Equivalent to MSL974003 Perform chemical tests and procedures, Release 1.

Links

MSL Laboratory Operations Companion Volume Implementation Guide is available from VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5c63a03b-4a6b-4ae5-9560-1e3c5f462baa

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Assessment Requirements for MSL974019 Perform chemical tests and procedures

Modification History

Release	Comments
Release 1	This version was released in *MSL Laboratory Operations Training Package Release 2.0.* Supersedes and equivalent to MSL974003 Perform chemical tests and procedures. Changes to performance criteria. Range of conditions removed. Assessment requirements amended.

Performance Evidence

There must be evidence the candidate has completed the tasks outlined in the elements and performance criteria of this unit, and:

- safely performed at least 3 different chemical tests involving several measurement steps including at least 1 of the following:
  - colorimetric techniques
  - infrared and ultraviolet-visible (UV-VIS) spectrophotometry
  - other spectrometric techniques
  - chromatographic techniques
  - electrochemical techniques
  - electrophoretic techniques
  - soil testing techniques
  - gravimetric analysis
  - titrimetric analysis
  - filtration, separation and solvent extraction techniques
  - corrosion testing, cement content and accelerated weathering.

Knowledge Evidence

There must be evidence the candidate has knowledge of:

- why chemical tests are performed
- relevant chemical principles and concepts, including:
  - elements, compounds, ions, atoms, molecules, bonding and links to chemical properties
  - periodic table and symbols of elements

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  - atomic mass and molecular weight
  - moles and molarity
  - chemical formulae and balancing equations
  - chemical reactions
  - energy levels and absorption/emission spectra
- purpose of the tests and/or procedures conducted
- international system of units (SI)
- principles and concepts related to equipment and instrument operation, tests and/or procedures
- requirements for cleaning up spills and reporting faulty or unsafe equipment, hazards and incidents.
- concepts of metrology, including:
  - all measurements are estimates
  - precision, accuracy and significant figures
  - sources of error, uncertainty and repeatability
  - traceability
- function of key components of the equipment and instrument and reagents and effects of modifying equipment and instrument variables
- common causes of analytical errors
- calibration requirements and basic equipment and method troubleshooting procedures
- sample preparation procedures for the tests and/or procedures conducted
- traceability requirements
- awareness of environmental sustainability issues as they relate to the work task
- legal, ethical and work health and safety (WHS) requirements specific to the work task.

Assessment Conditions

Skills must have been demonstrated in the workplace or in a simulated environment that reflects workplace conditions and contingencies. The following conditions must be met for this unit:

- use of suitable facilities, equipment and resources, including:
  - a standard laboratory equipped with appropriate sample preparation and test equipment, instruments, standards and reagents
  - workplace procedures and standard methods
  - records, including test and calibration results; equipment use, maintenance and servicing history, and faulty or unsafe equipment.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

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Links

MSL Laboratory Operations Companion Volume Implementation Guide is available from VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5c63a03b-4a6b-4ae5-9560-1e3c5f462baa

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MSMENV272 Participate in environmentally sustainable work practices

Modification History

Release 2. Equivalent. Minor edits for improved clarity. Range of conditions removed. Duplication between Performance Evidence and Performance Criteria removed. Assessment conditions updated.

Release 1. Supersedes and is equivalent to MSAENV272B Participate in environmentally sustainable work practices.

Application

This unit describes the skills and knowledge required to comply with environmental regulations, identify environment issues and minimise the risks of negative impact on work and carry out improvements in own work area.

This unit applies to operators and team members who are required to follow procedures to work in an environmentally sustainable manner.

This unit applies to all sectors of the manufacturing industry and members of its value chain. It may also be applied to all sections of an organisation, including office and warehouse. This unit will need to be contextualised for the industry sector, organisation and section.

This unit applies to an individual working alone or as part of a team and working in liaison with other shift team members and the control room operator, as appropriate.

No licensing or certification requirements exist at the time of publication. Relevant legislation, industry standards and codes of practice within Australia must also be applied.

Pre-requisite Unit

Nil

Unit Sector

HSE

Elements and Performance Criteria

Elements	**Performance Criteria**
Elements describe the essential *outcomes.*	*Performance criteria describe the performance needed to demonstrate achievement of the element.*

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Elements	**Performance Criteria**
Elements describe the essential *outcomes.*	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify current resource use and environmental issues	1.1 Identify workplace environmental and resource efficiency issues 1.2 Identify resources used in own work role 1.3 Confirm current usage of resources
2. Comply with environmental regulations	2.1 Read and follow environmental policies and procedures to ensure compliance with federal, state/territory and local government laws, by-laws, regulations and mandated codes of practice, and codes and standards that the organisation applies voluntarily 2.2 Ask questions and seek clarification relating to environmental work requirements 2.3 Identify incidents, including breaches or potential breaches of environmental regulations and occurrences outside of standard procedures and report to appropriate personnel 2.4 Report environmental incidents using workplace forms and procedures
3. Seek opportunities to improve environmental practices and resource efficiency	3.1 Follow workplace procedures to improve environmental practices and resource efficiency 3.2 Make suggestions for improvements to environmental workplace practices and work plans

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

Release 2. Supersedes and is equivalent to MSAENV272B Participate in environmentally sustainable work practices.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=d1287d36-dff4-4e9f-ad2c-9d6270054027

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Assessment Requirements for MSMENV272 Participate in environmentally sustainable work practices

Modification History

Release 2. Equivalent. Minor edits for improved clarity. Range of conditions removed. Duplication between Performance Evidence and Performance Criteria removed. Assessment conditions updated.

Release 1. Supersedes and is equivalent to MSAENV272B Participate in environmentally sustainable work practices.

Performance Evidence

There must be evidence the candidate has completed the tasks outlined in the elements and performance criteria of this unit, and:

- followed environmental policies and identified potential breaches of environmental regulations and suggested improvements within the limit of own authority.
-

Knowledge Evidence

There must be evidence the candidate has knowledge of:

- environmental sustainability issues relevant to organisation
- resource use and impact of inefficiencies associated with own work role
- environmental and resource efficiency policies and procedures for own work role
- environmental regulations and guidelines and their impact on own work role
- the environmental issues, hazards and risks associated with own work role
-

Assessment Conditions

Skills must have been demonstrated in the workplace or in a simulated environment that reflects workplace conditions and contingencies. The following conditions must be met for this unit:

- use of suitable facilities, equipment and resources, including:
  - environmental regulations, guidelines and procedures
  - workplace incident reporting procedures and forms.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

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Links

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MSMOPS400 Optimise process/plant area

Modification History

Release 1. Supersedes and is equivalent to MSAPMOPS400A Optimise process/plant area

Application

This unit of competency covers the skills and knowledge required to optimise the process performance of a complete process, plant area or system. It requires optimising a more significant portion of a plant than would be required for one of the PMAOPS3## series. It also requires a more strategic approach to the optimisation than the routine, day-to-day optimisation undertaken as a routine part of plant operation. The optimisation may, or may not involve capital expenditure.

It includes ensuring that the process/plant area complies with health, safety and environment (HSE) requirements, that process, plant and equipment improvement is planned and carried out, and that problems are solved to meet operational needs and ensure that production of finished goods meets customer requirements. It includes all items of equipment and unit operations which form part of the production process of a complete area.

This unit of competency requires the application of detailed operational and process knowledge, including the principles of operation of equipment, and the chemistry and/or physics and/or biology/biochemistry of changes to materials occurring during processing. It embodies a significant breadth and depth of technical knowledge and process understanding which is applied to process improvement.

This competency is typically performed by a senior operator, team leader or frontline manager.

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

Pre-requisite Unit

Nil

Competency Field

Operations

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Unit Sector

Elements and Performance Criteria

Elements describe the essential outcomes		Performance criteria describe the performance needed to demonstrate achievement of the element	
1	Analyse and evaluate current plant, equipment and processes	1.1	Compare actual process, plant and equipment performance with requirements and/or historical data/records and/or design performance
		1.2	Identify abnormal or sub-optimal process, plant and equipment performance
		1.3	Identify hazards associated with the plant and equipment
		1.4	Collect and evaluate product, materials and/or process records to determine possible causes for sub-optimal performance
		1.5	Use appropriate techniques to rank possible causes from most to least probable cause
2	Develop plan for corrective and/or optimisation action	2.1	Analyse causes to determine appropriate corrective action
		2.2	Predict the impact of a change in one unit/area on other related plant units/areas
		2.3	Predict the impact of a change on HSE performance
		2.4	Develop measurable objectives and evaluate alternatives
		2.5	Identify requirements to implement change
		2.6	Consult with stakeholders regarding planned changes and impacts
		2.7	Develop optimisation plan taking account of hazards identified and HSE implications and communicate to appropriate personnel
		2.8	Evaluate optimisation action to determine measures of effectiveness

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3	Coordinate corrective and/ or optimisation action plan	3.1	Coordinate all appropriate unit areas and operations in order to rectify problem causes in process, plant and equipment performance
		3.2	Initiate and/or implement all required corrective/optimisation actions
		3.3	Communicate corrective/optimisation outcomes to all relevant personnel
		3.4	Record and maintain log of all relevant information
4	Develop continuous improvement strategies	4.1	Identify opportunities to continuously improve performance of process/plant area
		4.2	Develop recommendations for continual improvement of process, plant and equipment effectiveness
		4.3	Consult with appropriate personnel and implement continuous improvement strategies
		4.4	Document implementation of continuous improvement strategies

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Regulatory framework

The latest version of all legislation, regulations, industry codes of practice and Australian/international standards, or the version specified by the local regulatory authority, must be used, and include one or more of the following:

- legislative requirements, including work health and safety (WHS)

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- industry codes of practice and guidelines
- environmental regulations and guidelines
- Australian and other standards
- licence and certification requirements

All operations to which this unit applies are subject to stringent HSE requirements, which may be imposed through state/territory or federal legislation, and these must not be compromised at any time. Where there is an apparent conflict between performance criteria and HSE requirements, the HSE requirements take precedence.

Procedures

All operations must be performed in accordance with relevant procedures.

Procedures are written, verbal, visual, computer-based or in some other form, and include one or more of the following:

- equipment start-up, operation and shutdown procedures
- calibration and maintenance schedules
- quality manuals and procedures
- organisation recording and reporting procedures
- material, production and product specifications
- emergency procedures
- work instructions
- standard operating procedures (SOPs)
- safe work method statements (SWMS)
- formulas/recipes
- batch sheets
- temporary instructions
- any similar instructions provided for the smooth running of the plant

Process optimisation

Process optimisation requires application of detailed operational and process knowledge to address one or more of the following:

- starting material quality
- yield maximisation
- throughput maximisation
- energy efficiency
- use of utilities
- labour utilisation
- overall cost
- efficient use of equipment

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- reducing downtime
- minimisation of waste and rework
- improved workplace layout and work flow

Unit Mapping Information

Release 1. Supersedes and is equivalent to MSAPMOPS400A Optimise process/plant area

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=d1287d36-dff4-4e9f-ad2c-9d6270054027

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Assessment Requirements for MSMOPS400 Optimise process/plant area

Modification History

Release 1. Supersedes and is equivalent to MSAPMOPS400A Optimise process/plant area

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy the requirements of the elements and performance criteria and demonstrate the ability to:

- identify and interpret information from a range of internal and external sources
- use analytical techniques to identify cause of a complex problem
- determine corrective actions to optimise the condition of the process, plant and equipment
- plan and coordinate corrective/optimisation actions and related changes that may be required
- develop written plans
- complete documentation
- identify and control hazards by applying the hierarchy of control as part of the optimisation process
- distinguish between:
  - optimum and marginal performance of the plant
  - effective and marginal performance corrections and actions
- communicate and consult with stakeholders at all levels
- read and interpret technical information and relevant regulatory requirements
- develop and implement continuous improvement strategies.

Knowledge Evidence

Evidence must be provided that demonstrates knowledge of:

- hazards that may arise in the job/work environment, including:
  - their possible causes
  - potential consequences
  - appropriate risk controls
- relevant technical theory of the plant area
- an in depth understanding of plant and process across the entire plant area being optimised
- process parameters and limits, including:
  - temperature
  - pressure
  - flow
  - pH

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- effects of variations in process conditions and materials
- functions and principles of operation of equipment in the production process
- chemistry and/or physics and/or biology/biochemistry relevant to changes to materials during processing.

Assessment Conditions

- The unit should be assessed holistically and the judgement of competence based on a holistic assessment of the evidence.
- The collection of performance evidence is best done from a report and/or folio of evidence drawn from:
  - a single project which provides sufficient evidence of the requirements of all the elements and performance criteria
  - multiple smaller projects which together provide sufficient evidence of the requirements of all the elements and performance criteria.
- It is desirable that this evidence comes from implemented optimisation projects. However, where the project does not receive sanction to be implemented, or is otherwise not implemented, then sufficient evidence may be able to be obtained from a detailed implementation plan and a simulated implementation.
- A third-party report, or similar, may be needed to testify to the work done by the individual, particularly when the project has been done as part of a project team.
- Assessment should occur in operational workplace situations. Where this is not possible, or practical, assessment must occur in a sufficiently rigorous simulated environment reflecting realistic operational workplace conditions. This must cover all aspects of workplace performance, including environment, task skills, task management skills, contingency management skills and job role environment skills.
- Knowledge evidence may be collected concurrently with performance evidence or through an independent process, such as workbooks, written assessments or interviews (provided a record is kept).
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.
- Conditions for assessment must include access to all tools, equipment, materials and documentation required, including relevant workplace procedures, product and manufacturing specifications associated with this unit.
- The regulatory framework will be reflected in workplace policies and procedures and is not required to be independently assessed.
- Foundation skills are integral to competent performance of the unit and should not be assessed separately.
- As a minimum, assessors must satisfy the Standards for Registered Training Organisations 2015 assessor requirements

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=d1287d36-dff4-4e9f-ad2c-9d6270054027

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MSMOPS401 Trial new process or product

Modification History

Release 1. Supersedes and is equivalent to MSAPMOPS401A Trial new process or product

Application

This unit of competency covers the skills and knowledge required to take a lead technical role in the trialling of a new or significantly altered product or process. The new/changed product/process has been independently developed and its development is not part of this unit.

The unit of competency applies to a person in a technician role in a plant or a similar role. The technician is expected already to be a technical expert in that part of the plant/process where the trial is being conducted and be able to operate and control all equipment required for the trial. The technician is often the most technically competent member of an operational team. As such, they may not have the 'hands on' role of operating items of equipment; but they are required to have the competence to direct the operation of equipment as appropriate throughout the trial.

Typically the technician will be part of a team during the trial and will work in conjunction with a process/product development expert, such as a chemist or engineer and liaise and cooperate with other members of the team.

Trialling refers to the scale-up and other development steps required to take a new product or process from its design/laboratory trials to full commercial operation on a plant. Trialling may be done on a pilot plant where available and/or on a full scale plant.

This unit of competency does not apply to minor modifications to existing products or processes. Similarly it does not apply to a technician or operator taking part in such trials and/or who is simply following directions from a technician, chemist, engineer, supervisor or manager.

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

Pre-requisite Unit

Nil

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Competency Field

Operations

Unit Sector

Elements and Performance Criteria

Elements describe the essential outcomes		Performance criteria describe the performance needed to demonstrate achievement of the element	
1	Contribute to the selection of equipment/ process conditions	1.1	Liaise with appropriate technical experts
		1.2	Interpret properties of materials and desired product characteristics
		1.3	Interpret technical specifications/drawings of plant requirements
		1.4	Recommend equipment/ancillary equipment appropriate for the materials, products and conditions
		1.5	Recommend process conditions appropriate for the equipment, materials and product characteristics
		1.6	Recommend feed rates/order/condition appropriate to the process conditions, equipment, materials and product characteristics
		1.7	Ensure hazard identification and analysis procedures are completed, including consultation with stakeholders, and findings included in plan
		1.8	Ensure recommendations meet the identified need
2	Prepare for trials	2.1	Determine the availability of resources required, such as materials, equipment, people and skills
		2.2	Estimate time required for trial
		2.3	Liaise with relevant stakeholders
		2.4	Schedule trial at a convenient time

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		2.5	Develop documentation for the trial
		2.6	Identify potential hazards and required hazard control procedures by applying the hierarchy of control
		2.7	Determine permit and other authorisation requirements and special safety and storage requirements
		2.8	Verify decisions with appropriate experts/stakeholders
		2.9	Ensure people with adequate skills are available for the trial
3	Conduct trials	3.1	Ensure hazard controls are implemented prior to commencement
		3.2	Run trials
		3.3	Maintain communication with all relevant personnel
		3.4	Closely monitor critical parameters
		3.5	Recognise actual and potential problems
		3.6	Make adjustments to process conditions as required during trial
		3.7	Sample and test product as required
		3.8	Record and report performance data
		3.9	Ensure all materials, products and waste are handled correctly
		3.10	Leave plant in a condition suitable for routine production to recommence
4	Evaluate results and identify modifications	4.1	Interpret data from trial
		4.2	Identify factors which might be related to low rates or low charge amounts
		4.3	Recommend modifications and improvements required
		4.4	Develop and check standard operating procedures (SOPs)

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4.5 Complete documentation and report to appropriate personnel

4.6 Ensure all relevant staff have required skill levels for the introduction of the new process

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Regulatory framework

The latest version of all legislation, regulations, industry codes of practice and Australian/international standards, or the version specified by the local regulatory authority, must be used, and include one or more of the following:

- legislative requirements, including work health and safety (WHS)
- industry codes of practice and guidelines
- environmental regulations and guidelines
- Australian and other standards
- licence and certification requirements

All operations to which this unit applies are subject to stringent health, safety and environment (HSE) requirements, which may be imposed through state/territory or federal legislation, and these must not be compromised at any time. Where there is an apparent conflict between performance criteria and HSE requirements, the HSE requirements take precedence.

Procedures

All operations must be performed in accordance with relevant procedures.

Procedures are written, verbal, visual, computer-based or in some other form, and include one or more of the following:

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- emergency procedures
- work instructions
- SOPs
- safe work method statements (SWMS)
- formulas/recipes
- batch sheets
- temporary instructions
- any similar instructions provided for the smooth running of the plant

Technical experts

Technical experts include one or more of the following:

- manufacturers
- chemists
- engineering personnel
- designers
- WHS advisors
- maintenance personnel
- potential customers

Non-routine problems

Routine problems must be resolved by applying known solutions.

Non-routine problems must be resolved by applying operational knowledge to develop new solutions, either individually or in collaboration with relevant experts, to:

- determine problems needing action
- determine possible fault causes
- develop solutions to problems which do not have a known solution
- follow through items initiated until final resolution has occurred
- report problems outside area of responsibility to designated person

Non-routine problems are unexpected problems, or variations of previous problems and include one or more of the following:

- mixing is poor
- materials do not behave as expected
- process/reaction does not proceed/proceeds too slowly
- process/reaction proceeds too quickly/runs away
- yield is low
- quality is out of specification
- process is unstable
- instrumentation is not sufficiently sensitive/too sensitive

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- variable catalyst activity
- surging flow/pressure

Operational knowledge includes one or more of the following:

- procedures
- training
- technical information, such as journals and engineering specifications
- remembered experience
- relevant knowledge obtained from appropriate people

Hazard analysis procedures

Hazard analysis procedures must be undertaken, however, it is not required that the candidate conducts the procedures. Hazard analysis procedures include one or more of the following:

- job safety analysis (JSA)/job hazard analysis (JHA)
- hazard and operability (HAZOP) studies
- hazard analysis (HAZAN) studies
- similar company specified procedures

Unit Mapping Information

Release 1. Supersedes and is equivalent to MSAPMOPS401A Trial new process or product

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=d1287d36-dff4-4e9f-ad2c-9d6270054027

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Assessment Requirements for MSMOPS401 Trial new process or product

Modification History

Release 1. Supersedes and is equivalent to MSAPMOPS401A Trial new process or product

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy the requirements of the elements and performance criteria and demonstrate the ability to:

- analyse technical information from a range of sources
- determine recommendations for new process or product, including:
  - materials
  - equipment
  - process and process conditions
  - required variations in process variables
- plan the trials
- conduct trials
- communicate and liaise with people at a range of levels about technical matters
- write technical documentation, including specifications and procedures required for the trial
- ensure formal hazard analysis procedures are undertaken
- recognise early warning signs of equipment/processes or potential problems needing attention
- isolate the causes of problems to an item of equipment within the plant system
- identify any additional skills needs.

Knowledge Evidence

Evidence must be provided that demonstrates knowledge of:

- organisation procedures
- relevant technical theory of the plant area
- chemistry and/or physics and/or biology/biochemistry relevant to changes to materials during processing
- effects of variations in process conditions and materials
- routine and non-routine problems that may arise, the range of possible causes and processes to develop solutions
- methods of changing rate and the advantages and disadvantages of each
- methods of controlling other process variables and the advantages and disadvantages of each.

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Assessment Conditions

- The unit should be assessed holistically and the judgement of competence based on a holistic assessment of the evidence.
- The collection of performance evidence is best done from a report and/or folio of evidence drawn from:
  - a single project which provides sufficient evidence of the requirements of all the elements and performance criteria
  - multiple smaller projects which together provide sufficient evidence of the requirements of all the elements and performance criteria.
- The trial may, or may not be a success.
- A third-party report, or similar, may be needed to testify to the work done by the individual, particularly when the project has been done as part of a project team.
- Assessment should occur in operational workplace situations. Where this is not possible or practical, assessment must occur in a sufficiently rigorous simulated environment reflecting realistic operational workplace conditions. This must cover all aspects of workplace performance, including environment, task skills, task management skills, contingency management skills and job role environment skills.
- Knowledge evidence may be collected concurrently with performance evidence or through an independent, process, such as workbooks, written assessments or interviews (provided a record is kept).
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.
- Conditions for assessment must include access to all tools, equipment, materials and documentation required including relevant workplace procedures, product and manufacturing specifications associated with this unit.
- The regulatory framework will be reflected in workplace policies and procedures and is not required to be independently assessed.
- Foundation skills are integral to competent performance of the unit and should not be assessed separately.
- As a minimum, assessors must satisfy the Standards for Registered Training Organisations 2015 assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=d1287d36-dff4-4e9f-ad2c-9d6270054027

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MSMPCII295 Operate manufacturing equipment

Modification History

Release 1. Supersedes and is equivalent to MSAPCII295A Operate manufacturing equipment

Application

This unit of competency covers the skills and knowledge required to operate production equipment, and to the resolve routine problems in a simulated or trial manufacturing environment where there is a high degree of direct supervision. This competency is intended to be applied to any item of routine production equipment.

This unit of competency applies to learners seeking practical skills that are relevant and useful to the area in which the learner hopes to gain employment, is currently working, and/or as a pathway to further study.

This unit can be performed by operators working either independently or as part of a work team.

This unit of competency applies to a learning and assessment environment where access to normal production operations is not available. Typically this will be a VET in Schools delivery environment but it may be another simulated or trial manufacturing environment where a high degree of supervision exists. Students may be on work placement.

When delivered/assessed as part of a qualification the unit must be customised to ensure its relevance to real or simulated work activities and related workplaces.

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

Pre-requisite Unit

Nil

Competency Field

Manufacturing pathways

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Unit Sector

Elements and Performance Criteria

Elements describe the essential outcomes		Performance criteria describe the performance needed to demonstrate achievement of the element	
1	Check job requirements	1.1	Identify workplace requirements by following established procedures and practices, including work health and safety (WHS) requirements
		1.2	Identify product, materials and equipment requirements for job, including personal protective equipment (PPE)
2	Control hazards	2.1	Identify hazards in the production work area
		2.2	Assess the risks arising from those hazards
		2.3	Implement measures to control or avoid those risks in line with procedures and duty of care to fellow workers
3	Prepare equipment for operation as required	3.1	Perform pre-start checks
		3.2	Report suspected unusual or non-standard product, materials and equipment to an appropriate person
		3.3	Notify other team members, if required, on the intended equipment function and start-up
		3.4	Check/supply materials to equipment as required
		3.5	Start up the item of equipment as required
		3.6	Bring equipment to specified conditions and build the operating rate steadily, checking expected performance at various stages in accordance with procedures
4	Operate equipment	4.1	Monitor equipment operating conditions
		4.2	Monitor product characteristics

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		4.3	Recognise conditions and characteristics which indicate a problem or a potential problem
		4.4	Take appropriate action in response to problem or potential problem
		4.5	Maintain supply of materials and removal of products as required
		4.6	Complete required records
		4.7	Keep equipment and work area in a clean, organised and safe condition
5	Prepare equipment for shutdown	5.1	Perform emergency pause, stop or shutdown as required
		5.2	Ensure equipment is free of product or purged as required
		5.3	Shut down equipment in accordance with procedures
		5.4	Make sure equipment and area is left in a safe condition and ready for restart, maintenance or medium /long-term shutdown

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Procedures Procedures may be written, verbal computer-based, or in some other form and include one or more of the following:

- work instructions

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- standard operating procedures (SOPs)
- formulas/recipes
- batch sheets
- temporary instructions and similar instructions provided for the smooth running of equipment and processes

For the purposes of this Training Package, ' procedures' also includes good operating practice as may be defined by industry codes of practice (eg Good Manufacturing Practice (GMP), Responsible Care) and government regulations.

Equipment

Equipment for the purposes of this unit covers routine or common manufacturing equipment suitable for students operating in a simulated or trial manufacturing environment where there is a high degree of direct supervision. examples includes, but is not limited to, one or more of the following:

- guillotines
- bending and folding machines
- non-computer numerically controlled (CNC) lathes, especially bench and training lathes
- soldering equipment
- pedestal drills
- bench grinders

Workplace hazards

Workplace hazards include, but are not limited to, one or more of the following:

- hazardous materials
- gases and liquids under pressure
- moving machinery
- cutting edges
- electrical equipment
- materials handling
- environments subject to heat, noise, dusts or vapours

Pre-start checks

Pre-start checks include one or more of the following:

- visual checks
- completing checklists
- checking that safety guards, gates and so on, are in position and are operational

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- other checks required by SOPs and manufacturer instructions

Equipment operating conditions

Equipment operating conditions will be monitored using a range of techniques including:

- monitoring of measured or indicated data as shown by gauges and charts (e.g. speed, hours on line, pressure, temperature, flow and vibration)
- the senses of smell, sight, sound and feel, as appropriate

Product characteristics

Product characteristics include one or more of the following:

- product quality
- production rate
- defect rate

Problem/potential problems

Problem/potential problems include, but are not limited to, one or more of the following:

- changes to operating conditions
- adverse changes to product characteristics
- adverse changes to waste

Appropriate actions

Appropriate actions include one or more of the following:

- making adjustments in accordance with procedures
- stopping the equipment in accordance with procedures
- reporting to appropriate person

Records

Records include one or more of the following:

- log sheets/books
- job/work sheets
- electronic/paper records
- verbal/voicemail/email reports

Unit Mapping Information

Release 1. Supersedes and is equivalent to MSAPCII295A Operate manufacturing equipment

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=d1287d36-dff4-4e9f-ad2c-9d6270054027

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Assessment Requirements for MSMPCII295 Operate manufacturing equipment

Modification History

Release 1. Supersedes and is equivalent to MSAPCII295A Operate manufacturing equipment

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria, and demonstrate the ability to:

- carry out the day-to-day operation of a routine piece of production equipment, meeting the demands of productivity and quality while resolving routine problems
- follow work instructions, operating procedures and inspection practices to:
  - minimise the risk of injury to self or others
  - prevent damage to goods, equipment or products
  - achieve required production output and product quality
  - modify activities to cater for variations in workplace contexts and environment
- use hand tools and power equipment correctly and safely
- perform normal operator maintenance of work area to enable work to be conducted safely and efficiently
- check specifications and work requirements
- recognise early warning signs of equipment/processes needing attention, including changes to operating conditions, product quality and amount of waste
- make pre-start visual checks, including completing checklists and checking that safety guards and gates are in position and are operational
- use start-up and shutdown processes
- monitor equipment operation as shown by gauges and charts (e.g. speed, hours on line, pressure, temperature, flow and vibration)
- monitor equipment using the senses of smell, sight, sound and feel, as appropriate
- monitor product quality, production rate and defect rate
- report process variations to ensure process conditions are maintained within limits
- respond signals and alarms immediately
- check product for quality and conformity to specifications
- address non-conforming products/materials in accordance with procedures
- identify and rectify/report routine process problems
- complete proforma production logs and reports
- communicate and work effectively and safely with others
- comply with work health and safety (WHS) requirements and safety instructions
- apply safe handling requirements for equipment, products and materials, including the use of personal protective equipment (PPE)
- collect, organise and understand information related to equipment operation

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- use mathematical ideas and techniques for measuring product specifications and estimating materials requirements
- follow instructions and specifications and ask for help where needed
- prepare and plan the work
- modify activities to cater for variations in workplace contexts and environment.

Knowledge Evidence

Must provide evidence that demonstrates knowledge of:

- major components and functions of the equipment
- principles of equipment operation
- equipment operating parameters
- equipment and product variables and their interactions
- critical material properties, settings and readings
- impact of materials and properties
- construction and limitations of the equipment
- out-of-specification situations
- distinguishing between causes of faults, including:
  - raw materials
  - instrument failure/malfunction
  - electrical failure/malfunction
  - mechanical failure/malfunction
  - variations in product parameters (temperature, flows, pressure and levels).

Assessment Conditions

- Assessment must occur in a simulated environment or a workplace on an operating item of production equipment.
- Workplace for this unit covers a manufacturing environment specifically established for learning introductory manufacturing skills. It may be:
  - a school classroom or workshop equipped to teach manufacturing principles and practices
  - RTO premises equipped to teach manufacturing principles and practices with access to an operating item of production equipment over an extended time
  - an enterprise environment where above average supervision exists and training is occurring. The normal production imperatives have been modified to take into account the training being delivered.
- This unit must always be assessed holistically in conjunction with other units of competency that form part of a specified job function.
- Foundation skills are integral to competent performance of the unit and should not be assessed separately.
- Performance must be demonstrated consistently over a period of time.
- Materials and equipment must include:

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  - workplace procedures such as work instructions, standard operating procedures (SOPs), batch sheets. They may be written, verbal, computer based or in some other form.
  - routine or common manufacturing equipment suitable for students operating in a simulated or trial manufacturing environment where there is a high degree of direct supervision.
- Equipment / materials include but are not limited to one or more of the following:
  - guillotines
  - bending and folding machines
  - non CNC lathes, especially bench and training lathes
  - soldering equipment
  - pedestal drills
  - bench grinders
  - records including log sheets/books, job/work sheets, electronic/paper records, verbal/voicemail/email reports
- Assessors must:
  - as a minimum, satisfy the Standards for Registered Training Organisations 2015 assessor requirements
  - have vocational competency in the manufacturing industry at least to the level being assessed, with broad industry knowledge and experience, usually combined with a relevant industry qualification
  - be familiar with the current skills and knowledge used and have relevant, current experience in the manufacturing industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=d1287d36-dff4-4e9f-ad2c-9d6270054027

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MSMPCII297 Make an object from cloth using an existing pattern

Modification History

Release 1. Supersedes and is equivalent to MSAPCII297A Make an object from cloth using an existing pattern

Application

This unit of competency covers the skills and knowledge required to make an object from cloth (such as basic decorative items or clothing) following the requirements of an identified pattern. It may or may not require machinery and does not require complex sewing or finishing or the development of a pattern.

This unit applies to learners seeking practical skills that are relevant and useful to the area in which the learner hopes to gain employment, is currently working, and/or as a pathway to further study.

This unit applies to a learning and assessment environment where access to normal production operations is not available. Typically this will be a VET in Schools delivery environment but it may be another simulated or trial manufacturing environment where a high degree of supervision exists. Students may be on work placement.

The unit should be applied to a specific 'project' or task which has a defined beginning, middle and end, occurs over an extended period of time, and is relevant to the manufacturing industry.

When delivered/assessed as part of a qualification the unit must be customised to ensure its relevance to real or simulated work activities and related workplaces.

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

Pre-requisite Unit

Nil

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Competency Field

Manufacturing pathways

Unit Sector

Elements and Performance Criteria

Elements describe the essential outcomes		Performance criteria describe the performance needed to demonstrate achievement of the element	
1	Identify job requirements	1.1	Identify job requirements for making the object from cloth from work instructions
		1.2	Apply instructions for designing and sequencing work
		1.3	Interpret and map out particular measurements or adjustments
		1.4	Consider, plan for and observe work health and safety (WHS) requirements
2	Prepare for work	2.1	Select a suitable work area for the task
		2.2	Select appropriate tools, equipment and materials, including personal protective equipment (PPE), in accordance with specifications
		2.3	Identify potential hazards associated with the use of tools, equipment and materials, and take appropriate safety precautions and/or report to supervisor
		2.4	Lay out required tools and materials in sequence according to job requirements and work instructions
		2.5	Check and adjust equipment in accordance with workplace procedures
3	Create work	3.1	Measure, cut and lay out fabric according to specifications
		3.2	Secure or sew fabric according to quality requirements

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		3.3	Check work against patterns and worksheets at the identified checkpoints
		3.4	Rectify non-conformity with the required pattern or quality standard
4	Complete work	4.1	Check completed work against the required quality standards
		4.2	Complete documentation following workplace reporting procedures
		4.3	Clean work area and return tools and equipment to storage
		4.4	Return unused materials to storage and deal with waste and scrap following workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

An object from cloth

An object from cloth includes one or more of the following:

- basic cushions
- soft tableware, such as placemats or serviettes
- basic clothing, such as a scarf, simple cloth hat not requiring blocking or a circle skirt
- a basic carry bag
- handkerchief
- tea towel
- wall hanging

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- pencil case
- BBQ cover
- external awning

Work instructions

Work instructions include one or more of the following:

- job sheets including number and type of objects to be produced
- patterns for making an object from cloth
- plans
- drawings and sketches
- operating instructions for equipment including safety procedures
- designer instructions
- quality requirements
- verbal directions from a supervisor or instructor

WHS requirements

WHS requirements include one or more of the following:

- legislation
- regulations
- material handling instructions, including hazardous and dangerous goods codes
- local safe operating procedures
- specific workplace rules and regulations regarding personal protective equipment (PPE)

Suitable work area

A suitable work area includes one or more of the following:

- a bench top or desk
- a sewing or layout table
- a sewing table with a sewing machine

Tools, **equipment and materials**

Tools, equipment and materials include one or more of the following:

- measuring equipment, such as tapes and rulers
- calculating equipment, such as calculators and computers
- general cutting and sewing tools, including scissors, drills, sewing machines, hemming machines and glue guns
- PPE
- plain and patterned fabric

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- velvet
- threads
- wadding
- foam
- tape
- fasteners, including buttons and hooks

Potential hazards

Potential hazards include one or more of the following:

- broken or faulty equipment
- damaged needles
- a lack of lighting
- untidy working conditions
- wet or slippery floors
- improperly secured sewing machines
- damaged or frayed electrical cables and connections

Reporting procedures

Reporting procedures include:

- completing necessary paperwork
- communicating with a supervisor or key person that you completed the task
- reporting, accidents, injuries and faulty equipment or materials
- filing necessary paperwork

Unit Mapping Information

Release 1. Supersedes and is equivalent to MSAPCII297A Make an object from cloth using an existing pattern

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=d1287d36-dff4-4e9f-ad2c-9d6270054027

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Assessment Requirements for MSMPCII297 Make an object from cloth using an existing pattern

Modification History

Release 1. Supersedes and is equivalent to MSAPCII297A Make an object from cloth using an existing pattern

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria, and demonstrate the ability to:

- construct, assemble and finish at least one (1) object made from cloth
- follow work instructions, operating procedures and inspection practices to:
  - minimise the risk of injury to self or others
  - prevent damage to goods, equipment or products
  - achieve required production output and product quality
  - modify activities to cater for variations in workplace contexts and environment
- identify appropriate materials for use in making cloth items, and any special sewing or handling requirements for those materials
- interpret work order and locate and apply relevant information
- use patterns, and select and use tools and equipment appropriate to the task
- prevent damage to goods, equipment or products
- maintain required production output and product quality
- use hand tools and power equipment correctly and safely
- perform normal operator maintenance of work area to enable work to be conducted safely and efficiently
- report process or materials faults, damaged products or equipment
- communicate and work effectively and safely with others
- comply with work health and safety (WHS) requirements and safety instructions
- apply safe handling requirements for equipment, products and materials, including the use of personal protective equipment (PPE)
- collect, organise and understand information related to basic plans
- use mathematical ideas and techniques for measuring and calculating areas and estimating materials requirements
- follow instructions and specifications and ask for help where needed.

Knowledge Evidence

Must provide evidence that demonstrates knowledge of:

- workplace procedures and work instructions
- organisational structure

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- evaluation and review procedures;
- creative thinking techniques.

Assessment Conditions

- Assessment should occur on the job or in a workplace simulated facility with relevant equipment, materials, work instructions and deadlines.
- This unit must always be assessed in holistically in conjunction with other units of competency that form part of a specified job function.
- Foundation skills are integral to competent performance of the unit and should not be assessed separately.
- Performance must be demonstrated consistently over a period of time.
- Conditions for assessment must include access to all tools, equipment, materials and documentation required, including work instructions, specifications, hand and/or power tools, workplace records and a suitable work area.
- Assessors must:
  - as a minimum, satisfy the Standards for Registered Training Organisations 2015 assessor requirements
  - have vocational competency in the manufacturing industry at least to the level being assessed, with broad industry knowledge and experience, usually combined with a relevant industry qualification
  - be familiar with the current skills and knowledge used and have relevant, current experience in the manufacturing industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=d1287d36-dff4-4e9f-ad2c-9d6270054027

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MSMPCII298 Make an object from metal

Modification History

Release 1. Supersedes and is equivalent to MSAPCII298A Make an object from metal

Application

This unit of competency covers the skills and knowledge required to make an object from metal in accordance with the requirements of an established design in a simulated or trial manufacturing environment where there is a high degree of direct supervision.

This unit applies to learners seeking practical skills that are relevant and useful to the area in which the learner hopes to gain employment, is currently working, and/or as a pathway to further study.

This unit applies to a learning and assessment environment where access to normal production operations is not available. Typically this will be a VET in Schools delivery environment but it may be another simulated or trial manufacturing environment where a high degree of supervision exists. Students may be on work placement.

The unit must be applied to a specific 'project' or task which has a defined beginning, middle and end, occurs over an extended period of time, and is relevant to the manufacturing industry.

When delivered/assessed as part of a qualification the unit must be customised to ensure its relevance to real or simulated work activities and related workplaces.

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

Pre-requisite Unit

Nil

Competency Field

Manufacturing pathways

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Unit Sector

Elements and Performance Criteria

Elements describe the essential outcomes		Performance criteria describe the performance needed to demonstrate achievement of the element	
1	Identify job requirements	1.1	Identify specifications for metal item from work instructions
		1.2	Interpret design to determine the process, tools, equipment and materials required
		1.3	Consider and apply work health and safety (WHS) requirements for the job
2	Prepare for work	2.1	Select a suitable work area for the task
		2.2	Prepare the work area according to WHS and ergonomic requirements
		2.3	Select appropriate tools, equipment and materials, including personal protective equipment (PPE), in accordance with specifications
		2.4	Clean, check and prepare equipment and machinery for operation in accordance with WHS requirements and workplace procedures
		2.5	Identify potential hazards associated with the use of tools, equipment and materials, and take appropriate safety precautions and/or report to supervisor
		2.6	Keep records in accordance with workplace requirements
3	Produce work	3.1	Transfer dimensions from job specifications and/or drawings or sketches and mark out material to conform to specifications and templates using appropriate machinery or tools

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		3.2	Prepare edges and surfaces according to specifications
		3.3	Join components according to project requirements
		3.4	Check work for conformance with specifications
		3.5	Rectify non-conformity with specifications or quality standards
		3.6	Finish work according to specifications and quality standards
4	Complete work	4.1	Check completed work against required quality standards
		4.2	Return unused materials to storage and deal with waste and scrap following workplace procedures
		4.3	Clean work area and return tools and equipment to storage
		4.4	Complete documentation and records and maintain them following workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Metal

Metal includes one or more of the following:

- mild steel
- galvanised steel
- stainless steel

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- aluminium
- brass

Metal object

A metal object includes one or more of the following:

- a small decorative box, with or without a lid
- desk pencil holder
- metallic photo album
- cabinet
- shelving
- CD rack
- metallic picture frame

Work instructions

Work instructions include one or more of the following:

- job sheets
- patterns
- plans
- drawings and sketches
- verbal or illustrated directions from supervisor
- number and type of objects to be produced
- quality requirements
- WHS requirements
- environmental requirements

WHS requirements

WHS requirements include one or more of the following:

- legislative requirements
- hazardous and dangerous goods codes
- safe operating procedures
- specific workplace rules regarding PPE, such as disposable overalls, dust mask, eye and ear protection, and gloves

Suitable work area

A suitable work area includes one or more of the following:

- workbench
- desk or table
- workshop
- shed
- durable space

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Appropriate tools, equipment and materials

Appropriate tools, equipment and materials include one or more of the following:

- measuring tapes or rulers
- hammers
- mallets
- squares
- bevels
- chisels
- files
- planes
- hand saws
- cordless drills/screwdrivers
- fixing and joining devices
- jigs
- clamping devices
- pincers
- power saws
- power drills
- band saws
- vertical drill presses
- PPE
- metal
- adhesives
- screws
- nuts
- bolts
- hinges and metal fasteners
- pencils and markers
- paints

Potential hazards

Potential hazards include one or more of the following:

- broken or faulty equipment
- unnoticed sharp objects
- poor lighting
- inadequate ventilation
- inadequate attention to the activities of others
- electrical shortages and power overload
- disorganised or cluttered workspace (poor housekeeping)

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- poor attention when dealing with tools and equipment
- environmental chemicals, heat, dust, noise, gas and oil

Workplace records

Workplace records include one or more of the following:

- plant and maintenance records
- job cards
- check sheets
- reporting requirements
- documenting equipment and/or material defects
- workplace procedures relating to the use of tools and equipment

Specifications

Specifications include one or more of the following:

- measurements and dimensions
- joining methods
- quality standards
- materials to be used

Preparing edges and surfaces

Preparing edges and surfaces includes one or more of the following:

- filing
- sanding
- cleaning
- grinding
- polishing

Joining metal pieces

Joining metal pieces includes one or more of the following

- screws, rivets, nuts and bolts
- hinging
- soldering

Rectifying non-conformities

Rectifying non-conformities includes one or more of the following:

- deconstructing the assembled pieces
- reshaping, resizing or re-cutting elements
- reassembling elements

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Finishing work	Finishing work includes one or more of the following: • filing • polishing • grinding • painting and decorating

Unit Mapping Information

Release 1. Supersedes and is equivalent to MSAPCII298A Make an object from metal

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=d1287d36-dff4-4e9f-ad2c-9d6270054027

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Assessment Requirements for MSMPCII298 Make an object from metal

Modification History

Release 1. Supersedes and is equivalent to MSAPCII298A Make an object from metal

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and demonstrate the ability to:

- construct, assemble and finish at least one (1) basic object from metal
- follow work instructions, operating procedures and inspection practices to:
  - minimise the risk of injury to self or others
  - prevent damage to goods, equipment or products
  - achieve required production output and product quality
  - modify activities to cater for variations in workplace contexts and environment
- use routine workplace tools, equipment, materials and measuring devices correctly and safely
- apply pre-checking and quality techniques to anticipate construction problems, avoid reworking and avoid wastage
- perform normal operator maintenance of work area to enable work to be conducted safely and efficiently
- communicate and work effectively and safely with others
- comply with work health and safety (WHS) requirements and safety instructions
- apply safe handling requirements for equipment, products and materials, including the use of personal protective equipment (PPE)
- collect, organise and understand information related to basic plans
- use mathematical ideas and techniques for measuring and calculating areas and estimating materials requirements
- follow instructions and specifications and ask for help where needed.

Knowledge Evidence

Must provide evidence that demonstrates knowledge of:

- the concept of work flow and its relation to manufacture of objects
- WHS standards and requirements
- relevant statutory requirements and codes of practice
- hand and portable power tools and their application
- mechanical cutting techniques
- fabrication and shaping techniques
- types of paints, sealants and glues

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- types of jigs and templates
- workshop plant and equipment
- manufacture and assembly techniques
- common materials used in the manufacture of metal objects.

Assessment Conditions

- Assessment should occur on the job or in a workplace simulated facility with relevant equipment, materials, work instructions and deadlines.
- This unit must always be assessed in holistically in conjunction with other units of competency that form part of a specified job function.
- Foundation skills are integral to competent performance of the unit and should not be assessed separately.
- Performance must be demonstrated consistently over a period of time.
- Workplace for this unit means a manufacturing environment specifically established for learning introductory manufacturing skills. It may be:
  - a school classroom or workshop equipped to teach manufacturing principles and practices
  - RTO premises equipped to teach manufacturing principles and practices
  - an enterprise environment where above average supervision exists and training is occurring. The normal production imperatives have been modified to take into account the training being delivered.
- Conditions for assessment must include access to all tools, equipment, materials and documentation required, including work instructions, specifications, hand and/or power tools, metal working machinery, workplace records and a suitable work area.
- Assessors must:
  - as a minimum, satisfy the Standards for Registered Training Organisations 2015 assessor requirements
  - have vocational competency in the manufacturing industry at least to the level being assessed, with broad industry knowledge and experience, usually combined with a relevant industry qualification
  - be familiar with the current skills and knowledge used and have relevant, current experience in the manufacturing industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=d1287d36-dff4-4e9f-ad2c-9d6270054027

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MSMSUP102 Communicate in the workplace

Modification History

Release 2. Equivalent. Minor edits for improved clarity. Range of conditions removed. Assessment conditions updated.

Release 1. Supersedes and is equivalent to MSAPMSUP102A Communicate in the workplace.

Application

This unit describes the skills and knowledge required to receive, relay and record written and oral messages and to provide relevant information in response to requests within timelines.

This unit applies to personnel who are required to communicate clearly and accurately to record messages, seek clarification, access needed information, relay information to other people and complete workplace documentation.

This unit applies to all work environments.

No licensing or certification requirements exist at the time of publication. Relevant legislation, industry standards and codes of practice within Australia must also be applied.

Pre-requisite Unit

Nil

Unit Sector

Support

Elements and Performance Criteria

Elements	**Performance Criteria**
Elements describe the essential *outcomes.*	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Receive and relay messages	1.1 Receive message and confirm understanding 1.2 Accurately record the message 1.3 Relay message accurately to appropriate person or section within designated timelines

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Elements	**Performance Criteria**
Elements describe the essential *outcomes.*	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
2. Interpret messages	2.1 Clarify message if necessary 2.2 Take appropriate action 2.3 Respond to communication problems
3. Respond to request for information	3.1 Acknowledge the request for information and clarify understanding 3.2 Access information from appropriate sources 3.3 Relay information to appropriate person or section in a manner appropriate for the receiver
4. Complete workplace forms	4.1 Select appropriate form 4.2 Assemble information required for form 4.3 Complete workplace form 4.4 Submit workplace form

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

Release 2. Supersedes and is equivalent to MSAPMSUP102A Communicate in the workplace.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=d1287d36-dff4-4e9f-ad2c-9d6270054027

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Assessment Requirements for MSMSUP102 Communicate in the workplace

Modification History

Release 2. Equivalent. Minor edits for improved clarity. Range of conditions removed. Assessment conditions updated.

Release 1. Supersedes and is equivalent to MSAPMSUP102A Communicate in the workplace.

Performance Evidence

There must be evidence the candidate has completed the tasks outlined in the elements and performance criteria of this unit, and:

- received, recorded and relayed messages, including:
  - listening attentively and asking questions to confirm understanding
- responded to at least one request for information in accordance with procedures, including:
  - using clear and concise language in both verbal and written communication
- completed workplace forms legibly and accurately

Knowledge Evidence

There must be evidence the candidate has knowledge of:

- sources of information
- communication equipment
- organisation procedures, including:
  - telephone and communications protocols and/or procedures
  - documentation and record keeping
- types and meaning of workplace codes, numbers, symbols, signs and colours typically used in the work environment
- types, purpose and importance of workplace documentation
- workplace expectations for acceptable language and tone, including swearing, level of formality, courteousness and respect for diversity
- challenges in communicating with people from culturally and linguistically diverse (CALD) backgrounds in the workplace and possible strategies
- communication problems and corrective actions relevant to own role
-

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Assessment Conditions

Skills must have been demonstrated in the workplace or in a simulated environment that reflects workplace conditions and contingencies. The following conditions must be met for this unit:

- use of suitable facilities, equipment and resources, including:
  - workplace documentation and/or information
  - workplace forms.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=d1287d36-dff4-4e9f-ad2c-9d6270054027

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MSMSUP210 Process and record information

Modification History

Release 2. Equivalent. Minor edits for improved clarity. Foundation skills specified. Range of conditions removed. Duplication between Performance Evidence and Performance Criteria removed. Assessment conditions updated.

Release 1. Supersedes and is equivalent to MSAPMSUP210A Process and record information.

Application

This unit describes the skills and knowledge required to process information and respond to the information requirements of own job, including the completion of workplace documents, and clearly and concisely providing relevant information to others.

This unit applies to personnel who are required to identify routine information requirements, access and process information, provide workplace and technical information within their area of expertise and complete workplace documentation. Information will be conveyed orally and in writing.

This unit applies to all work environments.

No licensing or certification requirements exist at the time of publication. Relevant legislation, industry standards and codes of practice within Australia must also be applied.

Pre-requisite Unit

Nil

Unit Sector

Support

Elements and Performance Criteria

Elements	**Performance Criteria**
Elements describe the essential *outcomes.*	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Access information	1.1 Identify the need for information 1.2 Request appropriate information

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Elements	**Performance Criteria**
Elements describe the essential *outcomes.*	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.3 Access information in accordance with procedures 1.4 Comply with security procedures in accessing appropriate information
2. Provide appropriate information	2.1 Deal with enquiries promptly and courteously 2.2 Confirm details of enquiry by questioning and summarising 2.3 Organise information clearly, concisely and logically 2.4 Provide information relevant to request in a timely manner and in a form that is appropriate and easily understood 2.5 Redirect enquiries to relevant personnel for resolution where outside the own area of responsibility
3. Give and follow routine instructions	3.1 Give accurate, clear and concise instructions that are appropriate for the receiver 3.2 Interact with others in an efficient, effective, responsive, courteous and supportive manner 3.3 Confirm that instructions are understood 3.4 Follow prescribed and routine work-related sequences
4. Provide reports	4.1 Complete all workplace documentation and reports clearly and accurately 4.2 Report all relevant information clearly and concisely

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

- Reading skills to interpret workplace information.
- Writing skills to complete workplace documents and reports.
- Oral communication skills to interact with others and provide information.

Other foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Unit Mapping Information

Release 2. Supersedes and is equivalent to MSAPMSUP210A Process and record information.

Links

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Assessment Requirements for MSMSUP210 Process and record information

Modification History

Release 2. Equivalent. Minor edits for improved clarity. Foundation skills specified. Range of conditions removed. Duplication between Performance Evidence and Performance Criteria removed. Assessment conditions updated.

Release 1. Supersedes and is equivalent to MSAPMSUP210A Process and record information.

Performance Evidence

There must be evidence the candidate has completed the tasks outlined in the elements and performance criteria of this unit, and:

- processed and recorded workplace and technical information in response to at least 1 enquiry.
-

Knowledge Evidence

There must be evidence the candidate has knowledge of:

- organisational procedures, including those covering:
  - data systems and data security
  - record keeping
  - privacy
  - intellectual property (IP)
  - use of internet
- types and meaning of workplace codes, numbers, symbols, signs and colours typically used in the role or work environment
-

Assessment Conditions

Skills must have been demonstrated in the workplace or in a simulated environment that reflects workplace conditions and contingencies. The following conditions must be met for this unit:

- use of suitable facilities, equipment and resources, including:
  - workplace documentation, forms and reports
  - workplace record keeping, privacy and data security procedures.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

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MSMSUP240 Undertake minor maintenance

Modification History

Release 2. Equivalent. Range of conditions removed. Duplication between Performance Evidence and Performance Criteria removed. Assessment conditions updated.

Release 1. Supersedes and is equivalent to MSAPMSUP240A Undertake minor maintenance.

Application

This unit describes the skills and knowledge required to undertake minor maintenance and solve routine problems to procedures. Minor maintenance can include operational maintenance, general cleaning, part removal and part replacement and other activities that do not require a trade qualification.

This unit applies to an individual working alone or as part of a team or group and working in liaison with other shift team members and the control room operator, as appropriate.

No licensing or certification requirements exist at the time of publication. Relevant legislation, industry standards and codes of practice within Australia must also be applied.

Pre-requisite Unit

Nil

Unit Sector

Support

Elements and Performance Criteria

Elements	**Performance Criteria**
Elements describe the essential *outcomes.*	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify maintenance requirements	1.1 Identify equipment variations and/or irregularities using observed data and plant records 1.2 Assess the urgency and priority of the situation 1.3 Identify appropriate corrective action 1.4 Identify correct tools and materials 1.5 Assess the impact of the maintenance activity and communicate to

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Elements	**Performance Criteria**
Elements describe the essential *outcomes.*	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	appropriate personnel 1.6 Identify hazards and risk controls 1.7 Identify work permit requirements
2. Prepare for maintenance activity	2.1 Ensure equipment is turned off and isolated according to procedures 2.2 Clear the area of obstructions and hazardous materials 2.3 Obtain appropriate tools, parts, materials and procedures 2.4 Obtain the appropriate work permits and adhere to the requirements 2.5 Communicate the impending maintenance activity to the appropriate personnel
3. Perform maintenance activity	3.1 Access all relevant information 3.2 Undertake maintenance activity according to procedures 3.3 Use tools and maintenance techniques correctly 3.4 Restore equipment to normal working condition 3.5 Leave the work area in a clean and safe condition 3.6 Ensure permits are signed-off as appropriate
4. Test equipment	4.1 Test equipment according to procedures 4.2 Return equipment to service 4.3 Ensure equipment meets normal operating requirements
5. Record maintenance activity	5.1 Complete maintenance logs and/or plant history records 5.2 Report maintenance activity to relevant personnel 5.3 Identify and report outstanding maintenance requirements to relevant personnel

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Unit Mapping Information

Release 2. Supersedes and is equivalent to MSAPMSUP240A Undertake minor maintenance.

Links

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Assessment Requirements for MSMSUP240 Undertake minor maintenance

Modification History

Release 2. Equivalent. Range of conditions removed. Duplication between Performance Evidence and Performance Criteria removed. Assessment conditions updated.

Release 1. Supersedes and is equivalent to MSAPMSUP240A Undertake minor maintenance.

Performance Evidence

There must be evidence the candidate has completed the tasks outlined in the elements and performance criteria of this unit, and:

- undertaken at least 1 minor maintenance activity, including:
  - using available data and records to recognise fault and no-fault conditions in standard and non-standard situations
  - applying operational guidelines and known solutions to correct variations and/or irregularities
  - applying approved hazard control, work permit and safety procedures.
  -

Knowledge Evidence

There must be evidence the candidate has knowledge of:

- principles of operation of the equipment to be maintained
- function and troubleshooting of major internal components and their problems
- appropriate testing procedures and use of equipment for a range of equipment faults
- typical causes of equipment failures and the service conditions which may increase maintenance
- types and nature of maintenance (preventative, predictive, corrective) uses, benefits and limitations
- factors that may affect product quality or production output and appropriate remedies.
-

Assessment Conditions

Skills must have been demonstrated in the workplace or in a simulated environment that reflects workplace conditions and contingencies. The following conditions must be met for this unit:

- use of suitable facilities, equipment and resources, including:

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- maintenance documentation, guidelines, procedures and schedules, including data and plant records
- maintenance tools and equipment, including personal protective equipment (PPE).

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MSMSUP292 Sample and test materials and product

Modification History

Release 1. Supersedes and is equivalent to MSAPMSUP292A Sample and test materials and product

Application

This unit of competency covers the skills and knowledge required to take routine samples and conduct simple tests.

This unit of competency applies to operators who are required to take samples in the workplace, perform a narrow range of simple tests and interpret the results and take specified action based on those results.

It applies to simple, routine tests to procedure which will typically be done in the workplace or in a ‘factory laboratory’ (or bench) adjacent to or within the factory.

This unit of competency is typically performed by operators working either independently or as part of a work team.

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

Pre-requisite Unit

Nil

Competency Field

Support

Unit Sector

Elements and Performance Criteria

Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element

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1	Take sample	1.1	Determine type of sample and sampling equipment required
		1.2	Check sampling equipment is clean and in good order
		1.3	Take sample of required type, from the required place and at the required time and place in required container
		1.4	Label sample to procedure
		1.5	Carry sample to required place
2	Complete test	2.1	Check test required from procedures
		2.2	Check sample identification and integrity
		2.3	Check test equipment is clean, in good order and within calibration
		2.4	Complete test required in accordance with standard procedures/instructions
3	Interpret results and take action	3.1	Note anything about sample, equipment or the test itself which may have caused it to give a bad result
		3.2	Compare results to specification
		3.3	Take action appropriate to the test results and any other observations
4	Complete sample and test cycle	4.1	Complete required records
		4.2	Store and/or dispose of sample as required
		4.3	Clean all equipment and leave ready for next sample/test

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

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Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Regulatory framework

The latest version of all legislation, regulations, industry codes of practice and Australian/international standards, or the version specified by the local regulatory authority, must be used, and include one or more of the following:

- legislative requirements, including work health and safety (WHS)
- industry codes of practice and guidelines
- environmental regulations and guidelines
- Australian and other standards
- licence and certification requirements

Procedures

All operations must be performed in accordance with relevant procedures.

Procedures are written, verbal, visual, computer-based or in some other form, and include one or more of the following:

- test methods
- sampling techniques
- work instructions
- standard operating procedures (SOPs)
- safe work method statements (SWMS)
- emergency procedures
- formulas/recipes
- batch sheets
- temporary instructions
- any similar instructions provided for the smooth running of the plant

Unit Mapping Information

Release 1. Supersedes and is equivalent to MSAPMSUP292A Sample and test materials and product

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Links

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Assessment Requirements for MSMSUP292 Sample and test materials and product

Modification History

Release 1. Supersedes and is equivalent to MSAPMSUP292A Sample and test materials and product

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy the requirements of the elements and performance criteria and must include the ability to:

- undertake collection and processing of sample
- select and use appropriate procedures
- undertake tests with adequate reproducibility
- check and clean equipment
- recognise suspicious test results caused by sampling/testing faults
- compare results to specifications and take appropriate action as defined in relevant procedures
- complete workplace forms, label samples and record results.

Knowledge Evidence

Evidence must be provided that demonstrates knowledge of:

- relevant procedures
- specifications for test results
- types and application of sample techniques and their requirements
- types and application of test methods and critical factors leading to good/poor test results

Assessment Conditions

- The unit should be assessed holistically and the judgement of competence based on a holistic assessment of the evidence.
- The collection of performance evidence:
  - should occur over a range of situations which include typical disruptions to normal, smooth operations
  - will typically include a supervisor/third-party report focusing on consistent performance and problem recognition and solving. A supervisor/third-party report must be prepared by someone who has a direct, relevant, current relationship with the person being assessed and who is in a position to form a judgement on workplace performance relevant to the unit of competency
  - must include the use of appropriate tools, equipment and safety gear requiring demonstration of preparation, operation, completion and responding to problems

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  - may use industry-based simulation for all or part of the unit particularly where safety, lack of opportunity or significant cost is an issue.
- Assessment should occur in operational workplace situations. Where this is not possible, or where personal safety or environmental damage are limiting factors, assessment must occur in a sufficiently rigorous simulated environment reflecting realistic operational workplace conditions. This must cover all aspects of workplace performance, including environment, task skills, task management skills, contingency management skills and job role environment skills.
- Assessment in a simulated environment should use evidence collected from one or more of:
  - walk-throughs
  - pilot plant operation
  - demonstration of skills
  - industry-based case studies/scenarios
  - ‘what ifs’.
- Knowledge evidence may be collected concurrently with performance evidence (provided a record is kept) or through an independent process, such as workbooks, written assessments or interviews (provided a record is kept).
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.
- Conditions for assessment must include access to all tools, equipment, materials and documentation required, including relevant workplace procedures, product and manufacturing specifications associated with this unit.
- The regulatory framework will be reflected in workplace policies and procedures and is not required to be independently assessed.
- Foundation skills are integral to competent performance of the unit and should not be assessed separately.
- As a minimum, assessors must satisfy the Standards for Registered Training Organisations 2015 assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=d1287d36-dff4-4e9f-ad2c-9d6270054027

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MSMSUP390 Use structured problem-solving tools

Modification History

Release 2. Equivalent. Minor edits for improved clarity. Range of conditions removed.

Release 1. Supersedes and is equivalent to MSAPMSUP390A Use structured problem-solving tools.

Application

This unit describes the skills and knowledge required to use structured process improvement tools to solve process and other problems. It describes the broad application of in-depth and rigorous structured problem-solving techniques to identify opportunities for improvement.

This unit applies to experienced operators, team leaders, supervisors or people in similar roles who are required to identify improvements and/or solve problems beyond those associated directly with the process unit and/or equipment.

This unit applies to an individual working alone or as part of a team or group and working in liaison with other shift team members and the control room operator, as appropriate.

This unit of competency applies to all work environments.

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

Pre-requisite Unit

Nil

Unit Sector

Support

Elements and Performance Criteria

Elements	**Performance Criteria**
Elements describe the essential *outcomes.*	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify the problem	1.1 Identify variances from desired operating and/or output parameters and quality 1.2 Define the extent, cause and nature of the problem by observation

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Elements	**Performance Criteria**
Elements describe the essential *outcomes.*	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	and investigation 1.3 State and specify the problem clearly
2. Determine fundamental cause of problem	2.1 Select problem-solving tool appropriate to the problem and the context 2.2 Identify possible causes based on experience and the use of problem-solving tools and analytical techniques 2.3 Develop possible cause statements 2.4 Determine fundamental cause
3. Determine corrective action	3.1 Determine all possible options for resolution of the problem 3.2 Identify strengths and weaknesses of possible options 3.3 Determine corrective action to remove the problem and possible future causes 3.4 Develop implementation plans identifying measurable objectives, resource needs and timelines in accordance with safety and operating procedures 3.5 Develop recommendations for ongoing monitoring and testing
4. Communicate recommendations	4.1 Prepare report on recommendations 4.2 Present recommendations to appropriate personnel 4.3 Follow up recommendations

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

Release 2. Supersedes and is equivalent to MSAPMSUP390A Use structured problem-solving tools

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Assessment Requirements for MSMSUP390 Use structured problem-solving tools

Modification History

Release 2. Equivalent. Minor edits for improved clarity. Range of conditions removed.

Release 1. Supersedes and is equivalent to MSAPMSUP390A Use structured problem-solving tools.

Performance Evidence

There must be evidence the candidate has completed the tasks outlined in the elements and performance criteria of this unit, and:

- identified at least 1 problem
- analysed problem using at least 1 analysis tool drawn from each of 2 different groups of tools (basic, visual, process, business and organisation specific)
- selected the preferred solution
- developed and used an implementation plan, that includes:
  - specific, measurable, achievable, relevant, timed (SMART) objectives
  - resource requirements
  - methods for reaching objectives
  - timelines
  - methods of checking and adjusting adherence to plan
- communicated effectively with other personnel.
-

Knowledge Evidence

There must be evidence the candidate has knowledge of:

- relevant organisation procedures
- risks, risk assessment and controls relevant to problem being analysed
- targets and measures for output and quality
- types and application of problem-solving tools and analytical techniques
- relevant equipment and operational processes.
-

Assessment Conditions

Skills must have been demonstrated in the workplace or in a simulated environment that reflects workplace conditions and contingencies, as well as, using suitable facilities, equipment and resources.

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Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

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MSMWHS200 Work safely

Modification History

Release 3. Equivalent. Mapping information updated.

Release 2. Equivalent. Minor edits for improved clarity. Range of conditions removed. Duplication between Performance Evidence and Performance Criteria removed. Assessment conditions updated.

Release 1. Supersedes and is equivalent to MSAPMOHS200A Work safely.

Application

This unit describes the skills and knowledge required to apply workplace policies and procedures to maintain a safe work environment for self and others. This includes identifying work health and safety (WHS) hazards, assessing risk and following safety procedures in the workplace with minimal supervision.

This unit applies to an individual working alone or as part of a team or group and working in liaison with other shift team members and the control room operator, as appropriate.

No licensing or certification requirements exist at the time of publication. Relevant legislation, industry standards and codes of practice within Australia must also be applied.

Pre-requisite Unit

Nil

Unit Sector

Work health and safety

Elements and Performance Criteria

Elements	**Performance Criteria**
Elements describe the essential *outcomes.*	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify hazards and assess risk	1.1 Identify hazards in the work area before and during work 1.2 Access and apply relevant safety data sheets (SDS) 1.3 Assess risks for the identified hazards

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Elements	**Performance Criteria**
Elements describe the essential *outcomes.*	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.4 Identify controls for these hazards from procedures 1.5 Review effectiveness of controls within the scope of authority 1.6 Identify and report remaining risk
2. Follow procedures for risk control	2.1 Control risks when working under minimal supervision by following workplace procedures 2.2 Follow safety signs and other safety indicators and zones 2.3 Select, use and maintain relevant personal protective equipment (PPE) 2.4 Handle and store items and materials relevant to job safely
3. Follow emergency procedures	3.1 Recognise emergency situations 3.2 Take appropriate initial emergency action 3.3 Follow procedures for dealing with a range of site or plant emergencies
4. Participate in the enhancement of safety	4.1 Raise WHS issues with designated personnel in accordance with workplace procedures and relevant requirements of WHS legislation 4.2 Contribute to participative arrangements for WHS management in the workplace within organisation procedures and the scope of responsibilities and competencies 4.3 Provide input to minimise hazards in work area in line with organisation WHS procedures 4.4 Provide input to opportunities for development of work group's competencies in relation to WHS 4.5 Support the implementation of procedures to control risks using the hierarchy of control and in accordance with organisation procedures 4.6 Report to appropriate people in accordance with workplace procedures when non-routine hazards arise
5. Work in accordance with WHS policies and procedures	5.1 Follow workplace procedures to achieve a safe working environment in accordance with all relevant WHS legislation, including codes of practice relating to hazards within the workplace or industry 5.2 Identify the duties, rights and obligations of employees and employers under the relevant WHS legislation 5.3 Complete hazard, accident or incident reports as required by workplace procedures

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Elements	Performance Criteria
Elements describe the essential *outcomes.*	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	5.4 Seek assistance with documentation and processes when needed

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

Release 2. Supersedes and is equivalent to MSAPMOHS200A Work safely

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=d1287d36-dff4-4e9f-ad2c-9d6270054027

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Assessment Requirements for MSMWHS200 Work safely

Modification History

Release 3. Equivalent. Mapping information updated.

Release 2. Equivalent. Minor edits for improved clarity. Range of conditions removed. Duplication between Performance Evidence and Performance Criteria removed. Assessment conditions updated.

Release 1. Supersedes and is equivalent to MSAPMOHS200A Work safely.

Performance Evidence

There must be evidence the candidate has completed the tasks outlined in the elements and performance criteria of this unit, and:

- identified hazards relevant to work area and followed procedures to:
  - assess risks associated with the hazards
  - identify and apply standard controls
  - check that controls are in place and operational.
  -

Knowledge Evidence

There must be evidence the candidate has knowledge of:

- organisational work health and safety (WHS) procedures, including procedures for reporting WHS problems and corrective actions
- duties, rights and obligations of employees and employers under the relevant WHS legislation as they relate to the job role
- hazards that may arise in the work environment, including:
  - their possible causes
  - potential consequences
  - appropriate risk controls
- hierarchy of control
- types and application of personal protective equipment (PPE)
- hazard and emergency signs, labels and alarms
- appropriate responses to non-standard situations.
-

Assessment Conditions

Skills must have been demonstrated in the workplace or in a simulated environment that reflects workplace conditions and contingencies. The following conditions must be met for this unit:

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- use of suitable facilities, equipment and resources, including:
  - WHS procedures, incident reporting documentation and safety data sheets (SDS).
  - personal protective equipment (PPE)

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=d1287d36-dff4-4e9f-ad2c-9d6270054027

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MSMWHS210 Undertake first response to non-fire incidents

Modification History

Release 2. Addition of information missing from the Assessment Requirements. Equivalent.

Release 1. Supersedes and is equivalent to MSAPMOHS210B Undertake first response to non-fire incidents

Application

This unit of competency covers the skills and knowledge required to recognise and respond to an incident (except for fire/explosion) to provide an appropriate first response.

This unit of competency applies to operators who are required to respond to an incident, such as a leak, spill or other incident. The worker is not expected to deal with the emerging incident, but to provide an initial first response in order to contain the incident and/or secure the immediate area in order to minimise resultant damages and loss. In this unit it is assumed that the worker is acting according to established workplace procedures.

This unit of competency applies to an individual working alone or as part of a team or group and working in liaison with other shift team members and the control room operator, as appropriate.

Organisations within the chemical, hydrocarbons and refining industries may find themselves falling under the provisions of various Major Hazard Facilities legislation. In developing this unit consideration has been given to the requirements of Sections 8 and 9 of the National Standard for the Control of Major Hazard Facilities [NOHSC:1014 (2002)] and the National Code of Practice for the Control of Major Hazard Facilities [NOHSC:2016 (1996)].

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

Pre-requisite Unit

Nil

Competency Field

Work health and safety

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Unit Sector

Elements and Performance Criteria

Elements describe the essential outcomes		Performance criteria describe the performance needed to demonstrate achievement of the element	
1	Assess level of severity	1.1	Recognise an incident has occurred or is about to occur
		1.2	Access hazard information as appropriate
		1.3	Assess frequency, duration, actual and potential outcome
		1.4	Evaluate and communicate in a timely and appropriate manner the location, nature and extent of the incident
2	Undertake routine response to minimise affect of the incident	2.1	Select the appropriate response from the incident procedures
		2.2	Clear and secure the incident area
		2.3	Select appropriate materials and equipment to contain the incident
		2.4	Safely locate access and operate incident response equipment
		2.5	Apply incident containment procedures as appropriate
3	Notify responsible authorities	3.1	Follow incident reporting procedures
		3.2	Identify appropriate authorities and notify
		3.3	Clearly and unambiguously communicate information concerning the incident in a timely manner
4	Undertake safe evacuation	4.1	Evacuate the area in a safe and controlled manner when first response has failed to control the incident or has proven inappropriate
		4.2	Secure the immediate area of the incident to ensure no further loss occurs to people, equipment, materials,

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process and environment

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Regulatory framework

The latest version of all legislation, regulations, industry codes of practice and Australian/international standards, or the version specified by the local regulatory authority, must be used, and include one or more of the following:

- legislative requirements, including work health and safety (WHS)
- industry codes of practice and guidelines
- environmental regulations and guidelines
- Australian and other standards
- licence and certification requirements
- National Standard for the Control of Major Hazard Facilities [NOHSC:1014 (2002)] (where applicable)
- National Code of Practice for the Control of Major Hazard Facilities [NOHSC:2016 (1996)] (where applicable)

Procedures

All operations must be performed in accordance with relevant procedures.

Procedures are written, verbal, visual, computer-based or in some other form, and include one or more of the following:

- emergency procedures
- work instructions
- standard operating procedures (SOPs)
- safe work method statements (SWMS)
- temporary instructions
- any similar instructions provided for the smooth running of the plant

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Hazards and incidents

Hazards and incidents include one or more of the following:

- smoke, darkness and heat
- heat, smoke, dust or other atmospheric hazards
- electricity
- gas
- gases and liquids under pressure
- structural hazards
- structural collapse
- equipment failures
- industrial (machinery, equipment and product)
- equipment or product mass
- noise, rotational equipment or vibration
- limited head spaces or overhangs
- working at heights, in restricted or confined spaces, or in environments subjected to heat, noise, dusts or vapours
- flammability and explosivity
- hazardous products and materials
- unauthorised personnel
- sharp edges, protrusions or obstructions
- slippery surfaces, spills or leaks
- limited head spaces or overhangs
- extreme weather
- other hazards that might arise

Tools and equipment

Tools and equipment include one or more of the following:

- personal protective equipment (PPE)
- incident response equipment, such as spill kits and vapour dispersion
- evacuation equipment
- survival equipment
- breathing apparatus
- smoke or self rescue respirators
- atmosphere/gas testing equipment
- mobile and portable equipment
- first aid equipment
- pipeline repair clamps
- lamb air movers
- barricades and signage
- communications equipment, such as two-way radios, mobile and satellite phones and pagers

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Responsible authorities

Responsible authorities include one or more of the following:

- internal personnel:
  - employer
  - supervisor
  - employees elected as incident team leader
  - other personnel with incident team leader responsibilities
- external personnel:
  - police
  - fire brigade
  - ambulance

Unit Mapping Information

Release 2. Addition of information missing from the Assessment Requirements. Equivalent.

Release 1. Supersedes and is equivalent to MSAPMOHS210B Undertake first response to non-fire incidents

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=d1287d36-dff4-4e9f-ad2c-9d6270054027

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Assessment Requirements for MSMWHS210 Undertake first response to non-fire incidents

Modification History

Release 2. Addition of information missing from the Assessment Requirements. Equivalent.

Release 1. Supersedes and is equivalent to MSAPMOHS210B Undertake first response to non-fire incidents

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy the requirements of the elements and performance criteria and demonstrate the ability to:

- recognise and assess incident situations
- determine appropriate actions according to procedures and within scope of own responsibilities, including:
  - evacuate (self/others)
  - seek assistance as appropriate
  - apply control measures
  - select and use incident response equipment
  - select and use personal protective equipment (PPE)
  - implement corrective action
  - minimise the effect of an incident situation
- communicate clearly and unambiguously with a range of personnel on incident situations, related problems and safety and emergency procedures.

Knowledge Evidence

Evidence must be provided that demonstrates knowledge of:

- types and application of incident response equipment
- principles of operation of the incident response equipment
- types and application of PPE
- roles and responsibilities of internal and external personnel in relation to incident situations
- communicating methods appropriate to role
- appropriate responses to different non-fire situations.

Assessment Conditions

- Competency must be achieved before performing this work unsupervised. Therefore this unit will typically be assessed off the job. Where assessment is undertaken on the job, appropriate supervision and safety precautions must be provided.

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- The unit should be assessed holistically and the judgement of competence based on a holistic assessment of the evidence.
- The collection of performance evidence:
  - should provide evidence of the ability to perform over the range of situations which might be expected to be encountered, including typical disruptions to normal, smooth work conditions
  - must include the use of appropriate incident containment tools, equipment, media and safety gear requiring demonstration of preparation, operation, completion and responding to problems
  - must include responding to an actual spill or other incident in a simulated industrial situation and so may need to occur in a specialised area.
- Off-the-job assessment must sufficiently reflect realistic operational workplace conditions that cover all aspects of workplace performance, including environment, task skills, task management skills, contingency management skills and job role environment skills.
- Knowledge evidence will be collected independently of the above practical assessment and may use workbooks, written assessments, interviews (provided a record is kept) or other methods.
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.
- Conditions for assessment must include access to all tools, equipment, materials and documentation required, including relevant workplace procedures, product and manufacturing specifications associated with this unit.
- The regulatory framework will be reflected in workplace policies and procedures and is not required to be independently assessed.
- Persons seeking verification of competence/retraining must meet the same evidence requirements as above.
- Foundation skills are integral to competent performance of the unit and should not be assessed separately.
- As a minimum, assessors must satisfy the Standards for Registered Training Organisations 2015 assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=d1287d36-dff4-4e9f-ad2c-9d6270054027

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MSMWHS300 Facilitate the implementation of WHS for a work group

Modification History

Release 1. Supersedes and is equivalent to MSAPMOHS300A Facilitate the implementation of OHS for a work group

Application

This unit of competency covers the skills and knowledge required to implement and monitor defined work health and safety (WHS) policies and procedures for a work group or area.

This unit of competency applies to people in a team leader or similar role and to people who are on a WHS committee.

It covers the ability to provide clear directions, information, instruction, training and appropriate supervision regarding the relevant state/territory WHS legislation, codes of practice, industry standards, workplace procedures and work instructions. It also covers the ability to coach team members to participate and contribute to WHS management issues.

This unit of competency applies to an individual working alone or as part of a team or group and working in liaison with other shift team members and the control room operator, as appropriate.

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

Pre-requisite Unit

MSMWHS200 Work safely

Competency Field

HSE

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Unit Sector

Elements and Performance Criteria

Elements describe the essential outcomes		Performance criteria describe the performance needed to demonstrate achievement of the element	
1	Communicate WHS information for co-workers in team	1.1	Accurately and clearly explain to the work group basic WHS rights, responsibilities and requirements
		1.2	Provide, in a readily accessible manner, information on the relevant organisation WHS policies, procedures and programs, and accurately and clearly explain them to the work group
		1.3	Regularly provide relevant information about identified hazards and the outcomes of risk assessment and risk control procedures, and accurately and clearly explain them to the work group
2	Coach co-workers in team	2.1	Establish mutual support groups, e.g. buddy system, to encourage effective development of individual and group competencies in WHS
		2.2	Provide personal encouragement and assistance to team members to contribute to the management of WHS at the workplace
3	Facilitate the consultative process	3.1	Deal with, and promptly resolve, issues raised through consultation or refer to the appropriate personnel for resolution in accordance with workplace procedures
		3.2	Seek input from work group on WHS issues and proposed changes to process, procedures or work place
		3.3	Encourage and use feedback from individuals and teams to identify and initiate improvements in the management of WHS
		3.4	Promptly inform the work group of the outcomes of consultation over WHS issues

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4	Implement and monitor organisation procedures for identifying hazards, and assessing and controlling risk	4.1	Implement and monitor WHS policies and procedures as defined by organisation
		4.2	Monitor existing risk control measures and report results regularly
		4.3	Access internal and external sources of relevant WHS information
		4.4	Evaluate and identify inadequacies in existing risk control measures in accordance with the hierarchy of control, and report to designated personnel
		4.5	Identify inadequacies in resource allocation for implementation of risk control measures and report to designated personnel
		4.6	Identify actual/potential inadequacies in procedures and report to designated personnel
		4.7	Identify actual/potential inadequacies in individual or team competency and report to designated personnel
5	Maintain and use WHS records	5.1	Accurately and legibly complete WHS records for work area, in accordance with workplace requirements for WHS records and legal requirements for the maintenance of records of workplace injury and disease
		5.2	Use aggregated information from the area WHS records to identify hazards and monitor risk control procedures within work area according to procedures and within scope of responsibilities and competencies

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Regulatory framework

The latest version of all legislation, regulations, industry codes of practice and Australian/international standards, or the version specified by the local regulatory authority, must be used, and include one or more of the following:

- legislative requirements, including work health and safety (WHS)
- industry codes of practice and guidelines
- environmental regulations and guidelines
- Australian and other standards
- licence and certification requirements

All operations to which this unit applies are subject to stringent health, safety and environment (HSE) requirements, which may be imposed through state/territory or federal legislation, and these must not be compromised at any time. Where there is an apparent conflict between performance criteria and HSE requirements, the HSE requirements take precedence.

Procedures

All operations must be performed in accordance with relevant procedures.

Procedures are written, verbal, visual, computer-based or in some other form, and include one or more of the following:

- emergency procedures
- work instructions
- standard operating procedures (SOPs)
- safe work method statements (SWMS)
- formulas/recipes
- batch sheets
- temporary instructions
- any similar instructions provided for the smooth running of the plant

Hazards

Hazards include one or more of the following:

- smoke, darkness and heat
- electricity
- gas and
- gases and liquids under pressure
- structural hazards

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- structural collapse
- industrial (machinery, equipment and product)
- equipment or product mass
- noise, rotational equipment or vibration
- working at heights, in restricted or confined spaces, or in environments subjected to heat, noise, dusts or vapours
- flammability and explosivity
- hazardous products and materials
- sharp edges, protrusions or obstructions
- slippery surfaces, spills or leaks
- limited head spaces or overhangs
- unauthorised personnel
- other hazards that might arise

Appropriate personnel

Appropriate personnel include one or more of the following:

- employer
- supervisor
- employees elected as WHS representatives
- other personnel with WHS responsibilities

WHS records

WHS records include one or more of the following:

- hazard and incident reports
- logs/logs sheets
- inspection/start up/shut down checklists
- injury reports
- maintenance records

WHS information sources

WHS information sources include one or more of the following:

- WHS legislation, codes of practice and Australian and International standards
- WHS regulators
- WorkSafe Australia Guides
- industry bodies
- internet sites, journals and newsletters
- manufacturer manuals
- material safety data sheets (MSDS) and registers
- organisation WHS policies and procedures
- internal risk assessments, job safety analyses (JSAs) and workplace inspections

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- internal hazard and incident reports

Unit Mapping Information

Release 1. Supersedes and is equivalent to MSAPMOHS300A Facilitate the implementation of OHS for a work group

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=d1287d36-dff4-4e9f-ad2c-9d6270054027

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Assessment Requirements for MSMWHS300 Facilitate the implementation of WHS for a work group

Modification History

Release 1. Supersedes and is equivalent to MSAPMOHS300A Facilitate the implementation of OHS for a work group

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include the ability to:

- communicate using appropriate style and format for a range of stakeholders to:
  - promote and facilitate consultation and participation in the WHS processes
  - provide WHS information to work group
  - explain WHS procedures to work team members
  - report to designated personnel
  - seek input and feedback on WHS issues
  - undertake WHS issue resolution
- implement and monitor defined WHS activities for a work group or area
- encourage and assist the development of work group members
- evaluate and report on WHS procedures and practices
- participate in decisions which impact on WHS for the workgroup
- recognise a situation requiring action, including hazards, and take specified action to rectify or seek assistance as appropriate.

Knowledge Evidence

Must provide evidence that demonstrates knowledge relevant to their job sufficient to operate independently and to solve routine and non-routine problems, including:

- assessment of risk and implementation of risk control measures
- rights and responsibilities of employees under WHS legislation
- obligations of employers under the WHS legislation, including duty of care
- regulatory requirements for WHS information and consultation and processes and arrangements to meet these obligations
- regulatory requirements for WHS record keeping and reporting
- regulatory requirements for training and licensing relevant to WHS
- the hierarchy of control
- counselling, disciplinary and issue resolution processes.

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Assessment Conditions

- Where the candidate does not currently possess evidence of competency in MSMWHS200 Work safely, it may be co-assessed with this unit.
- The unit should be assessed holistically and the judgement of competence based on a holistic assessment of the evidence.
- The collection of performance evidence:
  - should provide evidence of the ability to perform over the range of situations which might be expected to be encountered, including typical disruptions to normal, smooth work conditions
  - will typically include a supervisor/third-party report focusing on consistent performance and problem recognition and solving. A supervisor/third-party report must be prepared by someone who has a direct, relevant, current relationship with the person being assessed and who is in a position to form a judgement on workplace performance relevant to the unit of competency
  - must include a demonstration of communication of WHS information to a group and the use of appropriate consultation and participation from within that group
  - may use industry-based simulation for all or part of the unit particularly where safety, lack of opportunity or significant cost is an issue.
- Assessment should occur in operational workplace situations. Where this is not possible, or where personal safety or environmental damage are limiting factors, assessment must occur in a sufficiently rigorous simulated environment reflecting realistic operational workplace conditions. This must cover all aspects of workplace performance, including environment, task skills, task management skills, contingency management skills and job role environment skills.
- Assessment in a simulated environment should use evidence collected from one or more of:
  - walk-throughs
  - pilot plant operation
  - demonstration of skills
  - industry-based case studies/scenarios
  - ‘what ifs’.
- Knowledge evidence may be collected concurrently with performance evidence (provided a record is kept) or through an independent process, such as workbooks, written assessments or interviews (provided a record is kept).
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.
- Conditions for assessment must include access to all tools, equipment, materials and documentation required, including relevant workplace procedures, product and manufacturing specifications associated with this unit.
- Foundation skills are integral to competent performance of the unit and should not be assessed separately.
- As a minimum, assessors must satisfy the Standards for Registered Training Organisations 2015 assessor requirements.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=d1287d36-dff4-4e9f-ad2c-9d6270054027

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MSS015022 Develop strategies for more sustainable use of resources

Modification History

Release 1. Updated unit code. Range of conditions removed. Assessment requirements amended. Equivalent outcome.

Application

This unit describes the skills and knowledge to identify strategies for more sustainable uses of resources. The unit includes the identification of waste (muda) as part of a strategy for achieving better sustainability outcomes in a process as well as quantifying theoretical and actual resource (including energy) consumption.

This unit applies inside organisations and their value chains and specifically applies to the use of resources as part of an overall response to improving sustainability.

Where the carbon footprint (or water footprint or similar) of an organisation or value chain is known, the unit can be applied to developing strategies for the reduction of that footprint. A manager or technical specialist who has a major responsibility for sustainability as part of a broader work role would typically undertake this, or sustainability may be their primary work responsibility.

No licensing or certification requirements exist at the time of publication. Relevant legislation, industry standards and codes of practice within Australia must be applied.

Pre-requisite Unit

Nil

Competency Field

Sustainable operations

Unit Sector

Not applicable

Elements and Performance Criteria

Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Quantify**	1.1	Identify all significant resources used by process

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Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
	resource consumption	1.2	Identify consumption measurements available for each resource
		1.3	Quantify consumption for each resource
2	**Quantify resource loss**	2.1	Determine theoretical consumption of each resource
		2.2	Compare theoretical consumption with actual consumption
		2.3	Quantify loss (emission) for each resource
3	**Recommend strategies for reducing muda (waste)**	3.1	Short-list high emission process steps
		3.2	Analyse process to identify emission steps or locations
		3.3	Determine root cause of emission
		3.4	Investigate methods for reducing emission
		3.5	Develop strategies and recommendations for improvement
4	**Prepare resources use audit report**	4.1	Identify purpose of report and key stakeholders
		4.2	Compile data, implications and recommendations
		4.3	Consult with stakeholders
		4.4	Write and present report

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Unit Mapping Information

Release 1. Supersedes and is equivalent to MSS015002 Develop strategies for more sustainable use of resources.

Links

The MSS Sustainability Companion Volume implementation Guides are available from VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998

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Assessment Requirements for MSS015022 Develop strategies for more sustainable use of resources

Modification History

Release 1. Updated unit code. Range of conditions removed. Assessment requirements amended. Equivalent outcome.

Performance Evidence

There must be evidence the candidate has completed the tasks outlined in the elements and performance criteria of this unit, and:

- quantified significant resource consumption and emission using materials balancing for at least 1 organisation or value chain, including developing strategies for reducing emissions and preparing and presenting a resources use audit report.

Knowledge Evidence

There must be evidence the candidate has knowledge of:

- the concept of muda (waste) and muda categories
- muda reduction methods and strategies
- methods and uses of material balancing
- methods and uses of energy balancing
- methods of comparing theoretical with actual resource consumption
- methods for mapping processes and resources consumed
- methods of measuring actual resource usage
- AS/NZS ISO 14001 Environmental Management Systems or its authorised replacement.

Assessment Conditions

Skills must have been demonstrated in the workplace or in a simulated environment that reflects workplace conditions, contingencies, facilities, equipment and resources.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

The MSS Sustainability Companion Volume implementation Guides are available from VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998

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MSS402001 Apply competitive systems and practices

Modification History

Release 1 - Supersedes and is equivalent to MSS402001A Apply competitive systems and practices

Application

This unit of competency covers the skills and knowledge required to implement basic improvement practices within an organisation using competitive systems and practices. The unit focuses on bringing together the basic concepts and the holistic application of these basic concepts and processes to operations. It would typically be carried out working as part of a team.

This unit applies to an individual in an organisation that has embarked on competitive systems and practices. The unit covers the skills and knowledge required to contribute to the competitive systems and practices processes and assumes that they are to be used within the scope of the individual's job and authority.

This unit requires the application of skills associated with planning and organising an individual's own role within the competitive systems and practices framework.

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

Pre-requisite Unit

Nil

Competency Field

Competitive systems and practices

Unit Sector

Not applicable

Elements and Performance Criteria

Elements describe the Performance criteria describe the performance needed to

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essential outcomes.		demonstrate achievement of the element.	
1	**Identify own place in the value chain**	1.1	Identify customers relevant to own work and their needs/requirements.
		1.2	Identify suppliers for own work.
		1.3	Identify value contributions along the chain.
		1.4	Identify and recommend methods of increasing own contribution to the value chain.
2	**Improve the product and process value**	2.1	Identify customer features/benefits in the product and process.
		2.2	Identify aspects of product and process which contribute to customer features/benefits.
		2.3	Identify aspects of product and process which do not contribute to customer benefits/features.
		2.4	Recommend methods of reducing waste and increasing features/benefits.
3	**Use competitive systems and practices**	3.1	Identify competitive systems and practices used in organisation and own work area.
		3.2	Apply practices appropriate for the job or process.
		3.3	Monitor the job/process and make adjustments to improve it in accordance with procedures.
		3.4	Identify own skill requirements and seek skill development, if required.

Foundation Skills

This section describes those required skills (language, literacy and numeracy) that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Competitive systems and practices include one or more of:

- lean operations
- agile operations
- preventative and predictive maintenance approaches
- statistical process control systems, including six sigma and three sigma
- Just in Time (JIT), kanban and other pull-related operations control systems
- supply, value, and demand chain monitoring and analysis
- 5S
- continuous improvement (kaizen)
- breakthrough improvement (kaizen blitz)
- cause/effect diagrams
- overall equipment effectiveness (OEE)
- takt time
- process mapping
- problem solving
- run charts
- standard procedures
- current reality tree.

Customers include one or more of:

- internal or external customers and should be sufficiently close to the individual's work as to be easily identifiable
- final customers used as the basis for the identification of value and waste.

Suppliers include one or more of:

- internal suppliers
- external suppliers sufficiently close to the individual's work as to be easily identifiable.

Procedures (written, verbal, visual, computer based, etc.) include one or more of:

- work instructions
- standard operating procedures (SOPs)
- safe work method statements
- formulas/recipes
- batch sheets
- temporary instructions

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- any similar instructions provided for the smooth running of the plant.

Unit Mapping Information

Release 1. Supersedes and is equivalent to MSS402001A Apply competitive systems and practices

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998

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Assessment Requirements for MSS402001 Apply competitive systems and practices

Modification History

Release 1 - Supersedes and is equivalent to MSS402001A Apply competitive systems and practices

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy the requirements of the elements and performance criteria and include the ability to always apply competitive systems and practices to their own job to:

- identify own place in the value chain relevant to their job
- use competitive systems and practices tools and thinking
- recommend improvements in product and/or process.

Knowledge Evidence

Must provide evidence that demonstrates knowledge relevant to their job role sufficient to fulfil their job role under routine only supervision, including:

- customer requirements and their role in fulfilling them
- the value chain for products they make and their place in it
- identification of muda (waste) and its reduction.

Assessment Conditions

- The unit should be assessed holistically and the judgement of competence shall be based on a holistic assessment of the evidence.
- The collection of performance evidence:
  - should occur over a range of situations which include typical disruptions to normal, smooth operation of the workplace
  - will typically include a supervisor/third-party report focussing on consistent performance and problem recognition and solving. A supervisor/third-party report must be prepared by someone who has a direct, relevant, current relationship with the person being assessed and who is in a position to form a judgement on workplace performance relevant to the unit of competency
  - must include the application of competitive systems and practice in own workplace
  - will typically include the use of appropriate tools, equipment and safety gear requiring demonstration of preparation, operation, completion and responding to problems.
- Assessment should occur in operational workplace situations.

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- Knowledge evidence may be collected concurrently with performance evidence (provided a record is kept) or through an independent process such as workbooks, written assessments or interviews (provided a record is kept).
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.
- Conditions for assessment must include access to all tools, equipment, materials and documentation required, including relevant workplace procedures, product and manufacturing specifications associated with this unit.
- Foundation skills are integral to competent performance of the unit and should not be assessed separately.
- Assessors must satisfy the assessor competency requirements that are in place at the time of the assessment as set by the VET regulator.
- The assessor must demonstrate both technical competency and currency.
- Technical competence can be demonstrated through:
  - relevant VET or other qualification/Statement of Attainment AND/OR
  - relevant workplace experience
- Currency can be demonstrated through:
  - performing the competency being assessed as part of current employment OR
  - having consulted with an organisation providing relevant environmental monitoring, management or technology services about performing the competency being assessed within the last twelve months.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998

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MSS402002 Sustain process improvements

Modification History

Release 1. Supersedes and is equivalent to MSS402002A Sustain process improvements

Application

This unit of competency covers the skills and knowledge required by an individual to prevent process improvements in their own work from slipping back to former practices or digressing to less efficient practices.

This unit applies to organisations implementing competitive systems and practices and continuous improvement. It covers the skills needed to ensure that process improvements are sustained and opportunities taken to suggest further improvements.

Improvement initiatives can be made by any of a number of methods and by teams or individuals. The unit assumes that desired levels of performance or quality are known to employees.

The unit can be applied to all areas of an organisation, including production, maintenance, logistics and office functions.

This unit requires the application of skills associated with problem solving, initiative and enterprise and self-management in order to understand implement and monitor improvement practices. It also requires the ability to identify and address personal skill gaps in order to manage own ability to implement change.

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

Pre-requisite Unit

Nil

Competency Field

Competitive systems and practices

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Unit Sector

Not applicable

Elements and Performance Criteria

Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Examine previous improvements**	1.1	Identify impact of previous process improvements to equipment, operations, services or products in own work area.
		1.2	Identify improvements where objectives have not been met.
2	**Implement corrective actions**	2.1	Identify corrective actions that can be taken by self on process improvements that have not met objectives.
		2.2	Obtain any required approvals.
		2.3	Identify any additional, personal skill gaps and seek skill development.
		2.4	Adopt improved processes.
3	**Check changes**	3.1	Identify claimed improvements.
		3.2	Identify methods of observing and measuring claimed improvements in own work area.
		3.3	Check if claimed improvements are occurring and report problems in accordance with procedures.
4	**Check for further improvements**	4.1	Look for areas of possible further improvement.
		4.2	Discuss further improvements with peers and supervisors.
		4.3	Take action to implement improvements in accordance with procedures.

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Foundation Skills

This section describes those required skills (language, literacy and numeracy) that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Competitive systems and practices include one or more of:	• lean operations • agile operations • preventative and predictive maintenance approaches • statistical process control systems, including six sigma and three sigma • Just in Time (JIT), kanban and other pull-related operations control systems • supply, value, and demand chain monitoring and analysis • 5S • continuous improvement (kaizen) • breakthrough improvement (kaizen blitz) • cause/effect diagrams • overall equipment effectiveness (OEE) • takt time • process mapping • problem solving • run charts • standard procedures • current reality tree.
Customers include one or more of:	• internal customers • external customers sufficiently close to the individual’s work as to be easily identifiable • final customers used as the basis for the identification of value and waste.
Suppliers include	• internal suppliers

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one or more of:	• external suppliers sufficiently close to the individual's work as to be easily identifiable.
Measuring improvements includes one or more of:	• personally taking measurements • arranging for measurements to be taken/made by appropriate personnel.
Procedures (written, verbal, visual, computer based, etc.) include one or any combination of:	• work instructions • standard operating procedures (SOPs) • safe work method statements • formulas/recipes • batch sheets • temporary instructions • any similar instructions provided for the smooth running of the plant.
Corrective actions to sustain improvements include one or more of:	• techniques for preventing mistakes by designing the operations process, equipment and tools so that an operation literally cannot be performed incorrectly (e.g. baka-yoke) • techniques that generate warning signals where a mistake is about to be performed (poka-yoke) • administrative techniques, such as procedure/work instruction changes • skilling techniques, such as training, mentoring, demonstration • process techniques, such as changing the process/conditions/variables.

Unit Mapping Information

Release 1. Supersedes and is equivalent to MSS402002A Sustain process improvements

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998

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Assessment Requirements for MSS402002 Sustain process improvements

Modification History

Release 1. Supersedes and is equivalent to MSS402002A Sustain process improvements

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy the requirements of the elements and performance criteria and include the ability to examine three (3) or more previous improvements, including one (1) or more where improvement objectives have not been met, and to:

- identify corrective actions that can be taken by self
- implement those corrective actions
- check whether the claimed improvements have occurred
- check for further improvements.

Knowledge Evidence

Must provide evidence that demonstrates knowledge relevant to their job role sufficient to fulfil their job role under routine only supervision, including:

- muda (waste)
- indicators of processes not delivering claimed improvements
- baka-yoke and poka-yoke techniques.

Assessment Conditions

- The unit should be assessed holistically and the judgement of competence shall be based on a holistic assessment of the evidence.
- The collection of performance evidence:
  - should occur over a range of situations which include typical disruptions to normal, smooth operation of the workplace
  - will typically include a supervisor/third-party report focussing on consistent performance and problem recognition and solving. A supervisor/third-party report must be prepared by someone who has a direct, relevant, current relationship with the person being assessed and who is in a position to form a judgement on workplace performance relevant to the unit of competency
  - must include actions to sustain process improvements in own workplace
  - will typically include the use of appropriate tools, equipment and safety gear requiring demonstration of preparation, operation, completion and responding to problems.
- Assessment should occur in operational workplace situations.

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- Knowledge evidence may be collected concurrently with performance evidence (provided a record is kept) or through an independent process such as workbooks, written assessments or interviews (provided a record is kept).
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.
- Conditions for assessment must include access to all tools, equipment, materials and documentation required, including relevant workplace procedures, product and manufacturing specifications associated with this unit.
- Foundation skills are integral to competent performance of the unit and should not be assessed separately.
- Assessors must satisfy the assessor competency requirements that are in place at the time of the assessment as set by the VET regulator.
- The assessor must demonstrate both technical competency and currency.
- Technical competence can be demonstrated through:
  - relevant VET or other qualification/Statement of Attainment AND/OR
  - relevant workplace experience
- Currency can be demonstrated through:
  - performing the competency being assessed as part of current employment OR
  - having consulted with an organisation providing relevant environmental monitoring, management or technology services about performing the competency being assessed within the last twelve months.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998

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MSS402010 Manage the impact of change on own work

Modification History

Release 1. Supersedes and is equivalent to MSS402010A Manage the impact of change on own work

Application

This unit of competency covers the skills and knowledge required by an individual to effectively manage the changes in their own work resulting from their organisation's implementation of competitive systems and practices.

This unit applies to an individual in an organisation implementing competitive systems and practices that affect the individual's own work. The unit includes the skills required to positively participate in ongoing and continuous change as it affects their work. The individual will be expected to deal with these changes as part of a team and to give feedback from their own perspective.

This unit requires the application of skills associated with problem solving, planning and organising and self-management for assessing and managing the impact of change on own work. This unit also requires the ability to seek information and feedback from team members on the impact of changes and suggested improvements.

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

Pre-requisite Unit

Nil

Competency Field

Competitive systems and practices

Unit Sector

Not applicable

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Elements and Performance Criteria

Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Examine the impact of change on own work practices**	1.1	Identify competitive systems and practices relevant to changes in own work.
		1.2	Examine changes to work flow.
		1.3	Examine changes to equipment/process/physical environment.
		1.4	Examine changes to work relationship with team members and other teams.
		1.5	Examine changes to data collection needs.
		1.6	Examine changed work for impacts on health, safety and environment (HSE).
		1.7	Examine changes to quality requirements.
		1.8	Identify any additional individual skill needs.
		1.9	Identify other areas requiring assistance.
2	**Implement change**	2.1	Review changes which may have an adverse impact with team leader.
		2.2	Adopt changes to individual work practice.
		2.3	Seek assistance in gathering/processing data, as required.
		2.4	Implement the data collection/processing and take actions on resulting information in accordance with procedures.
		2.5	Seek assistance/training to meet needs caused by change.
3	**Implement continuous improvement**	3.1	Critically examine all changes.
		3.2	Identify impacts of changes both up and down the immediate value stream.

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3.3 Identify areas for improvement.

3.4 Make recommendations for improvement in accordance with procedures.

Foundation Skills

This section describes those required skills (language, literacy and numeracy) that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Competitive systems and practices include one or more of:	• lean operations • agile operations • preventative and predictive maintenance approaches • statistical process control systems, including six sigma and three sigma • Just in Time (JIT), kanban and other pull-related operations control systems • supply, value, and demand chain monitoring and analysis • 5S • continuous improvement (kaizen) • breakthrough improvement (kaizen blitz) • cause/effect diagrams • overall equipment effectiveness (OEE) • takt time • process mapping • problem solving • run charts • standard procedures • current reality tree.
Impact of change	• elements being undertaken individually or as part of a team

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may include one or more of:	• seeking assistance from team leaders for areas outside the employee's range of responsibility and authority.
Procedures (written, verbal, visual, computer based, etc.) include one or more of:	• work instructions • standard operating procedures (SOPs) • safe work method statements • formulas/recipes • batch sheets • temporary instructions • any similar instructions provided for the smooth running of the plant.
Gathering and monitoring performance data include one or more of:	• manual gathering by individual employees through charts, tally sheets or keypad/board entry • automatic collection through software, such as SCADA software, ERP systems, MRP and proprietary systems.
Continuous improvement (kaizen) includes evaluation of one or more of:	• time required • resources used • resultant quality • other aspects relevant to the process.
Stages where value stream actions may occur include one or more of:	• sales outlet/representative • information gathering, data analysis and research • product design • raw material sourcing • intermediate processing • final assembler/collation/preparation • support services (e.g. accounting, finance and legal) • storage and delivery to customer • after market support.

Unit Mapping Information

Release 1. Supersedes and is equivalent to MSS402010A Manage the impact of change on own work

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998

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Assessment Requirements for MSS402010 Manage the impact of change on own work

Modification History

Release 1. Supersedes and is equivalent to MSS402010A Manage the impact of change on own work

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy the requirements of the elements and performance criteria and include the ability, for one (1) or more changes, to:

- identify competitive systems and practices used in their own workplace
- identify change and its impact on own work practices in relation to implementation of competitive systems and practices
- adopt change and seek any required assistance
- identify areas for improvement.

Knowledge Evidence

Must provide evidence that demonstrates knowledge relevant to their job role sufficient to fulfil their job role under routine only supervision:

- features of common competitive systems and practices in use in own workplace
- sources of data on the process/plant
- methods of determining own skill needs
- health, safety and environment (HSE) principles relevant to own job
- change implementation contacts and procedures
- employee assistance mechanisms within organisation.

Assessment Conditions

- The unit should be assessed holistically and the judgement of competence shall be based on a holistic assessment of the evidence.
- The collection of performance evidence:
  - should occur over a range of situations which include typical disruptions to normal, smooth operation of the workplace
  - will typically include a supervisor/third-party report focusing on consistent performance and problem recognition and solving. A supervisor/third-party report must be prepared by someone who has a direct, relevant, current relationship with the person being assessed and who is in a position to form a judgement on workplace performance relevant to the unit of competency
  - must include evidence of responding to change in own workplace

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    - will typically include the use of appropriate tools, equipment and safety gear requiring demonstration of preparation, operation, completion and responding to problems.
- Assessment should occur in operational workplace situations. Knowledge evidence may be collected concurrently with performance evidence (provided a record is kept) or through an independent process such as workbooks, written assessments or interviews (provided a record is kept).
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.
- Conditions for assessment must include access to all tools, equipment, materials and documentation required including, relevant workplace procedures, product and manufacturing specifications associated with this unit.
- Foundation skills are integral to competent performance of the unit and should not be assessed separately.
- Assessors must satisfy the assessor competency requirements that are in place at the time of the assessment as set by the VET regulator.
- The assessor must demonstrate both technical competency and currency.
- Technical competence can be demonstrated through:
    - relevant VET or other qualification/Statement of Attainment AND/OR
    - relevant workplace experience
- Currency can be demonstrated through:
    - performing the competency being assessed as part of current employment OR
    - having consulted with an organisation providing relevant environmental monitoring, management or technology services about performing the competency being assessed within the last twelve months.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998

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MSS402020 Apply quick changeover procedures

Modification History

Release 1. Supersedes and is equivalent to MSS402020A Apply quick changeover procedures

Application

This unit of competency covers the skills and knowledge required to apply quick changeover procedures in an organisation implementing competitive systems and practices.

This unit applies to individuals in an organisation which is implementing competitive systems and practices and is pursuing quick changeover as one of its competitive operations tools. The unit can apply to quick changeovers of equipment, processes, batches or product type. It requires the application of skills associated with applying quick changeover procedures, including the planning and organising of own work, identifying problems and making suggestions for improvement of procedures.

Particular technical skills may also be required in some operations sectors and for some jobs. These skills should be gained from the Training Package relevant to the individual's industry and occupation.

This unit may not be applicable to a totally continuous operation producing only the one product, or simultaneous range of products. The unit is also not applicable to a maintenance/PVI shutdown as experienced by continuous process manufacturers.

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

Pre-requisite Unit

Nil

Competency Field

Competitive systems and practices

Unit Sector

Not applicable

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Elements and Performance Criteria

Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Prepare for changeover**	1.1	Determine when changeover will be required.
		1.2	Review plans and instructions for quick changeover.
		1.3	Identify role of others in quick changeover.
		1.4	Obtain all required tools/parts/materials for changeover.
		1.5	Organise process and tools/parts/materials ready for changeover.
2	**Make quick changeover**	2.1	Plan changeover according to quick changeover principles.
		2.2	Liaise and work with relevant people in quick changeover.
		2.3	Complete changeover according to procedures.
		2.4	Check output meets specification.
		2.5	Debrief with all relevant stakeholders.
		2.6	Note any steps which cause a problem.
		2.7	Recommend changes to problematic steps.
3	**Improve work health and safety (WHS)**	3.1	Identify hazards to self or others in all steps/actions.
		3.2	Determine risks from each hazard.
		3.3	Identify actions which may be performed in a more ergonomic manner.
		3.4	Recommend changes to improve WHS.

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Foundation Skills

This section describes those required skills (language, literacy and numeracy) that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Competitive systems and practices include one or more of:	• lean operations • agile operations • preventative and predictive maintenance approaches • monitoring and data gathering systems, such as Systems Control and Data Acquisition (SCADA) software, Enterprise Resource Planning (ERP) systems, Materials Resource Planning (MRP) and proprietary systems • statistical process control systems, including six sigma and three sigma • Just in Time (JIT), kanban and other pull-related operations control systems • supply, value, and demand chain monitoring and analysis • 5S • continuous improvement (kaizen) • breakthrough improvement (kaizen blitz) • cause/effect diagrams • overall equipment effectiveness (OEE) • takt time • process mapping • problem solving • run charts • standard procedures • current reality tree.
Changeover may include one or more of:	• an exchange of equipment (often dies or tools (traditional)) • a change between products/batches or between campaigns or processes. It may be any quantum change to produce a different product or undertake a different process.

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Set-up can be divided into two types:	• internal set-up (requires work to stop, work that can be done only when the machine or process is not actively engaged in production, computers etc. need to be reset and restarted) • external set-up (work can continue during the changeover, work can be done concurrently with the machine or process performing production duties).
Set-up time includes:	• the work time required to change over a machine or process from one item or operation to the next item or operation.
Procedures (written, verbal, visual, computer based, etc.) include one or more of:	• work instructions • standard operating procedures (SOPs) • safe work method statements • formulas/recipes • batch sheets • temporary instructions • any similar instructions provided for the smooth running of the plant.

Unit Mapping Information

Release 1. Supersedes and is equivalent to MSS402020A Apply quick changeover procedures

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998

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Assessment Requirements for MSS402020 Apply quick changeover procedures

Modification History

Release 1. Supersedes and is equivalent to MSS402020A Apply quick changeover procedures

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy the requirements of the elements and performance criteria and include the ability, for three (3) or more quick changeovers, to:

- identify the scope and equipment to be used in a quick changeover implemented in their own workplace
- plan and complete changeover
- identify problems in quick changeovers
- contribute suggestions for improvement.

Knowledge Evidence

- Must provide evidence that demonstrates knowledge relevant to their job role sufficient to fulfil their job role under routine only supervision and to solve routine problems, including knowledge of:
- principles of quick changeover, including:
  - setting of target time for changeover
  - conversion of internal set-up time to external set-up time, where appropriate
  - simplification of changeover steps
  - monitoring and continuous improvement of changeovers
- purpose and requirements of changeover
- minimisation of changeover waste (e.g. scrap and energy)
- quality requirements for products and purposes
- relevant operational procedures
- health, safety and environment (HSE) principles relevant to own job.

Assessment Conditions

- The unit should be assessed holistically and the judgement of competence shall be based on a holistic assessment of the evidence.
- The collection of performance evidence:
  - should occur over a range of situations which include typical disruptions to normal, smooth operation of the workplace

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  - will typically include a supervisor/third-party report focussing on consistent performance and problem recognition and solving. A supervisor/third-party report must be prepared by someone who has a direct, relevant, current relationship with the person being assessed and who is in a position to form a judgement on workplace performance relevant to the unit of competency
  - must include actual quick changeovers, the use of appropriate tools, equipment and safety gear requiring demonstration of preparation, operation, completion and responding to problems.
- Assessment should occur in operational workplace situations. Knowledge evidence may be collected concurrently with performance evidence (provided a record is kept) or through an independent process such as workbooks, written assessments or interviews (provided a record is kept).
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.
- Conditions for assessment must include access to all tools, equipment, materials and documentation required, including relevant workplace procedures, product and manufacturing specifications associated with this unit.
- Foundation skills are integral to competent performance of the unit and should not be assessed separately.
- Assessors must satisfy the assessor competency requirements that are in place at the time of the assessment as set by the VET regulator.
- The assessor must demonstrate both technical competency and currency.
- Technical competence can be demonstrated through:
  - relevant VET or other qualification/Statement of Attainment AND/OR
  - relevant workplace experience
- Currency can be demonstrated through:
  - performing the competency being assessed as part of current employment OR
  - having consulted with an organisation providing relevant environmental monitoring, management or technology services about performing the competency being assessed within the last twelve months.

Links

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MSS402021 Apply Just in Time procedures

Modification History

Release 1. Supersedes and is equivalent to MSS402021A Apply Just in Time procedures

Application

This unit of competency covers the skills and knowledge required to work in an organisation implementing and/or utilising Just in Time (JIT) procedures.

This unit applies to an individual working in an organisation following JIT who will need to follow procedures which are specific to JIT, such as the controlled flow of material (e.g. the use of kanban and elimination of waste). This will involve the individual in the application of the pull system to their job and the authorisation of product/material flows in accordance with procedures and their level of authority.

This unit requires the application of skills associated with planning and organising and self-management to deliver product on demand using necessary tools, equipment and processes to meet production requirements. The unit also requires an ability to recognise and act on problems that may interfere with meeting production demands.

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

Pre-requisite Unit

Nil

Competency Field

Competitive systems and practices

Unit Sector

Not applicable

Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1	**Respond to indicator of demand**	1.1	Identify pull of product through work role.
		1.2	Recognise indicator of flow authorisation.
		1.3	Identify production or service required.
2	**Make products or deliver service to demand**	2.1	Make product or deliver service as required by ticket.
		2.2	Identify any factors likely to prevent demand being satisfied in own work or work of the team.
		2.3	Take action in accordance with procedures.
3	**Update demand information as required**	3.1	Record information on ticket to procedures, as required.
		3.2	Facilitate operation of flow authorisation as part of work.
4	**Recommend improvements**	4.1	Examine the operation of the JIT system as it relates to own work.
		4.2	Identify areas for improvement.
		4.3	Identify any additional personal skill requirements to implement JIT procedures.
		4.4	Recommend improvements.

Foundation Skills

This section describes those required skills (language, literacy and numeracy) that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

This field allows for different work environments and conditions that may affect

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performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Competitive systems and practices include one or more of:	• lean operations • agile operations • preventative and predictive maintenance approaches • statistical process control systems, including six sigma and three sigma • Just in Time (JIT), kanban and other pull-related operations control systems • supply, value, and demand chain monitoring and analysis • 5S • continuous improvement (kaizen) • breakthrough improvement (kaizen blitz) • cause/effect diagrams • overall equipment effectiveness (OEE) • takt time • process mapping • problem solving • run charts • standard procedures • current reality tree.
JIT requires availability:	• precisely when the service, product or operation is to be produced or undertaken • in the right quantity and at the right quality.
Product includes one or more of:	• a physical product • a supporting utility service, such as water, gas and power • some other service (e.g. cranes and forklifts).
Indicator of demand includes one or more of:	• kanban bin, ticket or similar • some other indicator of demand pull which authorises production or movement of an item (in some plants, this may also include authorisation using SCADA software).
Procedures (written, verbal, visual, computer based, etc.) include one or	• work instructions • standard operating procedures (SOPs) • safe work method statements • formulas/recipes

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more of:

- batch sheets
- temporary instructions
- any similar instructions provided for the smooth running of the plant.

Unit Mapping Information

Release 1. Supersedes and is equivalent to MSS402021A Apply Just in Time procedures

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998

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Assessment Requirements for MSS402021 Apply Just in Time procedures

Modification History

Release 1. Supersedes and is equivalent to MSS402021A Apply Just in Time procedures

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy the requirements of the elements and performance criteria and include the ability, for one (1) or more JIT procedures, to:

- identify the indicators of demand and the flow authorisation system in their own workplace
- relate products and services supplied by suppliers and customers to the flow authorisation system
- interpret received indicators of demand correctly for quantity, quality and time of delivery
- contribute suggestions for improvement.

Knowledge Evidence

Must provide evidence that demonstrates knowledge relevant to their job role sufficient to fulfil their job role under routine only supervision, including:

- JIT methods relevant to own job
- relevant indicator of demands for own job
- own role in flow authorisation
- faults and other issues that may threaten the JIT delivery of own product or service
- procedures for recommending improvements.

Assessment Conditions

- The unit should be assessed holistically and the judgement of competence shall be based on a holistic assessment of the evidence.
- The collection of performance evidence:
  - should occur over a range of situations which include typical disruptions to normal, smooth operation of the workplace
  - will typically include a supervisor/third-party report focussing on consistent performance and problem recognition and solving. A supervisor/third-party report must be prepared by someone who has a direct, relevant, current relationship with the person being assessed and who is in a position to form a judgement on workplace performance relevant to the unit of competency
  - must include JIT procedures in own workplace

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    - will typically include the use of appropriate tools, equipment and safety gear requiring demonstration of preparation, operation, completion and responding to problems.
- Assessment should occur in operational workplace situations. Knowledge evidence may be collected concurrently with performance evidence (provided a record is kept) or through an independent process such as workbooks, written assessments or interviews (provided a record is kept).
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.
- Conditions for assessment must include access to all tools, equipment, materials and documentation required, including relevant workplace procedures, product and manufacturing specifications associated with this unit.
- Foundation skills are integral to competent performance of the unit and should not be assessed separately.
- Assessors must satisfy the assessor competency requirements that are in place at the time of the assessment as set by the VET regulator.
- The assessor must demonstrate both technical competency and currency.
- Technical competence can be demonstrated through:
    - relevant VET or other qualification/Statement of Attainment AND/OR
    - relevant workplace experience
- Currency can be demonstrated through:
    - performing the competency being assessed as part of current employment OR
    - having consulted with an organisation providing relevant environmental monitoring, management or technology services about performing the competency being assessed within the last twelve months.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998

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MSS402030 Apply cost factors to work practices

Modification History

Release 1. Supersedes and is equivalent to MSS402030A Apply cost factors to work practices

Application

This unit of competency covers the skills and knowledge required by an individual to identify cost components in their work and to be able to determine, in general terms, the cost impacts of alternative actions.

This unit applies to an individual who is required to contribute to, and be involved in, the assessment of cost factors in their work. This may be done individually or in a team environment.

The unit covers the skills to be able to assess the relative costs of the alternatives and use this as one of the key factors in making decisions. Decisions are made within the scope of the employee's authority and according to procedures. Typical decisions include those that contribute to the efficient organisation of own work and the improvement of production time and cycle times.

This unit requires the application of skills associated with problem solving to identify cost factors and cost implications of own work and self-management to apply cost-effective practices.

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

Pre-requisite Unit

Nil

Competency Field

Competitive systems and practices

Unit Sector

Not applicable

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Elements and Performance Criteria

Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Identify the major cost components of product or process in own work area**	1.1	Identify cost components in the product or process in own work area.
		1.2	Recognise the impact of current or alternative actions on costs.
2	**Identify constraints to cost-efficiency**	2.1	Identify required production/process rate and major costs.
		2.2	Identify costs factors under individual or team control.
		2.3	Relate identified costs factors to impact on overall cost of production/process.
		2.4	Identify cost factors that are a constraint to cost-efficiency in own work area.
3	**Apply cost-efficient work practices**	3.1	Identify and explain to relevant people the implications of possible actions/changes to improve cost-efficiency in simple financial terms.
		3.2	Identify non-financial implications of proposed changes in discussion with relevant people.
		3.3	Select actions which minimise overall costs.
		3.4	Monitor actions to ensure cost-efficiency in own work area is maintained.

Foundation Skills

This section describes those required skills (language, literacy and numeracy) that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Competitive systems and practices include one or more of:

- lean operations
- agile operations
- preventative and predictive maintenance approaches
- statistical process control systems, including six sigma and three sigma
- Just in Time (JIT), kanban and other pull-related operations control systems
- supply, value, and demand chain monitoring and analysis
- 5S
- continuous improvement (kaizen)
- breakthrough improvement (kaizen blitz)
- cause/effect diagrams
- overall equipment effectiveness (OEE)
- takt time
- process mapping
- problem solving
- run charts
- standard procedures
- current reality tree.

Cost components include all of:

- fixed and variable costs, such as power/energy, materials, plant and equipment, production or process time, including impact of salary and wages
- office expenses, such as telephone and internet
- government taxes and charges.

Process includes one or more of:

- production
- maintenance
- logistics
- office
- other support processes in an organisation.

Overall cost includes all of:

- the assessment of negative and positive financial implications
- negative long-term issues, such as work health and safety (WHS), environmental and regulatory issues.

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Unit Mapping Information

Release 1. Supersedes and is equivalent to MSS402030A Apply cost factors to work practices

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998

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Assessment Requirements for MSS402030 Apply cost factors to work practices

Modification History

Release 1. Supersedes and is equivalent to MSS402030A Apply cost factors to work practices

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy the requirements of the elements and performance criteria and include the ability, on one (1) or more occasions to use cost factors in making a decision related to their workplace, and to:

- identify major cost components
- distinguish components which they can control from those they can't
- make decisions which minimise overall cost and explain these to stakeholders.

Knowledge Evidence

Must provide evidence that demonstrates knowledge relevant to their job role sufficient to fulfil their job role under routine only supervision, including:

- concepts of expense, income and capital
- fixed and variable cost components relevant to own work:
  - power/energy
  - materials, plant and equipment
  - production or process time, including impact of salary and wages
  - office expenses
  - government taxes and charges
- relative impact of each of these
- financial and non-financial impacts of cost reductions
- the difference between internally and externally controlled costs
- difference between overhead, labour and consumables.

Assessment Conditions

- The unit should be assessed holistically and the judgement of competence shall be based on a holistic assessment of the evidence.
- The collection of performance evidence is best done from a report and/or folio of evidence drawn from:
  - a single project which provides sufficient evidence of the requirements of all the elements and performance criteria
  - multiple smaller projects which together provide sufficient evidence of the requirements of all the elements and performance criteria.

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- A third-party report, or similar, may be needed to testify to the work done by the individual, particularly when the project has been done as part of a project team.
- Assessment will use a real project in an operational workplace.
- Knowledge evidence may be collected concurrently with performance evidence or through an independent process such as workbooks, written assessments or interviews (provided a record is kept).
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.
- Conditions for assessment must include access to all tools, equipment, materials and documentation required, including relevant workplace procedures, product and manufacturing specifications associated with this unit.
- Foundation skills are integral to competent performance of the unit and should not be assessed separately.
- Assessors must satisfy the assessor competency requirements that are in place at the time of the assessment as set by the VET regulator.
- The assessor must demonstrate both technical competency and currency.
- Technical competence can be demonstrated through:
  - relevant VET or other qualification/Statement of Attainment AND/OR
  - relevant workplace experience
- Currency can be demonstrated through:
  - performing the competency being assessed as part of current employment OR
  - having consulted with an organisation providing relevant environmental monitoring, management or technology services about performing the competency being assessed within the last twelve months.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998

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MSS402031 Interpret product costs in terms of customer requirements

Modification History

Release 1. Supersedes and is equivalent to MSS402031A Interpret product costs in terms of customer requirements.

Release 2. Unit code in Application updated. Equivalent outcome.

Application

This unit of competency covers the skills and knowledge required by an individual to be able to identify the major cost components of either products or processes, the basic relationship of these to customer benefit, and use this to help minimise waste (defined as anything not delivering value as defined by the customer). It has a different focus to *MSS402082 Apply cost factors to work practices*, which focuses on costs in isolation, whereas this unit regards all costs not directly leading to customer benefit as waste.

This unit applies to an individual who uses their understanding of the customer's requirements of the product or process being undertaken as the basis for investigating work processes to identify waste sources and then takes action relevant to their level of competency and authority to reduce this waste. It requires an understanding of both the cost factors in the products they make and also the benefits which the customer derives from the product.

This competency may be performed individually or in a team-based environment.

This unit requires the application of skills associated with analysis and problem solving to identify waste and determine ways to minimise waste. This unit requires initiative and enterprise and application of learning in concepts of waste and waste minimisation.

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

Pre-requisite Unit

Nil

Competency Field

Competitive systems and practices

Unit Sector

Not applicable

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Elements and Performance Criteria

Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Identify cost components deriving from customer benefit and other costs**	1.1	Identify customer features/benefits in product or process being undertaken.
		1.2	Identify cost components which deliver customer features/benefits and those which do not.
2	**Compare required performance of product or process steps with actual performance**	2.1	Identify performance required to meet customer needs in own work and that of team.
		2.2	Identify actual performance.
		2.3	Compare cost components of products or process with current customer-related targets.
		2.4	Separate costs components into those that contribute to customer features/benefits and those that do not.
		2.5	Determine non-contributing cost components which are under control of the individual or team.
3	**Minimise waste**	3.1	Recommend changes to eliminate or reduce waste.
		3.2	Adopt changes which minimises waste.
		3.3	Monitor effect of changes to ensure gains are made against customer features/benefits.

Foundation Skills

This section describes those required skills (language, literacy and numeracy) that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

This field allows for different work environments and conditions that may affect

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performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Competitive systems and practices include one or more of:

- lean operations
- agile operations
- preventative and predictive maintenance approaches
- statistical process control systems, including six sigma and three sigma
- Just In Time (JIT), kanban and other pull-related operations control systems
- supply, value, and demand chain monitoring and analysis
- 5S
- continuous improvement (kaizen)
- breakthrough improvement (kaizen blitz)
- cause/effect diagrams
- overall equipment effectiveness (OEE)
- takt time
- process mapping
- problem solving
- run charts
- standard procedures
- current reality tree.

Customer features/ benefits include all of:

- characteristics of the product or service which the customer perceives as meeting their need
- characteristics of the product or service which the customer perceives as adding value
- financial or features items which the customer perceives and a benefit.

Performance includes all of:

- takt - the allowable time to produce one product at the rate and quality customers are demanding it
- the rate of output of the plant compared to the takt time.

Customer-related targets includes all of:

- internally set financial targets that contribute to meeting customer features/benefits
- operational targets that contribute to meeting customer features/benefits
- other targets that contribute to meeting customer features/benefits.

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Contributing cost components include all of:	• costs that make a direct contribution to customer features/benefits. • costs that need to be incurred (although they may be minimised) in order to gain the customer feature/benefit.
Non-contributing cost components include all of:	• costs that do not contribute to customer features/benefits • costs that must be maintained, such as regulatory compliance costs which do not contribute to customer features and so should be minimised • costs that neither contribute to customer features/benefits nor must be maintained (muda) and so should be eliminated if possible.
Muda (waste) includes all of:	• any activity which does not contribute to customer or organisation benefit/features in the product • activities which do not yield any benefit to the organisation or any benefit to the organisation's customers • excess production and early production • delays • movement and transport • poor process design • inventory • inefficient performance of a process • making defective items.

Unit Mapping Information

Release 1. Supersedes and is equivalent to MSS402031A Interpret product costs in terms of customer requirements

Links

The MSS Sustainability Companion Volume implementation Guides are available from VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998

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Assessment Requirements for MSS402031 Interpret product costs in terms of customer requirements

Modification History

Release 1. Supersedes and is equivalent to MSS402031A Interpret product costs in terms of customer requirements.

Release 2. Unit code in Application updated. Equivalent outcome.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy the requirements of the elements and performance criteria and include the ability, on **one (1)** or more occasions to recommend muda reduction related to their workplace, and to:

- identify and distinguish between cost components leading to customer benefit or otherwise
- take steps to minimise muda in their workplace.

Knowledge Evidence

Must provide evidence that demonstrates knowledge relevant to their job role sufficient to fulfil their job role under routine only supervision, including:

- contributions towards customer perceived benefit
- concepts of expense, income and capital
- fixed and variable cost components relevant to own work:
  - power/energy
  - materials, plant and equipment
  - production or process time, including impact of salary and wages
  - office expenses
  - government taxes and charges
- relative impact of each of these
- financial and non-financial impacts of cost reductions
- the difference between internally and externally controlled costs
- difference between overhead, labour and consumables.

Assessment Conditions

- The unit should be assessed holistically and the judgement of competence shall be based on a holistic assessment of the evidence.
- The collection of performance evidence is best done from a report and/or folio of evidence drawn from:

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  - a single project which provides sufficient evidence of the requirements of all the elements and performance criteria
  - multiple smaller projects which together provide sufficient evidence of the requirements of all the elements and performance criteria.
- A third-party report, or similar, may be needed to testify to the work done by the individual, particularly when the project has been done as part of a project team.
- Assessment should use a real project in an operational workplace.
- Knowledge evidence may be collected concurrently with performance evidence or through an independent process such as workbooks, written assessments or interviews (provided a record is kept).
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.
- Conditions for assessment must include access to all tools, equipment, materials and documentation required, including relevant workplace procedures, product and manufacturing specifications associated with this unit.
- Foundation skills are integral to competent performance of the unit and should not be assessed separately.
- Assessors must satisfy the assessor competency requirements that are in place at the time of the assessment as set by the VET regulator.
- The assessor must demonstrate both technical competency and currency.
- Technical competence can be demonstrated through:
  - relevant VET or other qualification/Statement of Attainment AND/OR
  - relevant workplace experience
- Currency can be demonstrated through:
  - performing the competency being assessed as part of current employment OR
  - having consulted with an organisation providing relevant environmental monitoring, management or technology services about performing the competency being assessed within the last twelve months.

Links

The MSS Sustainability Companion Volume implementation Guides are available from VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998

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MSS402040 Apply 5S procedures

Modification History

Release 1. Supersedes and is equivalent to MSS402040A Apply 5S procedures

Release 2. Duplicated performance Criteria removed. Equivalent outcome.

Application

This unit of competency covers the skills and knowledge required by an individual to apply 5S procedures to their own job and work area. The unit assumes the individual has a particular job and an allocated work area and that processes in the work area are known by the individual.

This unit applies to an individual in an organisation who works in an operational position as part of production, maintenance, logistics, etc. The unit can also apply to individuals in other organisations who have a discrete role and responsibility for individually managed processes.

This unit applies where an organisation has decided to embark on a competitive systems and practices strategy and as part of this has adopted the philosophy of 5S as one of the tools to improve performance. The employee needs to apply 5S to their job and work area and maintain the housekeeping and other standards set by 5S.

This unit requires the application of skills associated with planning and organising, problem solving and self-management, in order to identify and implement 5S housekeeping practices.

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

Pre-requisite Unit

Nil

Competency Field

Competitive systems and practices

Unit Sector

Not applicable

Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1	**Sort needed items from unneeded**	1.1	Identify all items in the work area.
		1.2	Sort items to achieve deliverables and value expected by downstream and final customers.
		1.3	Sort items required for regulatory or other required purposes.
		1.4	Place any non-essential item in an appropriate place other than the workplace.
		1.5	Regularly check that only essential items are in the work area.
2	**Set the workplace in order**	2.1	Identify the best location for each essential item.
		2.2	Place each essential item in its assigned location.
		2.3	After use immediately return each essential item to its assigned location.
		2.4	Regularly check that each essential item is in its assigned location.
3	**Shine the work area**	3.1	Keep the work area clean and tidy at all times.
		3.2	Conduct regular housekeeping activities during shift.
		3.3	Ensure the work area is neat, clean and tidy at both beginning and end of shift.
4	**Standardise activities**	4.1	Follow procedures.
		4.2	Follow checklists for activities, where available.
		4.3	Keep the work area to specified standard.
5	**Sustain the 5S system**	5.1	Clean up after completion of job and before commencing next job or end of shift.
		5.2	Identify situations where compliance to standards is unlikely and take actions specified in procedures.

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5.3 Inspect work area regularly for compliance to specified standard.

5.4 Recommend improvements to lift the level of compliance in the workplace.

Foundation Skills

This section describes those required skills (language, literacy and numeracy) that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Competitive systems and practices include one or more of:

- lean operations
- agile operations
- preventative and predictive maintenance approaches
- statistical process control systems, including six sigma and three sigma
- Just in Time (JIT), kanban and other pull-related operations control systems
- supply, value, and demand chain monitoring and analysis
- 5S
- continuous improvement (kaizen)
- breakthrough improvement (kaizen blitz)
- cause/effect diagrams
- overall equipment effectiveness (OEE)
- takt time
- process mapping
- problem solving
- run charts
- standard procedures
- current reality tree.

5S includes all of:

- sort

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- set in order
- shine
- standardise
- sustain.

Sort includes all of:

- separating necessary from unnecessary items (equipment and supplies)
- keeping only what is absolutely necessary for the work processes that comprise the job
- disposing of (or relocating) all other items.

Set in order includes all of:

- assigning required equipment and materials appropriate locations in the work area
- consideration of frequency of use, ergonomics and work health and safety (WHS)
- provision of facilities to maintain the locations.

Shine includes one or more of:

- keeping the work area clean at all times which should be carried out to a regular daily schedule against allowed time, usually at the end of the day or of a particular process
- keeping work area organised
- noting any signs of wear, damage, leakage, safety risks or other issues that require immediate attention.

Best location includes one or more of:

- changes to the layout of furniture
- arrangement of equipment
- provision of services
- location of personnel.

Standardising includes one or more of:

- activities that help maintain the order and the housekeeping standards
- using procedures and checklists developed from a procedure.

Sustain includes one or more of:

- making sure that daily activities are completed every day regardless of circumstance
- cleaning up after a job
- undertaking inspections, including:
- informal inspections carried out often, at least weekly
- formal inspections carried out at least monthly

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- generating continuous improvement actions from daily activities
- following up specific actions to generate continuous improvement.

Items in work area include one or more of:

- tools
- jigs/fixtures
- materials/components
- plant and equipment
- manuals
- personal items (e.g. bags, lunch boxes and posters)
- safety equipment and personal protective equipment (PPE)
- other items which happen to be in the work area.

Procedures (written, verbal, visual, computer based, etc.) include one or more of:

- work instructions
- standard operating procedures (SOPs)
- safe work method statements
- formulas/recipes
- batch sheets
- temporary instructions
- any similar instructions provided for the smooth running of the plant.

Unit Mapping Information

Release 1. Supersedes and is equivalent to MSS402040A Apply 5S procedures

Release 2. Equivalent to MSS402040 Apply 5S procedures Release 1.

Links

The MSS Sustainability Companion Volume implementation Guides are available from VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998

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Assessment Requirements for MSS402040 Apply 5S procedures

Modification History

Release 1. Supersedes and is equivalent to MSS402040A Apply 5S procedures

Release 2. Duplicated performance Criteria removed. Equivalent outcome.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy the requirements of the elements and performance criteria and include the ability, in one (1) or more allocated areas, to:

- implement and sustain 5S in own workplace
- identify own tasks and responsibilities
- contribute suggestions for improvement.

Knowledge Evidence

Must provide evidence that demonstrates knowledge relevant to their job role sufficient to fulfil their job role under routine only supervision, including:

- purpose of 5S in the workplace
- meaning and application of 5S steps to own workplace and job
- principles of efficient workplace organisation
- identifying waste (muda)
- procedures for recommending improvements.

Assessment Conditions

- The unit should be assessed holistically and the judgement of competence shall be based on a holistic assessment of the evidence.
- The collection of performance evidence:
  - should occur over a range of situations which include typical disruptions to normal, smooth operation of the workplace
  - will typically include a supervisor/third-party report focussing on consistent performance and problem recognition and solving. A supervisor/third-party report must be prepared by someone who has a direct, relevant, current relationship with the person being assessed and who is in a position to form a judgement on workplace performance relevant to the unit of competency
  - must include the application of 5S procedures in a work area where 5S has not previously been undertaken, or, demonstration of sustaining 5S principles in a work area that has already undergone prior 5S procedures
  - will typically include the use of appropriate tools, equipment and safety gear requiring demonstration of preparation, operation, completion and responding to problems.

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- Assessment should occur in operational workplace situations. Knowledge evidence may be collected concurrently with performance evidence (provided a record is kept) or through an independent process such as workbooks, written assessments or interviews (provided a record is kept).
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.
- Conditions for assessment must include access to all tools, equipment, materials and documentation required, including relevant workplace procedures, product and manufacturing specifications associated with this unit.
- Foundation skills are integral to competent performance of the unit and should not be assessed separately.
- Assessors must satisfy the assessor competency requirements that are in place at the time of the assessment as set by the VET regulator.
- The assessor must demonstrate both technical competency and currency.
- Technical competence can be demonstrated through:
  - relevant VET or other qualification/Statement of Attainment AND/OR
  - relevant workplace experience
- Currency can be demonstrated through:
  - performing the competency being assessed as part of current employment OR
  - having consulted with an organisation providing relevant environmental monitoring, management or technology services about performing the competency being assessed within the last twelve months.

Links

The MSS Sustainability Companion Volume implementation Guides are available from VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998

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MSS402050 Monitor process capability

Modification History

Release 1. Supersedes and is equivalent to MSS402050A Monitor process capability

Application

This unit of competency covers the skills and knowledge required for gathering of data and the interpretation of simple information to determine the compliance of the process and the taking of action as defined by the procedures where the information reveals the process is out of control parameters.

This unit applies to an individual in an organisation adopting specific competitive systems and practices, usually either six sigma or statistical process control/three sigma, as a means of determining and improving the capability of their process to customer requirements. The individual is involved in collecting specified data and performing specified manipulations to the data (typically by plotting on a chart or by entering into a nominated computer program). The information is typically presented to team members in terms of graphs/charts which they are expected to interpret at a basic level and then take action in accordance with procedures to restore the process to being under control parameters.

This unit requires the application of skills associated with entering and monitoring operational data and information and requires initiative, enterprise and problem solving in identifying production variations and making improvement recommendations.

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

Pre-requisite Unit

Nil

Competency Field

Competitive systems and practices

Unit Sector

Not applicable

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Elements and Performance Criteria

Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Collect and process data**	1.1	Take specified measurements/readings/observations, as required.
		1.2	Enter data in log, computer or other record.
		1.3	Manipulate and/or chart data as required by procedures.
2	**Identify variations that are not random and take action**	2.1	Examine chart and/or reliability information.
		2.2	Distinguish between random variations and those with an identifiable cause.
		2.3	Take action specified in procedures when a variation with an identifiable cause occurs.
3	**Assist in process improvement**	3.1	Collect data for process capability improvement trials.
		3.2	Make recommendations for improvement.
		3.3	Implement revised capability monitoring procedures.

Foundation Skills

This section describes those required skills (language, literacy and numeracy) that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Competitive systems	• lean operations

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and practices include one or more of:	• agile operations • preventative and predictive maintenance approaches • statistical process control systems, including six sigma and three sigma • Just in Time (JIT), kanban and other pull-related operations control systems • supply, value, and demand chain monitoring and analysis • 5S • continuous improvement (kaizen) • breakthrough improvement (kaizen blitz) • cause/effect diagrams • overall equipment effectiveness (OEE) • takt time • process mapping • problem solving • run charts • standard procedures • current reality tree.
Procedures (written, verbal, visual, computer based, etc.) include one or any combination of:	• work instructions • standard operating procedures (SOPs) • safe work method statements • formulas/recipes • batch sheets • temporary instructions • any similar instructions provided for the smooth running of the plant.
Process capability includes one or more of:	• the capability of the process to deliver to customer defined requirements • process stability against standardised practices and documentation to eliminate variation against customer requirements • statistical capability to deliver product within a specified range • a statistical technique to determine the range within which a product might be expected to fall.

Unit Mapping Information

Release 1. Supersedes and is equivalent to MSS402050A Monitor process capability

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Assessment Requirements for MSS402050 Monitor process capability

Modification History

Release 1. Supersedes and is equivalent to MSS402050A Monitor process capability

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy the requirements of the elements and performance criteria and include the ability to assist in one (1) or more process improvements and to routinely:

- collect and process data
- identify non-random variations and take the action specified in the procedures
- make recommendations for improvements.

Knowledge Evidence

Must provide evidence that demonstrates knowledge relevant to their job role sufficient to fulfil their job role under routine only supervision, including:

- defects and defective product
- variation and the related statistical distribution
- control charting (or similar) methods
- analysis of information to identify trends or other non-random results
- determination of identifiable causes from variation information
- process capability determination from variation data.

Assessment Conditions

- The unit should be assessed holistically and the judgement of competence shall be based on a holistic assessment of the evidence.
- The collection of performance evidence:
  - should occur over a range of situations which include typical disruptions to normal, smooth operation of the workplace
  - will typically include a supervisor/third-party report focussing on consistent performance and problem recognition and solving. A supervisor/third-party report must be prepared by someone who has a direct, relevant, current relationship with the person being assessed and who is in a position to form a judgement on workplace performance relevant to the unit of competency
  - must include routine collection of data and identification of non-random variation in own workplace
  - must include participation in a process capability improvement project

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  - will typically include the use of appropriate statistical tools, aids and apps.
- Assessment should occur in operational workplace situations.
- Knowledge evidence may be collected concurrently with performance evidence (provided a record is kept) or through an independent process such as workbooks, written assessments or interviews (provided a record is kept).
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.
- Conditions for assessment must include access to all tools, equipment, materials and documentation required, including relevant workplace procedures, product and manufacturing specifications associated with this unit.
- Foundation skills are integral to competent performance of the unit and should not be assessed separately.
- Assessors must satisfy the assessor competency requirements that are in place at the time of the assessment as set by the VET regulator.
- The assessor must demonstrate both technical competency and currency.
- Technical competence can be demonstrated through:
  - relevant VET or other qualification/Statement of Attainment AND/OR
  - relevant workplace experience
- Currency can be demonstrated through:
  - performing the competency being assessed as part of current employment OR
  - having consulted with an organisation providing relevant environmental monitoring, management or technology services about performing the competency being assessed within the last twelve months.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998

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MSS402051 Apply quality standards

Modification History

Release 2. Mapping updated to include superseded unit (not equivalent to LMTGN2002B Apply quality standards)

Release 1. Supersedes and is equivalent to MSS402051A Apply quality standards

Application

This unit of competency covers the skills and knowledge required to apply quality standards to work operations in an organisation. The unit is designed to complement competitive systems and practices units.

This unit applies to an individual who is expected to take responsibility for the quality of their own work, and to take actions specified in the procedures and within the scope of their job and authority to ensure that quality standards are met.

This unit requires the application of skills associated with interpreting and applying workplace standards and identifying and addressing problems that interfere with quality outcomes. The unit requires initiative, enterprise and self-management to ensure quality standards are achieved.

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

Pre-requisite Unit

Nil

Competency Field

Competitive systems and practices

Unit Sector

Not applicable

Elements and Performance Criteria

Elements describe the Performance criteria describe the performance needed to

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essential outcomes.		demonstrate achievement of the element.	
1	**Assess own work**	1.1	Continuously check completed work against workplace standards relevant to the operation being undertaken.
		1.2	Demonstrate an understanding of how the work activities and completed work relate to the next production process or processes and to the final products or services concerned.
		1.3	Identify and isolate faulty components, products or processes.
		1.4	Record and/or report faults and any identified causes to the supervisor concerned, where required, in accordance with workplace procedures.
2	**Assess quality of received components, parts or materials**	2.1	Continuously measure/check received components, parts, materials, information, service or final products against workplace standards and specifications for conformance.
		2.2	Demonstrate an understanding of how the received components, parts or materials, information or service relate to the current operation and how they contribute to the final quality of the product or service.
		2.3	Identify and isolate faulty components, parts, materials or information that relate to the operator's work.
		2.4	Record and/or report faults and any identified causes in accordance with workplace procedures.
		2.5	Identify causes of any identified faults and take corrective action as specified in workplace procedures.
3	**Investigate causes of quality deviations**	3.1	Record information on quality and other indicators of process performance.
		3.2	Investigate and report causes of deviations from specified quality standards for components.
		3.3	Recommend suitable preventative action based on workplace quality standards and the identified causes of deviations from specified quality standards of materials.

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Foundation Skills

This section describes those required skills (language, literacy and numeracy) that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Competitive systems and practices include one or more of:

- lean operations
- agile operations
- preventative and predictive maintenance approaches
- statistical process control systems, including six sigma and three sigma
- Just in Time (JIT), kanban and other pull-related operations control systems
- supply, value, and demand chain monitoring and analysis
- 5S
- continuous improvement (kaizen)
- breakthrough improvement (kaizen blitz)
- cause/effect diagrams
- overall equipment effectiveness (OEE)
- takt time
- process mapping
- problem solving
- run charts
- standard procedures
- current reality tree.

Quality parameters include one or more of:

- finish
- size
- durability
- product or process variations
- materials

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- alignment
- colour
- damage and imperfections
- time
- is complete/contains all required information/data
- complies to template
- uses the correct styles and formats.

Quality checks include one or more of:

- visual inspection
- physical measurements
- chemical tests
- checks against patterns, templates, styles, formats and guides
- processing time.

Materials include one or more of:

- physical raw materials
- orders, forms and other documentation
- services required for undertaking an operation (e.g. power, water, compressed air and fuel).

Procedures (written, verbal, visual, computer based, etc) include one or more of:

- work instructions
- standard operating procedures (SOPs)
- safe work method statements
- formulas/recipes
- batch sheets
- temporary instructions
- any similar instructions provided for the smooth running of the plant.

Indicators of production performance include one or more of:

- number of items/production rate
- delays and causes of delays (where known)
- other information as specified in the procedures.

Data entry/recording includes one or more of:

- keyboard
- written (including ticks or signs)
- verbal.

Sources of information/ documents include one

- quality and Australian Standards and procedures
- work instructions, patterns, designs and recipes

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or more of:	• organisation work procedures • manufacturer instructions for materials and equipment • organisational or external personnel • customer requirements.
Investigate and report requires following set procedures which include one or more of:	• verbal instructions • documented procedures • other quality procedures as implemented within an organisation or work environment.

Workplace context includes one or more of:	• work organisation procedures and practices relating to the manufacture and quality outcomes for products
	• conditions of service, legislation and industrial agreements, including:
	  • workplace agreements and awards
	  • federal or state/territory legislation
	  • standard work practice.

Reporting/communication includes one or more of:	• verbal and written communication in accordance with organisational policies and procedures • oral, written or visual communication, including simple data.
Being responsible for the maintenance of own work quality includes one or more of	• contributing to the quality improvement of team or section output, where necessary, in accordance with workplace procedures • following safety, environmental, housekeeping and quality procedures as specified by materials/machine/equipment manufacturers, regulatory authorities and the organisation.
Applicable regulations and legislation include one or more of	• work health and safety (WHS) legislation relevant to workplace activities • workers compensation legislation.

Unit Mapping Information

Release 2. Mapping updated to include supersedes and not equivalent to LMTGN2002B Apply quality standards

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Release 1. Supersedes and is equivalent to MSS402051A Apply quality standards

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998

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Assessment Requirements for MSS402051 Apply quality standards

Modification History

Release 2. Mapping updated to include superseded unit (not equivalent to LMTGN2002B Apply quality standards)

Release 1. Supersedes and is equivalent to MSS402051A Apply quality standards

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy the requirements of the elements and performance criteria and include the ability, for one (1) or more products/processes, to:

- check and measure relevant quality parameters
- interpret results of quality checks in terms of specifications, patterns and work standards
- take required action where standards of materials, component parts, final product or work processes are found to be unacceptable
- maintain accurate records.

Knowledge Evidence

Must provide evidence that demonstrates knowledge relevant to their job role sufficient to fulfil their job role under routine only supervision, including:

- relevant quality standards, policies and procedures
- relevant production processes, materials and products
- relevant measurement techniques and quality checking procedures
- reporting procedures.

Assessment Conditions

- The unit should be assessed holistically and the judgement of competence shall be based on a holistic assessment of the evidence.
- The collection of performance evidence:
  - should occur over a range of situations which include typical disruptions to normal, smooth operation of the workplace
  - will typically include a supervisor/third-party report focussing on consistent performance and problem recognition and solving. A supervisor/third-party report must be prepared by someone who has a direct, relevant, current relationship with the person being assessed and who is in a position to form a judgement on workplace performance relevant to the unit of competency
  - must include the application of quality standards to own workplace

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    - will typically include the use of appropriate tools, equipment and safety gear requiring demonstration of preparation, operation, completion and responding to problems.
- Assessment should occur in operational workplace situations. Knowledge evidence may be collected concurrently with performance evidence (provided a record is kept) or through an independent process such as workbooks, written assessments or interviews (provided a record is kept).
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.
- Conditions for assessment must include access to all tools, equipment, materials and documentation required, including relevant workplace procedures, product and manufacturing specifications associated with this unit.
- Foundation skills are integral to competent performance of the unit and should not be assessed separately.
- Assessors must satisfy the assessor competency requirements that are in place at the time of the assessment as set by the VET regulator.
- The assessor must demonstrate both technical competency and currency.
- Technical competence can be demonstrated through:
    - relevant VET or other qualification/Statement of Attainment AND/OR
    - relevant workplace experience
- Currency can be demonstrated through:
    - performing the competency being assessed as part of current employment OR
    - having consulted with an organisation providing relevant environmental monitoring, management or technology services about performing the competency being assessed within the last twelve months.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998

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MSS402061 Use SCADA systems in operations

Modification History

Release 1. Supersedes and is equivalent to MSS402061A Use SCADA systems in operations

Application

This unit of competency covers the skills and knowledge required by an individual to interact with a System Control and Data Acquisition (SCADA) system as part of their job.

This unit applies to an individual in an organisation using a SCADA system and the individual must interface with that system. The individual will need to access this system as part of their routine and take actions based on the information they obtain from the SCADA system in accordance with procedures.

This unit requires the application of skills associated with using communication tools and technology for management of own work, planning and problem solving.

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

Pre-requisite Unit

Nil

Competency Field

Competitive systems and practices

Unit Sector

Not applicable

Elements and Performance Criteria

Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.
1	**Use operator interface**	1.1 Identify SCADA terminals relevant to own workstation and functions.

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		1.2	Use keyboards, track ball, monitor and/or stand-alone controllers to access/interrogate system.
		1.3	Use correct level of access and find all relevant screens and information.
		1.4	Access message section and acknowledge messages.
		1.5	Input and output information correctly according to program and organisation requirements.
2	**Use information**	2.1	Obtain data and information from SCADA, as required, including process, supply and product chain data.
		2.2	Interpret data and information as required by own job.
		2.3	Find and use relevant historical data and information.
		2.4	Use manufacturer manuals or specifications, as required, to expand knowledge of SCADA system relevant to own work.
		2.5	Determine and prioritise required actions.
3	**Make required changes in accordance with procedures**	3.1	Adjust production/process in response to SCADA information.
		3.2	Record adjustments and variations to specifications/schedules and report to appropriate personnel.
		3.3	Seek feedback and information on adjustments to further improve procedures, where required.

Foundation Skills

This section describes those required skills (language, literacy and numeracy) that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Competitive systems and practices include one or more of:

- lean operations
- agile operations
- preventative and predictive maintenance approaches
- statistical process control systems, including six sigma and three sigma
- Just in Time (JIT), kanban and other pull-related operations control systems
- supply, value, and demand chain monitoring and analysis
- 5S
- continuous improvement (kaizen)
- breakthrough improvement (kaizen blitz)
- cause/effect diagrams
- overall equipment effectiveness (OEE)
- takt time
- process mapping
- problem solving
- run charts
- standard procedures
- current reality tree.

Procedures (written, verbal, visual, computer based, etc.) include one or more of:

- work instructions
- standard operating procedures (SOPs)
- safe work method statements
- formulas/recipes
- batch sheets
- temporary instructions
- any similar instructions provided for the smooth running of the plant.

Unit Mapping Information

Release 1. Supersedes and is equivalent to MSS402061A Use SCADA systems in operations

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998

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Assessment Requirements for MSS402061 Use SCADA systems in operations

Modification History

Release 1. Supersedes and is equivalent to MSS402061A Use SCADA systems in operations

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy the requirements of the elements and performance criteria and include the ability, for three (3) or more adjustments to production/process utilising SCADA information, to:

- identify scope and relevance of SCADA system to own work
- access correct levels of SCADA system
- enter and retrieve data, including normal performance and variations
- use SCADA system to assist in own work.

Knowledge Evidence

Must provide evidence that demonstrates knowledge relevant to their job role sufficient to fulfil their job role under routine only supervision, including:

- hierarchy of SCADA system and operation
- available information from, and controls exercised by, SCADA system.

Assessment Conditions

- The unit should be assessed holistically and the judgement of competence shall be based on a holistic assessment of the evidence.
- The collection of performance evidence:
  - should occur over a range of situations which include typical disruptions to normal, smooth operation of the workplace
  - will typically include a supervisor/third-party report focussing on consistent performance and problem recognition and solving. A supervisor/third-party report must be prepared by someone who has a direct, relevant, current relationship with the person being assessed and who is in a position to form a judgement on workplace performance relevant to the unit of competency
  - must include use of SCADA systems in own workplace
  - will typically include the use of appropriate tools, equipment and safety gear requiring demonstration of preparation, operation, completion and responding to problems.
- Assessment should occur in operational workplace situations.
- Knowledge evidence may be collected concurrently with performance evidence (provided a record is kept) or through an independent process such as workbooks, written assessments or interviews (provided a record is kept).

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- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.
- Conditions for assessment must include access to all tools, equipment, materials and documentation required, including relevant workplace procedures, product and manufacturing specifications associated with this unit.
- Foundation skills are integral to competent performance of the unit and should not be assessed separately.
- Assessors must satisfy the assessor competency requirements that are in place at the time of the assessment as set by the VET regulator.
- The assessor must demonstrate both technical competency and currency.
- Technical competence can be demonstrated through:
  - relevant VET or other qualification/Statement of Attainment AND/OR
  - relevant workplace experience
- Currency can be demonstrated through:
  - performing the competency being assessed as part of current employment OR
  - having consulted with an organisation providing relevant environmental monitoring, management or technology services about performing the competency being assessed within the last twelve months.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998

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MSS402080 Undertake root cause analysis

Modification History

Release 1. Supersedes and is equivalent to MSS402080A Undertake root cause analysis

Application

This unit of competency covers the skills and knowledge required to undertake root cause analysis (RCA). This unit also covers the competencies needed by operators to contribute to an advanced maintenance strategy using RCA coupled with diagrams and charts.

This unit applies to individuals working in an organisation that is applying competitive systems and practices strategies. The unit applies to the formal problem solving to root cause that the individual must undertake in their own work area or where the individual contributes to problem solving to root cause as part of a team.

This unit requires an ability to seek and apply information from a variety of sources in order to inform RCAs. Initiative and enterprise is also required to identify quick fix and permanent solutions to problems.

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

Pre-requisite Unit

Nil

Competency Field

Competitive systems and practices

Unit Sector

Not applicable

Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1	**Recognise problems**	1.1	Identify features or occurrences indicative of a problem.
		1.2	Use appropriate tools, techniques and charts to define the problem.
2	**Implement quick fix**	2.1	Recommend a quick fix within the scope of competency and authority.
		2.2	Use technology or processes relevant to the problem to implement quick fix.
3	**Determine root cause**	3.1	Identify a range of possible causes.
		3.2	Gather data and other information to eliminate or confirm possible causes.
		3.3	Use available data and information to link causes and effects.
		3.4	Seek assistance to obtain additional information if problem is beyond own competency/authority.
		3.5	Identify root cause.
4	**Develop permanent solution**	4.1	Identify a range of methods to eliminate the root cause or break the cause tree.
		4.2	Select the most appropriate solution.
		4.3	Liaise with relevant people.
		4.4	Recommend or implement solution within the limits of competency and authority.
		4.5	Monitor impact of solution and make further recommendations, as required.

Foundation Skills

This section describes those required skills (language, literacy and numeracy) that are essential to performance.

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Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Competitive systems and practices include one or more of:

- lean operations
- agile operations
- preventative and predictive maintenance approaches
- statistical process control systems, including six sigma and three sigma
- Just in Time (JIT), kanban and other pull-related operations control systems
- supply, value, and demand chain monitoring and analysis
- 5S
- continuous improvement (kaizen)
- breakthrough improvement (kaizen blitz)
- cause/effect diagrams
- overall equipment effectiveness (OEE)
- takt time
- process mapping
- problem solving
- run charts
- standard procedures
- current reality tree.

Problems include one or more of:

- variation to normal plant or equipment operation
- unplanned or non-conforming process or operations outcomes
- out of specification products
- excess scrap
- accidents and emergencies
- regulatory breaches
- customer returns and complaints
- reduction or loss of sales.

Techniques/charts include one or more

- control charts
- Pareto charts

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of:

- run charts
- flow charts
- cause and effect diagrams
- tree diagrams
- 5 Whys analysis
- organisation specified/mandated methods.

Unit Mapping Information

Release 1. Supersedes and is equivalent to MSS402080A Undertake root cause analysis

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998

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Assessment Requirements for MSS402080 Undertake root cause analysis

Modification History

Release 1. Supersedes and is equivalent to MSS402080A Undertake root cause analysis

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy the requirements of the elements and performance criteria and include the ability, for one (1) or more problems, to:

- undertake problem identification
- use appropriate processes to achieve root cause identification
- recommend solutions and implementation procedures to problems within own area
- monitor implementation of solutions.

Knowledge Evidence

Must provide evidence that demonstrates knowledge relevant to their job role sufficient to fulfil their job role under routine only supervision, including:

- methodology of root cause analysis, including:
  - difference between quick fix and root cause elimination
  - breaking of causal tree
- indicators of problems and variances to normal operation
- relevant analysis tools (e.g. Pareto charts, 5 Whys).

Assessment Conditions

- The unit should be assessed holistically and the judgement of competence shall be based on a holistic assessment of the evidence.
- The collection of performance evidence:
  - should occur over a range of situations which include typical disruptions to normal, smooth operation of the workplace
  - will typically include a supervisor/third-party report focussing on consistent performance and problem recognition and solving. A supervisor/third-party report must be prepared by someone who has a direct, relevant, current relationship with the person being assessed and who is in a position to form a judgement on workplace performance relevant to the unit of competency
  - must include a root cause analysis in own workplace
  - will typically include the use of appropriate tools, equipment and safety gear requiring demonstration of preparation, operation, completion and responding to problems.

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- Assessment should occur in operational workplace situations.
- Knowledge evidence may be collected concurrently with performance evidence (provided a record is kept) or through an independent process such as workbooks, written assessments or interviews (provided a record is kept).
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.
- Conditions for assessment must include access to all tools, equipment, materials and documentation required, including relevant workplace procedures, product and manufacturing specifications associated with this unit.
- Foundation skills are integral to competent performance of the unit and should not be assessed separately.
- Assessors must satisfy the assessor competency requirements that are in place at the time of the assessment as set by the VET regulator.
- The assessor must demonstrate both technical competency and currency.
- Technical competence can be demonstrated through:
  - relevant VET or other qualification/Statement of Attainment AND/OR
  - relevant workplace experience
- Currency can be demonstrated through:
  - performing the competency being assessed as part of current employment OR
  - having consulted with an organisation providing relevant environmental monitoring, management or technology services about performing the competency being assessed within the last twelve months.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998

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MSS402081 Contribute to the application of a proactive maintenance strategy

Modification History

Release 1. Supersedes and is equivalent to MSS402081A Contribute to the application of a proactive maintenance strategy

Application

This unit of competency covers the skills and knowledge required by an individual to make a positive contribution to proactive maintenance strategies, including actions that contribute to equipment uptime and overall equipment effectiveness (OEE). This unit applies in an organisation which is following a predictive, preventative or reliability-centred maintenance strategy and which requires commitment from all employees. The employee should 'own' their equipment/plant and take an active part in the implementation of the strategy within the scope of their authority.

This unit requires the application of skills associated with accessing and maintaining equipment/plant documentation. It also requires problem solving, initiative and enterprise to continually monitor and maintain operational performance of equipment/plant used in work role.

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

Pre-requisite Unit

Nil

Competency Field

Competitive systems and practices

Unit Sector

Not applicable

Elements and Performance Criteria

Elements describe the Performance criteria describe the performance needed to

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essential outcomes.		demonstrate achievement of the element.	
1	**Maintain equipment/plant**	1.1	Keep equipment/plant within area of responsibility clean.
		1.2	Ensure equipment/plant is serviced and adjusted, as required, in accordance with procedures and own level of responsibility.
		1.3	Access manufacturer manuals and specifications, where required, to expand knowledge on the maintenance of equipment/plant.
		1.4	Access and update documentation on equipment/plant operation and maintenance in accordance with workplace procedures.
2	**Monitor operation of equipment/plant**	2.1	Regularly check key conditions of the equipment/plant as defined in workplace procedures.
		2.2	Regularly check equipment/plant OEE.
		2.3	Note any deviation from conditions specified in procedures.
3	**Identify deviations and patterns**	3.1	Identify any previous occurrences of a deviation.
		3.2	Identify any related deviations which have occurred.
		3.3	Identify any unusual occurrence which may be related to a deviation.
4	**Take action appropriate to competency and authority on deviation**	4.1	Liaise with relevant people regarding the deviation and the solution.
		4.2	Implement solution and/or assist with the implementation of the solution, as appropriate.

Foundation Skills

This section describes those required skills (language, literacy and numeracy) that are essential to performance.

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Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Competitive systems and practices include one or more of:	• lean operations • agile operations • preventative and predictive maintenance approaches • statistical process control systems, including six sigma and three sigma • Just in Time (JIT), kanban and other pull-related operations control systems • supply, value, and demand chain monitoring and analysis • 5S • continuous improvement (kaizen) • breakthrough improvement (kaizen blitz) • cause/effect diagrams • OEE • takt time • process mapping • problem solving • run charts • standard procedures • current reality tree.
Uptime includes one or more of:	• the overall availability of the plant • the inverse of downtime or the unavailability of the plant • the fraction, percentage or time the plant is available for production.
Procedures (written, verbal, visual, computer based, etc.) include one or any combination of:	• work instructions • standard operating procedures (SOPs) • safe work method statements • formulas/recipes • batch sheets • temporary instructions

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- any similar instructions provided for the smooth running of the plant.

Unit Mapping Information

Release 1. Supersedes and is equivalent to MSS402081A Contribute to the application of a proactive maintenance strategy

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998

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Assessment Requirements for MSS402081 Contribute to the application of a proactive maintenance strategy

Modification History

Release 1. Supersedes and is equivalent to MSS402081A Contribute to the application of a proactive maintenance strategy

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy the requirements of the elements and performance criteria, and include the ability to monitor equipment/plant in one (1) or more areas, and to:

- maintain the equipment/plant to the required standard
- identify deviations in OEE requiring action
- take the action required by the procedures.

Knowledge Evidence

Must provide evidence that demonstrates knowledge relevant to their job role sufficient to fulfil their job role under routine only supervision, including:

- interpretation of trends or other non-random variation
- determining OEE (availability x performance x quality rate) and uptime metrics
- principles of operation of plant/equipment and factors likely to cause deviations in performance
- identifying deviations requiring action
- appropriate actions for dealing with deviations.

Assessment Conditions

- The unit should be assessed holistically and the judgement of competence shall be based on a holistic assessment of the evidence.
- The collection of performance evidence:
  - should occur over a range of situations which include typical disruptions to normal, smooth operation of the workplace
  - will typically include a supervisor/third-party report focussing on consistent performance and problem recognition and solving. A supervisor/third-party report must be prepared by someone who has a direct, relevant, current relationship with the person being assessed and who is in a position to form a judgement on workplace performance relevant to the unit of competency
  - must include the application of proactive maintenance in own workplace
  - will typically include the use of appropriate tools, equipment and safety gear requiring demonstration of preparation, operation, completion and responding to problems.

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- Assessment should occur in operational workplace situations.
- Knowledge evidence may be collected concurrently with performance evidence (provided a record is kept) or through an independent process such as workbooks, written assessments or interviews (provided a record is kept).
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.
- Conditions for assessment must include access to all tools, equipment, materials and documentation required, including relevant workplace procedures, product and manufacturing specifications associated with this unit.
- Foundation skills are integral to competent performance of the unit and should not be assessed separately.
- Assessors must satisfy the assessor competency requirements that are in place at the time of the assessment as set by the VET regulator.
- The assessor must demonstrate both technical competency and currency.
- Technical competence can be demonstrated through:
  - relevant VET or other qualification/Statement of Attainment AND/OR
  - relevant workplace experience
- Currency can be demonstrated through:
  - performing the competency being assessed as part of current employment OR
  - having consulted with an organisation providing relevant environmental monitoring, management or technology services about performing the competency being assessed within the last twelve months.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998

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MSS402083 Use planning software systems in operations

Modification History

Release 1. Updated unit code. Changes to performance criteria. Range of conditions removed. Assessment requirements amended. Equivalent outcome.

Application

This unit describes the skills and knowledge to access planning software (often known as Enterprise Resource Planning (ERP), Materials Resource Planning (MRP and MRPII), and often by a proprietary name, to make routine business decisions required of the person as a regular part of their job.

This unit applies to an individual in an organisation using a planning software system and who must interface with that system. The unit applies to both accessing information from the planning software system and using it as an aid to decision making. This unit requires the application of communication, planning, and problem solving associated with using planning software in own work.

No licensing or certification requirements exist at the time of publication. Relevant legislation, industry standards and codes of practice within Australia must be applied.

Pre-requisite Unit

Nil

Competency Field

Competitive systems and practices

Unit Sector

Not applicable

Elements and Performance Criteria

Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Use interface**	1.1	Identify terminals relevant to own workstation and functions
		1.2	Use peripherals to access system

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Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.	
	1.3	Navigate through system and screens to find program menu and data relevant to own work
	1.4	Identify and input information on own work processes at required frequency and to required detail
	1.5	Access message section and read and acknowledge messages
	1.6	Identify problems and make suggestions for improvements to relevance of planning software to own work
2 **Access information**	2.1	Identify work processes that require information from planning software system
	2.2	Obtain data and information on current operations from the planning software system
	2.3	Identify the status of items in the value stream
	2.4	Access and read historical data and information
	2.5	Read and interpret information and identify and prioritise actions required in response to information
3 **Take action in accordance with procedures**	3.1	Take action in response to information obtained from planning software
	3.2	Follow up to ensure anticipated results have occurred
	3.3	Record adjustments and variations
	3.4	Identify any learning needs to use planning software and seek support

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

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Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

Release 1. Supersedes and is equivalent to MSS402060 Use planning software systems in operations.

Links

The MSS Sustainability Companion Volume implementation Guides are available from VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998

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Assessment Requirements for MSS402083 Use planning software systems in operations

Modification History

Release 1. Updated unit code. Changes to performance criteria. Range of conditions removed. Assessment requirements amended. Equivalent outcome.

Performance Evidence

There must be evidence the candidate has completed the tasks outlined in the elements and performance criteria of this unit and:

- used planning software systems for at least 3 different purposes, utilising outcomes to aid decision making.

Knowledge Evidence

There must be evidence the candidate has knowledge of:

- planning software system and operation, including:
  - terminal locations and types
  - security and access arrangements
  - information held in planning software relevant to own work
  - data collection methods for operations in work area
  - assistance arrangements for users of planning software
  - business activities exercised with the planning software system
- procedures for recommending improvements
- data and information sources.

Assessment Conditions

Skills must have been demonstrated in the workplace or in a simulated environment that reflects workplace conditions and contingencies. The following conditions must be met for this unit:

- use of facilities, equipment and resources, including:
  - planning software systems.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

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Links

The MSS Sustainability Companion Volume implementation Guides are available from VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998

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MSS403001 Review competitive systems and practices

Modification History

Release 1. Supersedes and is equivalent to MSS403001A Implement competitive systems and practices

Application

This unit of competency covers the skills and knowledge required by an individual to review competitive systems and practices in their own work in a way that integrates with others in the team or work area who are also implementing competitive systems and practices. The unit focuses on the holistic application of competitive systems and practices to achieve improved performance in own work and in activities with others in the team or work area that contribute to improving customer benefit. Depending on the operations or processes in the team or work area the unit may also include interaction with other teams and work areas.

The unit is suitable for individuals who have formal responsibility for the work of others, such as team leaders. It is also suitable for individuals, such as technicians and tradespeople, who must integrate the application of their technical skills with the implementation of competitive systems and practices in an organisation.

The unit applies to the areas of cost, quality, delivery, safety/environment, and employee capability, including continuous reviewing of performance against these five areas in liaison with other relevant people. Improvement initiatives in these five areas are usually developed and implemented with the support of technical support staff. Whereas other units may emphasise the competence to use one or more competitive practices, this unit emphasises the ability to advance on all five key areas over a moderate time period.

This unit requires the application of skills associated with problem solving and initiative and enterprise in order to identify opportunities to make improvements and maximise performance. Communication, the ability to work in a team and planning and organising skills are required to implement improvements and address any conflicts that arise. This unit also requires an ability to identify appropriate technology, and to consider and integrate feedback on how personal performance can be improved.

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

Pre-requisite Unit

Nil

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Competency Field

Competitive systems and practices

Unit Sector

Not applicable

Elements and Performance Criteria

Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Contribute to the improvement of the operations system in team or work area**	1.1	Identify key performance indicators (KPIs) for area of operations.
		1.2	Review competitive systems and practices to improve health, safety and environment (HSE) performance of self and others.
		1.3	Review competitive systems and practices to maximise quality consistency.
		1.4	Review competitive systems and practices and identify any skill and training issues that need to be addressed to improve capability of self and others.
		1.5	Review competitive systems and practices to maximise customer benefit/cost ratio.
		1.6	Review competitive systems and practices to reduce lead time to delivery within the scope of authority and responsibility.
		1.7	Work with relevant stakeholders to resolve conflicts which arise from implementation of competitive systems and practices.
		1.8	Select improvements which will deliver the greatest overall benefit for the resources required/available without reducing current performance on individual factors.
2	**Implement improvements**	2.1	Implement the chosen improvement/s.
		2.2	Check the selected improvements improve the system as

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a whole and do not result in unintended consequences.

2.3 Monitor implementation and make adjustments, as required.

Foundation Skills

This section describes those required skills (language, literacy and numeracy) that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Competitive systems and practices include one or more of:	• lean operations • agile operations • preventative and predictive maintenance approaches • statistical process control systems, including six sigma and three sigma • JIT, kanban and other pull-related operations control systems • supply, value, and demand chain monitoring and analysis • 5S • continuous improvement (kaizen) • breakthrough improvement (kaizen blitz) • cause/effect diagrams • overall equipment effectiveness (OEE) • takt time • process mapping • problem solving • run charts • standard procedures • current reality tree.
Customer includes one or more of:	• internal customers • external customers

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	• final customer.
Supplier includes one or more of:	• internal supplier • external supplier • ultimate source of inputs (e.g. raw materials) to the process.
Muda (waste) includes all of:	• any activity which does not contribute to customer perceived benefit/features • excess production and early production • delays • movement and transport • poor process design • inventory • inefficient performance of a process • making defective items • other activities which do not yield any benefit to the organisation or any benefit to the organisations customers.
Operations includes all of:	• process • plant and equipment • procedures and practices • skills and work organisation of the workforce • other components which make up the productive organisation.
Implement improvements within one or more of:	• own job role • processes and operations in the work area or team.

Unit Mapping Information

Release 1. Supersedes and is equivalent to MSS403001A Implement competitive systems and practices

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998

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Assessment Requirements for MSS403001 Review competitive systems and practices

Modification History

Release 1. Supersedes and is equivalent to MSS403001A Implement competitive systems and practices

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy the requirements of the elements and performance criteria and include the ability to contribute to and implement improvements on one (1) or more occasions and to improve performance in:

- cost
- quality
- delivery
- safety/environment
- employee capability.

Knowledge Evidence

Must provide evidence that demonstrates knowledge relevant to their job role sufficient to fulfil their job role independently, including:

- techniques for monitoring cost, quality, delivery, safety/ environment and employee capability
- muda (waste)
- kaizen (continuous improvement)
- key performance indicators (KPIs), their use and problems
- cost components of products (goods or services)
- techniques for identifying and improving employee capability.

Assessment Conditions

- The unit should be assessed holistically and the judgement of competence shall be based on a holistic assessment of the evidence.
- The collection of performance evidence is best done from a report and/or folio of evidence drawn from:
  - a single project which provides sufficient evidence of the requirements of all the elements and performance criteria
  - multiple smaller projects which together provide sufficient evidence of the requirements of all the elements and performance criteria.
- A third-party report, or similar, may be needed to testify to the work done by the individual, particularly when the project has been done as part of a project team.

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- Assessment should use a real project in an operational workplace.
- Knowledge evidence may be collected concurrently with performance evidence or through an independent process such as workbooks, written assessments or interviews (provided a record is kept).
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.
- Conditions for assessment must include access to all tools, equipment, materials and documentation required, including relevant workplace procedures, product and manufacturing specifications associated with this unit.
- Foundation skills are integral to competent performance of the unit and should not be assessed separately.
- Assessors must satisfy the assessor competency requirements that are in place at the time of the assessment as set by the VET regulator.
- The assessor must demonstrate both technical competency and currency.
- Technical competence can be demonstrated through:
  - relevant VET or other qualification/Statement of Attainment AND/OR
  - relevant workplace experience
- Currency can be demonstrated through:
  - performing the competency being assessed as part of current employment OR
  - having consulted with an organisation providing relevant environmental monitoring, management or technology services about performing the competency being assessed within the last twelve months.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998

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MSS403005 Facilitate use of a Balanced Scorecard for performance improvement

Modification History

Release 1. Supersedes and is equivalent to MSS403005A Facilitate use of a Balanced Scorecard for performance improvement

Application

This unit of competency applies in organisations using a Balanced Scorecard approach to performance improvement. In these organisations the unit applies to individuals in a team or workgroup who facilitate the use of the Balanced Scorecard through leading, assisting and/or motivating others in using the Balance Scorecard approach.

This unit requires the application of skills associated with communication, teamwork, problem solving, initiative, enterprise, and planning and organising in order to provide leadership in the interpretation, review and strategic response to Balanced Scorecard results.

This unit has a strong emphasis on identifying and reviewing required performance measures and requires an ability to use new information to improve performance.

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

Pre-requisite Unit

Nil

Competency Field

Competitive systems and practices

Unit Sector

Not applicable

Elements and Performance Criteria

Elements describe the Performance criteria describe the performance needed to

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essential outcomes.		demonstrate achievement of the element.	
1	**Interpret Balanced Scorecard results**	1.1	Identify patterns of performance shown on strategy map.
		1.2	Identify actions indicated by Balanced Scorecard results.
		1.3	Discuss results with fellow employees and other relevant stakeholders.
		1.4	Facilitate the selection of required actions with employees and other stakeholders.
		1.5	Facilitate the development of implementation plans for team or individuals.
		1.6	Facilitate the implementation of required actions from developed plans.
		1.7	Follow up on implementation to ensure it occurs as planned.
2	**Review key performance indicators (KPIs) in the Balanced Scorecard for the organisation and work area**	2.1	Relate area and other KPIs to strategy map/strategic objective.
		2.2	Review the actions required by self and others to meet each KPI.
		2.3	Compare current actions to the optimal actions to achieve strategy.
		2.4	Discuss with employees and other stakeholders any modifications to KPIs which will better meet strategy.
		2.5	Recommend amendments to KPIs to relevant personnel.
3	**Review reporting systems for Balanced Scorecard information**	3.1	Review reporting systems to ensure information needed by self, other employees in area and organisation is available.
		3.2	Review the mix of operational and strategic information to ensure it is appropriate for work area.
		3.3	Review information provided for relevance and currency, and that it is meaningful and not excessive.
		3.4	Recommend improvements to reports and reporting

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			system, as appropriate.
4	**Lead improvement to work area total performance**	4.1	Compare actual performance of teams, work areas or individuals with desired total performance using KPIs and other Balanced Scorecard information.
		4.2	Discuss with team ways of improving total performance.
		4.3	Lead processes for improvement in total performance.

Foundation Skills

This section describes those required skills (language, literacy and numeracy) that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Competitive systems and practices include one or more of:	• lean operations • agile operations • preventative and predictive maintenance approaches • statistical process control systems ,including six sigma and three sigma • Just in Time (JIT), kanban and other pull-related operations control systems • supply, value, and demand chain monitoring and analysis • 5S • continuous improvement (kaizen) • breakthrough improvement (kaizen blitz) • cause/effect diagrams • overall equipment effectiveness (OEE) • takt time • process mapping • problem solving

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- run charts
- standard procedures
- current reality tree.

Team includes one or more of:

- all individuals in the target work area who are involved in the implementation and use of the Balanced Scorecard
- formally designated team working to a team leader
- informal or *ad hoc* team/group of people.

Balanced Scorecard includes all of:

- an organisation's vision and strategy
- establishing and measuring enterprise activity in a number of different financial and non-financial perspectives
- use of KPIs related to an overall strategy map
- use of metrics for KPI components, such as customer, environmental, internal business process and learning and growth.

KPIs include all of:

- financial performance measures
- non-financial performance measures against targets
- other performance indicators relevant for informing the teams activities (e.g. performance indicators for other areas or sections, suppliers or customers).

Actions include one or more of:

- corrective action for poor results
- confirming action for acceptable results
- taking steps to ensure actions for good results are consistently maintained
- changes to performance indicators or performance measurement.

Unit Mapping Information

Release 1. Supersedes and is equivalent to MSS403005A Facilitate use of a Balanced Scorecard for performance improvement

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998

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Assessment Requirements for MSS403005 Facilitate use of a Balanced Scorecard for performance improvement

Modification History

Release 1. Supersedes and is equivalent to MSS403005A Facilitate use of a Balanced Scorecard for performance improvement

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy the requirements of the elements and performance criteria and include the ability to review Balanced Scorecard use on two (2) or more occasions and to:

- interpret Balanced Scorecard results
- review key performance indicators (KPIs)
- review reporting
- use this to help improve total performance.

Knowledge Evidence

Must provide evidence that demonstrates knowledge relevant to their job role sufficient to fulfil their job role independently, including:

- components of the Balanced Scorecard, including perspectives, feedback loops, targets and metrics, and reporting systems
- analysis of Balanced Scorecard information
- uses and limitations of KPIs and the alignment of KPIs with the organisations strategy map
- how to identify areas for improvement from Balanced Scorecard information.

Assessment Conditions

- The unit should be assessed holistically and the judgement of competence shall be based on a holistic assessment of the evidence.
- The collection of performance evidence is best done from a report and/or folio of evidence drawn from:
  - single projects which provides sufficient evidence of the requirements of all the elements and performance criteria
  - multiple smaller projects which together provide sufficient evidence of the requirements of all the elements and performance criteria.
- A third-party report, or similar, may be needed to testify to the work done by the individual, particularly when the project has been done as part of a project team.
- Assessment should use a real project in an operational workplace.

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- Knowledge evidence may be collected concurrently with performance evidence or through an independent process such as workbooks, written assessments or interviews (provided a record is kept).
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.
- Conditions for assessment must include access to all tools, equipment, materials and documentation required, including relevant workplace procedures, product and manufacturing specifications associated with this unit.
- Foundation skills are integral to competent performance of the unit and should not be assessed separately.
- Assessors must satisfy the assessor competency requirements that are in place at the time of the assessment as set by the VET regulator.
- The assessor must demonstrate both technical competency and currency.
- Technical competence can be demonstrated through:
  - relevant VET or other qualification/Statement of Attainment AND/OR
  - relevant workplace experience
- Currency can be demonstrated through:
  - performing the competency being assessed as part of current employment OR
  - having consulted with an organisation providing relevant environmental monitoring, management or technology services about performing the competency being assessed within the last twelve months.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998

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MSS403010 Facilitate change in an organisation implementing competitive systems and practices

Modification History

Release 1. Supersedes and is equivalent to MSS403010A Facilitate change in an organisation implementing competitive systems and practices

Application

This unit of competency covers the skills and knowledge required by individuals responsible for facilitating change processes in an organisation implementing competitive operational practices.

This unit applies to individuals who facilitate the change process resulting from implementing one or more competitive systems or practices. This implementation may also be associated with other changes, such as the introduction of new products, processes or equipment. The unit will usually apply to individuals whose responsibility is at the team, area or section level rather than the whole organisation. The responsibility may be formally designated or be informal, as in mentoring and assisting fellow employees.

This unit assumes that consultation and agreement on the implementation of the competitive systems and practices and other associated changes has already occurred and the nature and extent of the change has been agreed.

This unit does not cover the negotiation of change in a formal industrial relations sense but does cover the skills needed to identify real or potential change implementation issues, including those that may need to be referred to formal consultation and/or dispute settlement procedures.

This unit has a strong emphasis on planning, encouraging and facilitating in a changing environment within the organisation, including using appropriate communication, teamwork, problem solving, initiative and self-management.

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

Pre-requisite Unit

Nil

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Competency Field

Competitive systems and practices

Unit Sector

Not applicable

Elements and Performance Criteria

Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Define nature and impact of change for designated area and processes**	1.1	Identify the organisation's aims and objectives for the competitive systems and practices techniques related to the change process.
		1.2	Identify opportunities for implementation of change within work area.
		1.3	Determine impacts of change for work area, including potential benefits and impacts on own work and work of fellow employees.
2	**Identify key performance indicators (KPIs)**	2.1	Liaise, where required, with managers, engineers and other staff responsible for designing and/or implementing change.
		2.2	Identify KPIs for own work responsibility and that of the work area.
		2.3	Communicate KPIs to fellow employees.
		2.4	Check that data collection and processing are appropriate for KPIs.
		2.5	Raise and resolve issues related to KPIs with relevant personnel.
3	**Liaise with key stakeholders**	3.1	Identify key stakeholders impacted by the change.
		3.2	Communicate with key stakeholders within scope of authority.

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		3.3	Identify and address issues and concerns of each stakeholder if within scope of authority.
		3.4	Develop and/or locate information required to address key concerns.
		3.5	Refer issues and concerns outside of scope of authority to appropriate personnel.
4	**Develop a strategy to help implement change**	4.1	Identify or develop a work plan for implementing change.
		4.2	Make information required to support change available to team members.
		4.3	Communicate/circulate draft work plan to other employees in work area, supervisors, technical experts and other appropriate personnel for comment.
		4.4	Assess suggested changes and incorporate into work plan, where appropriate.
5	**Implement change**	5.1	Obtain authorisation to commence change implementation in accordance with organisation procedures.
		5.2	Implement change in accordance with work plan and organisational work health and safety (WHS) and consultation procedures.
6	**Monitor implementation of change**	6.1	Maintain open communication channels with all stakeholders during implementation.
		6.2	Monitor KPIs during implementation.
		6.3	Encourage and facilitate improvement suggestions of team members.
		6.4	Identify areas requiring improvement in change implementation.
		6.5	Make improvements to implementation according to organisation procedures.

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Foundation Skills

This section describes those required skills (language, literacy and numeracy) that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Competitive systems and practices include one or more of:	• lean operations • agile operations • preventative and predictive maintenance approaches • statistical process control systems, including six sigma and three sigma • Just in Time (JIT), kanban and other pull-related operations control systems • supply, value, and demand chain monitoring and analysis • 5S • continuous improvement (kaizen) • breakthrough improvement (kaizen blitz) • cause/effect diagrams • overall equipment effectiveness (OEE) • takt time • process mapping • problem solving • run charts • standard procedures • current reality tree.
Work plan for change includes one or more of:	• timetables • KPIs • training needs • WHS implications • contingency plans

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	• responsibilities with team members and senior managers, engineers and other staff responsible for designing and/or implementing change.
Issues and concerns include one or more of:	• individual and group concerns • those expressed by and through industrial processes.
Gathering and monitoring performance data includes one or more of:	• manually by individual employees through charts, tally sheets or keypad/board entry • automatically through software, such as SCADA software, ERP systems, MRP and proprietary systems.

Unit Mapping Information

Release 1. Supersedes and is equivalent to MSS403010A Facilitate change in an organisation implementing competitive systems and practices

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998

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Assessment Requirements for MSS403010 Facilitate change in an organisation implementing competitive systems and practices

Modification History

Release 1. Supersedes and is equivalent to MSS403010A Facilitate change in an organisation implementing competitive systems and practices

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy the requirements of the elements and performance criteria and include the ability, for one (1) or more changes, to:

- identify competitive systems and practices in own workplace
- identify changes to own work and work area flowing from implementation of relevant competitive systems and practices
- consult with stakeholders regarding changes and issues
- develop a strategy to implement required changes
- make suggestions for improvements.

Knowledge Evidence

Must provide evidence that demonstrates knowledge relevant to their job role sufficient to fulfil their job role independently, including:

- features of competitive operational practices in own work area
- health, safety and environment (HSE) principles and requirements for area of responsibility
- change implementation procedures
- planning and implementation strategies
- employee assistance mechanisms within organisation.

Assessment Conditions

- The unit should be assessed holistically and the judgement of competence shall be based on a holistic assessment of the evidence.
- The collection of performance evidence:
  - should occur over a range of situations which include typical disruptions to normal, smooth operation of the workplace
  - will typically include a supervisor/third-party report focussing on consistent performance and problem recognition and solving. A supervisor/third-party report must be prepared by someone who has a direct, relevant, current relationship with the person being assessed and who is in a position to form a judgement on workplace performance relevant to the unit of competency

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  - must include facilitating change in relation to the implementation of competitive operational practices in own work area
  - will typically include the use of appropriate tools, equipment and safety gear requiring demonstration of preparation, operation, completion and responding to problems.
- Assessment should occur in operational workplace situations.
- Knowledge evidence may be collected concurrently with performance evidence (provided a record is kept) or through an independent process such as workbooks, written assessments or interviews (provided a record is kept).
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.
- Conditions for assessment must include access to all tools, equipment, materials and documentation required, including relevant workplace procedures, product and manufacturing specifications associated with this unit.
- Foundation skills are integral to competent performance of the unit and should not be assessed separately.
- Assessors must satisfy the assessor competency requirements that are in place at the time of the assessment as set by the VET regulator.
- The assessor must demonstrate both technical competency and currency.
- Technical competence can be demonstrated through:
  - relevant VET or other qualification/Statement of Attainment AND/OR
  - relevant workplace experience
- Currency can be demonstrated through:
  - performing the competency being assessed as part of current employment OR
  - having consulted with an organisation providing relevant environmental monitoring, management or technology services about performing the competency being assessed within the last twelve months.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998

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MSS403021 Facilitate a Just in Time system

Modification History

Release 1. Supersedes and is equivalent to MSS403021A Facilitate a Just in Time system

Application

This unit of competency covers the skills and knowledge required to facilitate the implementation/operation of a Just in Time (JIT)/kanban system in a team or work area.

This unit applies to a person who needs to monitor the operation of a JIT system and facilitate its working in a team or work area. This will involve liaison with stakeholders as well as examining the data generated and being alert to potential problems and areas for improvement.

This unit requires the application of skills associated with gathering, analysing and communicating information to facilitate implementation of the JIT system. It requires planning and organising skills and has a strong emphasis on communication and teamwork skills to ensure the JIT system is being effectively implemented. This unit also requires the ability to problem solve and take the initiative to consider performance issues and learn from experience to improve future performance.

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

Pre-requisite Unit

Nil

Competency Field

Competitive systems and practices

Unit Sector

Not applicable

Elements and Performance Criteria

Elements describe the Performance criteria describe the performance needed to

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essential outcomes.		demonstrate achievement of the element.	
1	**Monitor the operation of the JIT system**	1.1	Track value of key measures.
		1.2	Recognise indicators of poor performance.
		1.3	Take appropriate quick fix action.
2	**Liaise with relevant stakeholders**	2.1	Regularly communicate with team or work group members regarding the operation of the JIT system.
		2.2	Review JIT key performance indicators (KPIs) with team or work group members.
		2.3	Communicate with relevant personnel up and down the value stream regarding the operation of the JIT system.
		2.4	Identify issues with stakeholders and take appropriate quick fix action.
3	**Improve the JIT system**	3.1	Identify areas requiring improvement in the JIT system.
		3.2	Identify root cause of JIT-related problems.
		3.3	Review value of key measures.
		3.4	Recognise skill gaps in team members and other stakeholders.
		3.5	Determine any other issues in team or work group, other stakeholders and JIT system leading to poor performance indicators.
		3.6	Develop appropriate improvement solutions.
		3.7	Liaise with relevant people regarding improvement solutions.
		3.8	Implement and/or assist with the implementation of the solutions.

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Foundation Skills

This section describes those required skills (language, literacy and numeracy) that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Competitive systems and practices include one or more of:

- lean operations
- agile operations
- preventative and predictive maintenance approaches
- statistical process control systems, including six sigma and three sigma
- Just in Time (JIT), kanban and other pull-related operations control systems
- supply, value, and demand chain monitoring and analysis
- 5S
- continuous improvement (kaizen)
- breakthrough improvement (kaizen blitz)
- cause/effect diagrams
- overall equipment effectiveness (OEE)
- takt time
- process mapping
- problem solving
- run charts
- standard procedures
- current reality tree.

Key measures include one or more of:

- inventory levels
- lead time
- In Full, On Time and In Specification (IFOTIS) delivery
- productivity/production rate
- other measures of pull through the value stream
- quality.

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Stages where value stream actions can occur include one or more of	• sales outlet/representative • information gathering, data analysis and research • product design • raw material sourcing • intermediate processing • final assembler/collation/preparation • support services (e.g. accounting, finance and legal) • storage and delivery to customer • after market support.

Unit Mapping Information

Release 1. Supersedes and is equivalent to MSS403021A Facilitate a Just in Time system

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998

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Assessment Requirements for MSS403021 Facilitate a Just in Time system

Modification History

Release 1. Supersedes and is equivalent to MSS403021A Facilitate a Just in Time system

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy the requirements of the elements and performance criteria and include the ability, for three (3) or more JIT related improvements, to:

- identify the JIT system and practices used in own work area
- identify and monitor JIT key measures
- solve JIT-related problems to root cause
- communicate effectively with stakeholders
- facilitate and monitor JIT-related changes to operations and practices.

Knowledge Evidence

Must provide evidence that demonstrates knowledge relevant to their job role sufficient to fulfil their job role independently, including:

- JIT methods relevant to own work area
- production data generated by the process and its application to JIT
- methods of gathering data against key performance indicators (KPIs)
- facilitation techniques to encourage work group development and improvement.

Assessment Conditions

- The unit should be assessed holistically and the judgement of competence shall be based on a holistic assessment of the evidence.
- The collection of performance evidence:
  - should occur over a range of situations which include typical disruptions to normal, smooth operation of the workplace
  - will typically include a supervisor/third-party report focussing on consistent performance and problem recognition and solving. A supervisor/third-party report must be prepared by someone who has a direct, relevant, current relationship with the person being assessed and who is in a position to form a judgement on workplace performance relevant to the unit of competency
  - must include facilitating the implementation of a Just in Time (JIT) system in in own workplace
  - will typically include the use of appropriate tools, equipment and safety gear requiring demonstration of preparation, operation, completion and responding to problems.

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- Assessment should occur in operational workplace situations.
- Knowledge evidence may be collected concurrently with performance evidence (provided a record is kept) or through an independent process such as workbooks, written assessments or interviews (provided a record is kept).
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.
- Conditions for assessment must include access to all tools, equipment, materials and documentation required, including relevant workplace procedures, product and manufacturing specifications associated with this unit.
- Foundation skills are integral to competent performance of the unit and should not be assessed separately.
- Assessors must satisfy the assessor competency requirements that are in place at the time of the assessment as set by the VET regulator.
- The assessor must demonstrate both technical competency and currency.
- Technical competence can be demonstrated through:
  - relevant VET or other qualification/Statement of Attainment AND/OR
  - relevant workplace experience
- Currency can be demonstrated through:
  - performing the competency being assessed as part of current employment OR
  - having consulted with an organisation providing relevant environmental monitoring, management or technology services about performing the competency being assessed within the last twelve months.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998

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MSS403032 Analyse manual handling processes

Modification History

Release 1. Supersedes and is equivalent to MSS403032A Analyse manual handling processes

Application

This unit of competency covers the skills and knowledge required to analyse manual handling in terms of its efficiency and safety.

This unit applies to an individual who is required to examine the manual handling component of a job and improve it in terms of safety, effort required and efficiency. This may be conducted for a job performed by others or it may be for the person's own job.

This unit primarily requires the application of skills associated with problem solving, initiative and enterprise to identify safe and efficient manual handling, and planning and organising to ensure processes are implemented. This unit also requires communication with, and involvement of, others to ensure they understand the approach and to facilitate training.

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

Pre-requisite Unit

Nil

Competency Field

Competitive systems and practices

Unit Sector

Not applicable

Elements and Performance Criteria

Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Assess manual**	1.1	Identify manual handling hazards in work area.

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	handling risks	1.2	Assess risks arising from manual handling hazards.
2	**Analyse physical effort requirements of job**	2.1	Determine basic manual handling requirements of job.
		2.2	Analyse requirements in terms of components, such as lift, move, place and hold.
		2.3	Analyse items to be handled in terms such as weight, size, shape or other hazards.
3	**Determine time/effort components of physical effort**	3.1	Break required movement pattern down into movement components.
		3.2	Determine time and effort requirements for movements.
		3.3	Develop alternative movement patterns.
		3.4	Determine time and effort requirements for alternative movements.
		3.5	Determine handling aids required to assist movement.
		3.6	Determine preferred movement pattern.
4	**Analyse the ergonomics of physical effort**	4.1	Analyse the ergonomics of the preferred movement pattern.
		4.2	Develop substitute movements for any movement which is not ergonomically sound.
		4.3	Determine handling aids required to improve ergonomics of required movements.
5	**Optimise application of physical effort**	5.1	Select movement patterns which are ergonomically sound and time and effort efficient.
		5.2	Ensure all relevant people are trained to use these methods.
		5.3	Ensure procedures and practices reflect the optimum methods.

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5.4	Communicate with team members and involve them in development of alternatives to ensure awareness and facilitate learning.

Foundation Skills

This section describes those required skills (language, literacy and numeracy) that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Competitive systems and practices include one or more of:	• lean operations • agile operations • preventative and predictive maintenance approaches • statistical process control systems, including six sigma and three sigma • Just in Time (JIT), kanban and other pull-related operations control systems • supply, value, and demand chain monitoring and analysis • 5S • continuous improvement (kaizen) • breakthrough improvement (kaizen blitz) • cause/effect diagrams • overall equipment effectiveness (OEE) • takt time • process mapping • problem solving • run charts • standard procedures • current reality tree.
Procedures (written,	• work instructions

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verbal, visual, computer based, etc.) include one or more of:	• standard operating procedures (SOPs) • safe work method statements • formulas/recipes • batch sheets • temporary instructions • any similar instructions provided for the smooth running of the plant.
Manual handling hazards include one or more of	• loads that pose a risk of injury • ergonomically unsound movements • hazard requirements as defined by relevant work health and safety (WHS) Acts and regulations, industry standards and best practice.
Ergonomically unsound movements include one or more of	• awkward and repetitive movements • carrying, pushing, pulling or lifting of heavy loads • carrying or movement of hard, sharp, slippery or other difficult to grasp loads.
Ergonomically sound movements include one or more of	• keeping loads close to the body and near the person's centre of gravity • using diagonal foot positions for lifting • moving loads at waist height rather than directly from the floor.

Unit Mapping Information

Release 1. Supersedes and is equivalent to MSS403032A Analyse manual handling processes

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998

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Assessment Requirements for MSS403032 Analyse manual handling processes

Modification History

Release 1. Supersedes and is equivalent to MSS403032A Analyse manual handling processes

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy the requirements of the elements and performance criteria and include the ability, for at least (1) one job/process, to:

- analyse manual handling requirements and risks
- distinguish between ergonomically sound and unsound movement
- analyse manual handling movements and risks for an individual
- relate manual handling requirements to job efficiency.

Knowledge Evidence

- Must provide evidence that demonstrates knowledge relevant to their job role sufficient to fulfil their job role independently, including:
- principles of ergonomics/safe movement
- principles of work analysis
- relevant work health and safety (WHS) Acts and regulations as they apply to manual handling
- principles of job and work method design as applied to efficient and safe movement
- aids that can assist with or substitute for manual handling.

Assessment Conditions

- The unit should be assessed holistically and the judgement of competence shall be based on a holistic assessment of the evidence.
- The collection of performance evidence:
  - should occur over a range of situations which include typical disruptions to normal, smooth operation of the workplace
  - will typically include a supervisor/third-party report focussing on consistent performance and problem recognition and solving. A supervisor/third-party report must be prepared by someone who has a direct, relevant, current relationship with the person being assessed and who is in a position to form a judgement on workplace performance relevant to the unit of competency
  - must include analysing manual handling processes in own workplace

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  - will typically include the use of appropriate manual handling guides, tools, equipment and safety gear requiring demonstration of preparation, operation, completion and responding to problems.
- Assessment should occur in operational workplace situations.
- Knowledge evidence may be collected concurrently with performance evidence (provided a record is kept) or through an independent process such as workbooks, written assessments or interviews (provided a record is kept).
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.
- Conditions for assessment must include access to all tools, equipment, materials and documentation required, including relevant workplace procedures, product and manufacturing specifications associated with this unit.
- Foundation skills are integral to competent performance of the unit and should not be assessed separately.
- Assessors must satisfy the assessor competency requirements that are in place at the time of the assessment as set by the VET regulator.
- The assessor must demonstrate both technical competency and currency.
- Technical competence can be demonstrated through:
  - relevant VET or other qualification/Statement of Attainment AND/OR
  - relevant workplace experience
- Currency can be demonstrated through:
  - performing the competency being assessed as part of current employment OR
  - having consulted with an organisation providing relevant environmental monitoring, management or technology services about performing the competency being assessed within the last twelve months.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998

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MSS403040 Facilitate and improve implementation of 5S

Modification History

Release 1. Supersedes and is equivalent to MSS403040A Facilitate and improve implementation of 5S

Application

This unit of competency covers the skills and knowledge required by an individual to facilitate the implementation and improvement of the 5S by self and others in a team or work area. The facilitation may be undertaken by formally designated supervisory staff, such as team leaders or other individuals in a competitive systems and practices implementation role, who need to provide support and encouragement to others to facilitate the achievement of 5S outcomes in the workplace.

This unit requires the application of skills associated with communication, teamwork, problem solving, initiative and enterprise, planning and organising, and self-management in order to provide leadership in a 5S environment. This unit has a strong emphasis on planning and change management, but also requires an ability to learn from experience and feed new information back into strategies to improve performance.

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

Pre-requisite Unit

Nil

Competency Field

Competitive systems and practices

Unit Sector

Not applicable

Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1	**Facilitate the set-up of 5S**	1.1	Assist others to determine what are necessary and unnecessary items in the work area.
		1.2	Assist others to determine optimum assigned location for all necessary items.
		1.3	Liaise with relevant production and work health and safety (WHS) personnel in determining optimum locations.
		1.4	Assist others to determine optimum location for unnecessary items.
		1.5	Assist others to determine 5S schedule.
		1.6	Assist others to achieve the required level of skill.
2	**Facilitate the implementation of 5S**	2.1	Ensure procedures reflect 5S practices.
		2.2	Assess skill base of team or work group members in 5S and arrange for any required training.
		2.3	Ensure that any damage and/or safety risks reported by the team or work group are addressed through correct mechanisms.
3	**Monitor 5S**	3.1	Check work area for 5S implementation as part of normal routine.
		3.2	Identify non-conformances.
		3.3	Negotiate solutions to non-conformances.
4	**Improve 5S**	4.1	Work with others to find areas for improvement.
		4.2	Assist others to develop improvement solutions.
		4.3	Facilitate the availability of resources required for the improvement solution.
		4.4	Facilitate the implementation of the improvement solution.

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Foundation Skills

This section describes those required skills (language, literacy and numeracy) that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Competitive systems and practices include one or more of:

- lean operations
- agile operations
- preventative and predictive maintenance approaches
- statistical process control systems, including six sigma and three sigma
- Just in Time (JIT), kanban and other pull-related operations control systems
- supply, value, and demand chain monitoring and analysis
- 5S
- continuous improvement (kaizen)
- breakthrough improvement (kaizen blitz)
- cause/effect diagrams
- overall equipment effectiveness (OEE)
- takt time
- process mapping
- problem solving
- run charts
- standard procedures
- current reality tree.

Procedures (written, verbal, visual, computer based, etc.) include one or more of:

- work instructions
- standard operating procedures (SOPs)
- safe work method statements
- formulas/recipes
- batch sheets
- temporary instructions
- any similar instructions provided for the smooth running of the plant.

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5S includes all of:

- sort
- set in order
- shine
- standardise
- sustain.

Sort includes all of:

- separating necessary from unnecessary items (equipment and supplies)
- keeping only what is absolutely necessary for the work processes that comprise the job
- disposing of (or relocating) all other items.

Set in order includes all of:

- assigning required equipment and materials appropriate locations in the work area
- consideration of frequency of use, ergonomics and WHS
- provision of facilities to maintain the locations.

Shine includes one or more of:

- keeping the work area clean at all times which should be carried out to a regular daily schedule against allowed time, usually at the end of the day or of a particular process
- keeping work area, including virtual work area, organised
- noting any signs of wear, damage, leakage, safety risks or other issues that require immediate attention.

Standardising includes one or more of:

- activities that help maintain the order and the 5S standards
- using procedures and checklists developed from a procedure.

Sustain includes one or more of:

- making sure that daily activities are completed every day regardless of circumstance
- undertaking inspections, including:
  - informal inspections that should be carried often, at least weekly
  - formal inspections that should be carried out at least monthly.

Items in work area include one or more of:

- office supplies
- materials
- paperwork

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	• furniture • storage systems and cabinets • lighting, wiring, plumbing and other services designed to support a working environment in the office • manuals • personal items (e.g. bags, phones, lunch boxes, clothing, photos and ornaments) • safety and personal protective equipment • any other item which happens to be in the work area.
Teams include one or more of:	• formal teams • informal teams • people working in the same area.
Target work area may be a physical and/or virtual workspace and includes one or more of:	• used by a person, a team or a cross-functional group • common to part/s of a process or value stream (already defined) • shared by people who undertake a defined procedure or set of procedures • needed to support a particular function.
Appropriate places include areas designated for one or more of:	• recycling • rubbish removal • staff room/lunch room/kitchen • office supplies, filing and other storage • functions, such as printing/copying • holding until status is confirmed.
Optimum assigned location includes:	• making changes to the layout of furniture, equipment and personnel in order to facilitate the smooth and continuous flow of work through process steps taking into account WHS considerations.
Non-conformance includes:	• incorrect or incomplete application of 5S procedures, including any daily tasks, scheduled inspections and continuous improvement procedures.

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Unit Mapping Information

Release 1. Supersedes and is equivalent to MSS403040A Facilitate and improve implementation of 5S

Links

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Assessment Requirements for MSS403040 Facilitate and improve implementation of 5S

Modification History

Release 1. Supersedes and is equivalent to MSS403040A Facilitate and improve implementation of 5S

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy the requirements of the elements and performance criteria and include the ability, in one (1) or more allocated areas, to:

- identify the scope of the services and/or functions supplied to and by the team or work area and the deliverables expected by customers, including the ultimate customer
- facilitate a systematic approach to implementing 5S
- lead and motivate others in achieving 5S outcomes and making improvements to the 5S systems
- set up systems for monitoring and improving 5S implementation
- manage non-conformances in implementation of 5S.

Knowledge Evidence

Must provide evidence that demonstrates knowledge relevant to their job role sufficient to fulfil their job role independently, including:

- principles and purpose of 5S
- methods of identifying waste in the work area, such as:
  - waste walk
  - document tagging
  - tracking/log sheets
  - spaghetti diagrams
  - existing information technology and enterprise resource systems (e.g. SCADA, ERP and MRP)
- methods of identifying and evaluating options
- work health and safety (WHS) requirements relevant to team and work areas
- processes for identifying and addressing skill gaps.

Assessment Conditions

- The unit should be assessed holistically and the judgement of competence shall be based on a holistic assessment of the evidence.
- The collection of performance evidence:

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  - should occur over a range of situations which include typical disruptions to normal, smooth operation of the workplace
  - will typically include a supervisor/third-party report focussing on consistent performance and problem recognition and solving. A supervisor/third-party report must be prepared by someone who has a direct, relevant, current relationship with the person being assessed and who is in a position to form a judgement on workplace performance relevant to the unit of competency
  - must include the implementation of 5S procedures in a work area where 5S has not previously been undertaken, or, demonstration of improving 5S application in a work area that has already undergone prior 5S procedures
  - will typically include the use of appropriate tools, equipment and safety gear requiring demonstration of preparation, operation, completion and responding to problems.
- Assessment should occur in operational workplace situations. Knowledge evidence may be collected concurrently with performance evidence (provided a record is kept) or through an independent process such as workbooks, written assessments or interviews (provided a record is kept).
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.
- Conditions for assessment must include access to all tools, equipment, materials and documentation required, including relevant workplace procedures, product and manufacturing specifications associated with this unit.
- Foundation skills are integral to competent performance of the unit and should not be assessed separately.
- Assessors must satisfy the assessor competency requirements that are in place at the time of the assessment as set by the VET regulator.
- The assessor must demonstrate both technical competency and currency.
- Technical competence can be demonstrated through:
  - relevant VET or other qualification/Statement of Attainment AND/OR
  - relevant workplace experience
- Currency can be demonstrated through:
  - performing the competency being assessed as part of current employment OR
  - having consulted with an organisation providing relevant environmental monitoring, management or technology services about performing the competency being assessed within the last twelve months.

Links

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MSS403085 Ensure process improvements are sustained

Modification History

Release 1. Updated unit code. Changes to performance criteria. Range of conditions removed. Assessment requirements amended. Equivalent outcome.

Application

This unit describes the skills and knowledge required to ensure that the gains which have been made by using improved methods, processes and/or equipment are sustained as the new baseline or standard for an area of work and so prevent regression to former practices, or digression to less efficient practices.

This unit applies to individuals working in a team or work area who have already implemented competitive systems and practices related improvements in their own work and who must work effectively with others implementing competitive systems and practices to ensure that performance improvement gains are sustained.

The unit applies to team leaders, senior operators, technicians or tradespeople who are required to mentor others and integrate the application of their technical skills with the implementation of competitive systems and practices in an organisation. Employees will be required to problem solve, show initiative, plan, organise and manage own output and development.

The unit applies to all areas of an organisation, including production, maintenance, logistics and office functions.

No licensing or certification requirements exist at the time of publication. Relevant legislation, industry standards and codes of practice within Australia must be applied.

Pre-requisite Unit

Nil

Competency Field

Competitive systems and practices

Unit Sector

Not applicable

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Elements and Performance Criteria

Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Examine previous improvements**	1.1	Identify impact of previous process improvements to systems, equipment, operations or products in work area
		1.2	Identify previous improvements that have not met objectives
2	**Ensure corrective actions are implemented**	2.1	Identify corrective actions that can be taken on process improvements that have not met objectives
		2.2	Liaise with relevant people associated with the anticipated corrective action
		2.3	Obtain any required approvals
		2.4	Arrange for the supply of resources
		2.5	Check impacts of corrective action on work health and safety (WHS), quality and environmental systems in work area and take action in accordance with procedures
		2.6	Check that self and others in team or work area have required skills for corrective actions
		2.7	Monitor implementation of corrective action
		2.8	Make required adjustments
3	**Verify systems support improvement**	3.1	Verify procedures reflect improvements
		3.2	Check that training and assessment activities in team or work area reflect improvements
		3.3	Liaise with relevant people to ensure their support of the new or modified system/s
4	**Audit the change**	4.1	Determine an audit period or cycle
		4.2	Agree measures and indicators for the improvement

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Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
	4.3 Measure performance at agreed times using agreed measures
	4.4 Investigate causes of under-performance
	4.5 Take corrective action to improve performance
	4.6 Re-audit the improvement on an agreed basis

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

Release 1. Supersedes and is equivalent to MSS403002 Ensure process improvements are sustained.

Links

The MSS Sustainability Companion Volume implementation Guides are available from VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998

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Assessment Requirements for MSS403085 Ensure process improvements are sustained

Modification History

Release 1. Updated unit code. Changes to performance criteria. Range of conditions removed. Assessment requirements amended. Equivalent outcome.

Performance Evidence

There must be evidence the candidate has completed the tasks outlined in the elements and performance criteria of this unit, and:

- identified at least 1 previous improvement that has not met objectives and identified and implemented actions to correct this without adverse impact on other areas
- conducted at least 1 audit to measure the improvement from the change.

Knowledge Evidence

There must be evidence the candidate has knowledge of:

- muda and its causes
- processes and procedures for the organisation relevant to the work area
- sustaining approaches, including poka yoke, baka yoke
- measures of performance relevant to the work area and the improvement.

Assessment Conditions

Skills must have been demonstrated in the workplace or in a simulated environment that reflects workplace conditions, contingencies, facilities, equipment and resources.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

The MSS Sustainability Companion Volume implementation Guides are available from VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998

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MSS403086 Improve cost factors in work practices

Modification History

Release 1. Updated unit code. Changes to performance criteria. Range of conditions removed. Assessment requirements amended. Equivalent outcome.

Application

This unit describes the skills and knowledge required by an individual to evaluate the product or process outcomes of a team or work group in terms of their cost components and to be able to determine, in general terms, the cost impacts of alternative actions. This includes the efficient organisation of own work, and that of others in a work area or within a team, and the improvement of throughput and cycle times.

This applies to team members who will be required to problem solve, show initiative, plan, organise and manage own output and development. Decisions are made within the scope of the authority of the individual and other employees in the area or team and according to procedures.

No licensing or certification requirements exist at the time of publication. Relevant legislation, industry standards and codes of practice within Australia must be applied.

Pre-requisite Unit

Nil

Competency Field

Competitive systems and practices

Unit Sector

Not applicable

Elements and Performance Criteria

Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Analyse cost components of work area or**	1.1	Identify cost components in the product or process
		1.2	Identify costs factors under control of area or employees in the team

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Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.
	team function	1.3 Identify causes of variability in costs
		1.4 Analyse impact of costs on production or process activities undertaken
2	**Improve cost-efficiency of processes and procedures**	2.1 Identify methods of improving productivity and reducing costs within area or team's responsibility
		2.2 Calculate cost benefit ratio of alternative methods of improving productivity and reducing costs
		2.3 Consult with all stakeholders regarding possible changes
		2.4 Recommend changes which will increase productivity and reduce cost and variability
		2.5 Implement recommended changes in consultation with stakeholders

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

Release 1. Supersedes and is equivalent to MSS403030 Improve cost factors in work practices.

Links

The MSS Sustainability Companion Volume implementation Guides are available from VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998

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Assessment Requirements for MSS403086 Improve cost factors in work practices

Modification History

Release 1. Updated unit code. Changes to performance criteria. Range of conditions removed. Assessment requirements amended. Equivalent outcome.

Performance Evidence

There must be evidence the candidate has completed the tasks outlined in the elements and performance criteria of this unit, and:

- identified and analysed cost factors in work practices and made recommendations to improve costs on at least 1 occasion.

Knowledge Evidence

There must be evidence the candidate has knowledge of:

- cost components of products made
- costs concepts, including expense/capital, income and cost benefit ratios
- major cost contributors to product (including energy, materials and inputs, labour and distribution)
- difference between internally and externally controlled costs
- difference between overhead, capital, expense, labour and other consumables.
- causes of cost variances.

Assessment Conditions

Skills must have been demonstrated in the workplace or in a simulated environment that reflects workplace conditions, contingencies, facilities, equipment and resources.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

The MSS Sustainability Companion Volume implementation Guides are available from VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998

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MSS403087 Mistake proof an operational process

Modification History

Release 1. Updated unit code. Changes to elements and performance criteria. Range of conditions removed. Assessment requirements amended. Equivalent outcome.

Application

This unit describes the skills and knowledge to analyse a process that a team is responsible for and determine methods of mistake proofing it. This includes determining, implementing and sustaining improvement activities.

The person will typically be a technical expert, team leader or be in a role where they have sufficient technical understanding of processes in their own work and that of others to be able to mistake proof the production process in their area.

No licensing or certification requirements exist at the time of publication. Relevant legislation, industry standards and codes of practice within Australia must be applied.

Pre-requisite Unit

Nil

Competency Field

Competitive systems and practices

Unit Sector

Not applicable

Elements and Performance Criteria

Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Analyse process**	1.1	Identify sources of variability and non-conformance in the process
		1.2	Identify critical control points in process
		1.3	Analyse causes of variability and non-conformance

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Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
2	**Develop preventative options**	2.1	Liaise with team members and other people to develop mistake proof options for performing operation
		2.2	Test and validate mistake proofing options
3	**Implement permanent fix**	3.1	Liaise with relevant people to have systems and procedures changed to implement solution
		3.2	Liaise with relevant people to implement the solution
		3.3	Liaise with relevant people to ensure self and others in the team or work area have appropriate skills
		3.4	Follow through to ensure implementation occurs
4	**Monitor implementation**	4.1	Critically observe the implementation
		4.2	Compare the results of the implementation against the expected outcomes
		4.3	Modify solution to improve outcomes
		4.4	Confirm procedures reflect change
		4.5	Confirm training and assessment reflects change
		4.6	Audit change at agreed period or cycle
		4.7	Address any observed deviation
5	**Seek improvements**	5.1	Observe and monitor changes
		5.2	Analyse process again to ensure improvements are sustained

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

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Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

Release 1. Supersedes and is equivalent to MSS403051 Mistake proof an operational process.

Links

The MSS Sustainability Companion Volume implementation Guides are available from VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998

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Assessment Requirements for MSS403087 Mistake proof an operational process

Modification History

Release 1. Updated unit code. Changes to elements and performance criteria. Range of conditions removed. Assessment requirements amended. Equivalent outcome.

Performance Evidence

There must be evidence the candidate has completed the tasks outlined in the elements and performance criteria of this unit, and:

- mistake proofed (applied baka yoke or poka yoke) to at least 1 operational process.

Knowledge Evidence

There must be evidence the candidate has knowledge of:

- baka yoke and poka yoke approaches
- factors causing variability in the process and methods of controlling it
- error causes and control options
- cost benefit analysis, feasibility, regulatory compliance and perceived value to the customer
- validation of baka yoke and poka yoke proposals.

Assessment Conditions

Skills must have been demonstrated in the workplace or in a simulated environment that reflects workplace conditions, contingencies, facilities, equipment and resources.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

The MSS Sustainability Companion Volume implementation Guides are available from VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998

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MSS404054 Apply statistics to operational processes

Modification History

Release 1. Unit code changed. Application changed. Performance criteria changed. Range of conditions removed. Assessment requirements changed. Supersedes and is equivalent to MSS404052 Apply statistics to operational processes.

Application

This unit describes the skills and knowledge required to gather and analyse process data to support the control of processes and operations. It includes interpretation of sampling procedures, frequency distributions, random and non- random variations in data/control charts; use of control limits to determine whether monitored processes are in control; and communicating this information to others.

This unit applies to a person working in an organisation applying statistical process control on processes or operations. The statistical process control will usually be used to monitor the processes or operations and determine when action needs to be taken. The appropriate action will then be taken in accordance with standard procedures.

No licensing or certification requirements exist at the time of publication. Relevant legislation, industry standards and codes of practice within Australia must be applied.

Pre-requisite Unit

Nil.

Competency Field

Competitive systems and practices

Unit Sector

Elements and Performance Criteria

Elements Elements describe the essential outcomes.	**Performance Criteria** Performance criteria describe the performance needed to demonstrate achievement of the element.	
1. Collect process data	1.1	Read and interpret sampling scheme
	1.2	Obtain measurements in accordance with standard sampling procedures

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	1.3	Handle data in accordance with procedures
2. Interpret data	2.1	Plot data on control chart
	2.2	Identify random and non-random patterns of results
	2.3	Identify results outside the control limits
	2.4	Identify situations requiring action
	2.5	Take action in accordance with procedures
	2.6	Calculate cost of non-conformance
3. Calculate control limits	3.1	Consult stakeholders to determine appropriate limits
	3.2	Calculate and revise control limits
	3.3	Plot limits on control chart and complete all records in accordance with procedures
	3.4	Explain impact of limit to stakeholders

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

Supersedes and is equivalent to MSS404052 Apply statistics to operational processes.

Links

The MSS Sustainability Companion Volume Implementation Guides are available from VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998

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Assessment Requirements for MSS404054 Apply statistics to operational processes

Modification History

Release 1. Unit code changed. Application changed. Performance criteria changed. Range of conditions removed. Assessment requirements changed. Supersedes and is equivalent to MSS404052 Apply statistics to operational processes.

Performance Evidence

There must be evidence the candidate has completed the tasks outlined in the elements and performance criteria of this unit, and:

- gathered, analysed and interpreted process data to monitor and control at least 2 operational processes.

Knowledge Evidence

There must be evidence the candidate has knowledge of:

- purpose of sampling and measurement
- sampling methods to be used
- methods of calculating mean and standard deviation and their purpose in statistical control
- concept of limits, including 1, 2, 3 and 6 sigma limits
- types of control charts and their applications to different types of process and product and for different purposes
- process causes of variation and typical cause types of non-random variation
- non-process causes of variation
- stable and unstable processes
- causes of stability and instability in the process
- calculation of control limits and process capability and the applications of different control limits
- standard distribution curve and confidence limits.

Assessment Conditions

Skills must have been demonstrated in the workplace or in a simulated environment that reflects workplace conditions, contingencies, facilities, equipment and resources.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

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MSS404060 Facilitate the use of planning software systems in a work area or team

Modification History

Release 1. Supersedes and is equivalent to MSS404060A Facilitate the use of planning software systems in a work area or team

Application

This unit of competency covers the skills and knowledge required to facilitate the use of planning software in an organisation in an individual's work area or team. These systems are known by various generic names, such as Enterprise Resource Planning (ERP), Materials Resource Planning (MRPII, MRP III etc.) or by proprietary names.

This unit applies to an individual who will access the planning software system for their own work, but will also need to provide support and organise skill development programs for their team or work group members. The individual will typically be a technical expert, team leader or be in a role where they have sufficient technical understanding of processes in their own work and that of others to be able to facilitate the use of the planning software system. The planning software system will be used routinely in the work of the team or work group.

This unit primarily requires the application of skills associated with using communication technology and supporting team use of planning software. Problem solving, initiative and enterprise, and planning and organisational skills are required to ensure that planning software is used efficiently. This requires aspects of learning and self-management to ensure own performance and that of the team.

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

Pre-requisite Unit

Nil

Competency Field

Competitive systems and practices

Unit Sector

Not applicable

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Elements and Performance Criteria

Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Identify scope of planning software**	1.1	Identify categories of information held by planning software.
		1.2	Identify information categories relevant to team and area processes.
		1.3	Identify range of information able to be provided to planning software by team or work group.
		1.4	Identify range of information able to be provided to team or work group by planning software.
2	**Communicate using the planning software system**	2.1	Send and receive information using planning software.
		2.2	Send and receive messages using planning software.
3	**Make decisions using planning software**	3.1	Interrogate the planning software system to find required current, historical or predicted information.
		3.2	Take actions appropriate to the information in accordance with procedures.
4	**Monitor the use of planning software**	4.1	Routinely monitor planning software information.
		4.2	Review performance and use of planning software with team.
5	**Support others to use planning software**	5.1	Regularly communicate with team or other work group members, both using planning software and face to face.
		5.2	Identify improvements required.
		5.3	Take action to implement improvements in accordance with procedures.

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Foundation Skills

This section describes those required skills (language, literacy and numeracy) that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Competitive systems and practices include one or more of:	• lean operations • agile operations • preventative and predictive maintenance approaches • statistical process control systems, including six sigma and three sigma • Just in Time (JIT), kanban and other pull-related operations control systems • supply, value, and demand chain monitoring and analysis • 5S • continuous improvement (kaizen) • breakthrough improvement (kaizen blitz) • cause/effect diagrams • overall equipment effectiveness (OEE) • takt time • process mapping • problem solving • run charts • standard procedures • current reality tree.
Planning software integrates a range of business information including one or	• sales/order taking • finance/accounting • logistics • maintenance • human resources

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more of:	• production.
Information and message categories include one or more of:	• orders • production/operations processes • scheduling (e.g. daily/weekly) • finance and accounting • human resources (e.g. rosters, reserves, training completed and scheduled) • quality requirements • customers • suppliers.
Stages where value stream actions occur include one or more of:	• sales outlet/representative • information gathering, data analysis and research • product design • raw material sourcing • intermediate processing • final assembler/collation/preparation • support services (e.g. accounting, finance and legal) • storage and delivery to customer • after market support.

Unit Mapping Information

Release 1. Supersedes and is equivalent to MSS404060A Facilitate the use of planning software systems in a work area or team

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998

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Assessment Requirements for MSS404060 Facilitate the use of planning software systems in a work area or team

Modification History

Release 1. Supersedes and is equivalent to MSS404060A Facilitate the use of planning software systems in a work area or team

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy the requirements of the elements and performance criteria and include the ability, to facilitate and/or provide support on three (3) or more occasions, to:

- identify team or work group area information requirements and relate to planning software categories
- lead and motivate others in using planning software
- ensure information sent to planning software is accurate and appropriate
- obtain regular and one-off information from planning software
- make decisions using planning software generated information.

Knowledge Evidence

Must provide evidence that demonstrates knowledge relevant to their job role sufficient to fulfil their job role independently, including:

- hierarchy of planning software system and operation
- information available from/through the planning software system
- query facilities and information analysis capabilities offered by planning software
- support/training/skill development mechanisms available for access by team members.

Assessment Conditions

- The unit should be assessed holistically and the judgement of competence shall be based on a holistic assessment of the evidence.
- The collection of performance evidence:
  - should occur over a range of situations which include typical disruptions to normal, smooth operation of the workplace
  - will typically include a supervisor/third-party report focussing on consistent performance and problem recognition and solving. A supervisor/third-party report must be prepared by someone who has a direct, relevant, current relationship with the person being assessed and who is in a position to form a judgement on workplace performance relevant to the unit of competency
  - must include facilitating and/or support for teams or work groups using planning software systems in own workplace

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  - will typically include the use of appropriate tools, equipment and safety gear requiring demonstration of preparation, operation, completion and responding to problems.
- Assessment should occur in operational workplace situations.
- Knowledge evidence may be collected concurrently with performance evidence (provided a record is kept) or through an independent process such as workbooks, written assessments or interviews (provided a record is kept).
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.
- Conditions for assessment must include access to all tools, equipment, materials and documentation required, including relevant workplace procedures, product and manufacturing specifications associated with this unit.
- Foundation skills are integral to competent performance of the unit and should not be assessed separately.
- Assessors must satisfy the assessor competency requirements that are in place at the time of the assessment as set by the VET regulator.
- The assessor must demonstrate both technical competency and currency.
- Technical competence can be demonstrated through:
  - relevant VET or other qualification/Statement of Attainment AND/OR
  - relevant workplace experience
- Currency can be demonstrated through:
  - performing the competency being assessed as part of current employment OR
  - having consulted with an organisation providing relevant environmental monitoring, management or technology services about performing the competency being assessed within the last twelve months.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998

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MSS404061 Facilitate the use of SCADA systems in a team or work area

Modification History

Release 1. Supersedes and is equivalent to MSS404061A Facilitate the use of SCADA systems in a team or work area

Application

This unit of competency covers the skills and knowledge required by a team leader or technical expert to personally use and facilitate the use of System Control and Data Acquisition (SCADA), or other similar systems, and support the team in their use of SCADA.

This unit applies to individuals who will access the SCADA system for their own work, but will also need to provide support and organise skill development programs for their team members. It is also relevant to maintenance personnel using a SCADA system to coordinate maintenance activities.

This unit primarily requires the application of skills associated with using communication technology and supporting team use of SCADA systems. Problem solving, initiative and enterprise, and planning and organisational skills are required to ensure the system is used efficiently.

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

Pre-requisite Unit

Nil

Competency Field

Competitive systems and practices

Unit Sector

Not applicable

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Elements and Performance Criteria

Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Identify scope of SCADA system**	1.1	Identify categories of information held in and control options of SCADA system relevant to team or area.
		1.2	Identify range of information able to be provided to SCADA system by team.
		1.3	Identify range of information able to be provided to team by SCADA system.
		1.4	Identify team or area functions impacted by SCADA system.
2	**Communicate using SCADA system**	2.1	Send and receive information using SCADA.
		2.2	Send and receive messages using SCADA.
3	**Make decisions using SCADA**	3.1	Interrogate the SCADA system to find required current, historical or predicted information.
		3.2	Take actions appropriate to the information.
4	**Monitor the use of SCADA**	4.1	Routinely monitor SCADA information.
		4.2	Identify poor uses of SCADA system within team and system inadequacies.
		4.3	Identify system improvements required.
		4.4	Take action to improve SCADA system and its use.
5	**Support team use of SCADA**	5.1	Regularly communicate with team, both using SCADA-based communication and face to face.
		5.2	Identify skill improvement needs.
		5.3	Identify team members who require additional support.

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5.4 Take action to provide support according to procedures.

Foundation Skills

This section describes those required skills (language, literacy and numeracy) that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Competitive systems and practices include one or more of:	• lean operations • agile operations • preventative and predictive maintenance approaches • statistical process control systems, including six sigma and three sigma • Just in Time (JIT), kanban and other pull-related operations control systems • supply, value, and demand chain monitoring and analysis • 5S • continuous improvement (kaizen) • breakthrough improvement (kaizen blitz) • cause/effect diagrams • overall equipment effectiveness (OEE) • takt time • process mapping • problem solving • run charts • standard procedures • current reality tree.

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Stages where value stream actions occur include one or more of:	• sales outlet/representative • information gathering, data analysis and research • product design • raw material sourcing • intermediate processing • final assembler/collation/preparation • support services (e.g. accounting, finance and legal) • storage and delivery to customer • after market support.

Unit Mapping Information

Release 1. Supersedes and is equivalent to MSS404061A Facilitate the use of SCADA systems in a team or work area

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998

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Assessment Requirements for MSS404061 Facilitate the use of SCADA systems in a team or work area

Modification History

Release 1. Supersedes and is equivalent to MSS404061A Facilitate the use of SCADA systems in a team or work area

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy the requirements of the elements and performance criteria and include the ability, to facilitate and/or provide support on three (3) or more occasions, to:

- identify team or area information and operations requirements and relate to SCADA system
- lead and motivate others in using SCADA system
- obtain regular and one-off information from SCADA system
- make decisions using SCADA generated information.

Knowledge Evidence

Must provide evidence that demonstrates knowledge relevant to their job role sufficient to fulfil their job role independently, including:

- hierarchy of SCADA system and operation
- information available from and controls exercised by/through the SCADA system
- query, control and other facilities and information offered by SCADA
- support/training/skill development mechanisms available for access by team members.

Assessment Conditions

- The unit should be assessed holistically and the judgement of competence shall be based on a holistic assessment of the evidence.
- The collection of performance evidence:
  - should occur over a range of situations which include typical disruptions to normal, smooth operation of the workplace
  - will typically include a supervisor/third-party report focussing on consistent performance and problem recognition and solving. A supervisor/third-party report must be prepared by someone who has a direct, relevant, current relationship with the person being assessed and who is in a position to form a judgement on workplace performance relevant to the unit of competency
  - must include facilitating and/or support for teams or work groups using SCADA systems in own workplace

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  - will typically include the use of appropriate tools, equipment and safety gear requiring demonstration of preparation, operation, completion and responding to problems.
- Assessment should occur in operational workplace situations.
- Knowledge evidence may be collected concurrently with performance evidence (provided a record is kept) or through an independent process such as workbooks, written assessments or interviews (provided a record is kept).
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.
- Conditions for assessment must include access to all tools, equipment, materials and documentation required, including relevant workplace procedures, product and manufacturing specifications associated with this unit.
- Foundation skills are integral to competent performance of the unit and should not be assessed separately.
- Assessors must satisfy the assessor competency requirements that are in place at the time of the assessment as set by the VET regulator.
- The assessor must demonstrate both technical competency and currency.
- Technical competence can be demonstrated through:
  - relevant VET or other qualification/Statement of Attainment AND/OR
  - relevant workplace experience
- Currency can be demonstrated through:
  - performing the competency being assessed as part of current employment OR
  - having consulted with an organisation providing relevant environmental monitoring, management or technology services about performing the competency being assessed within the last twelve months.

Links

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MSS404084 Undertake process capability improvements

Modification History

Release 1. Updated unit code. Changes to performance criteria. Range of conditions removed. Assessment requirements amended. Equivalent outcome.

Application

This unit describes the skills and knowledge required to make process capability improvements, including analysing data from the process, developing improvements to eliminate variation due to assignable causes and then implementing actions.

This unit applies to a person who reviews a range of process capability data and information and makes (or arranges for) changes to be made to procedures, equipment or process and then recalculates the process capability and monitors resulting improvement actions. The person will typically be a technical expert, team leader or be in a role where they have sufficient technical understanding of processes in their own work and that of others to be able to suggest and justify process capability improvements.

Process capability may have been determined using either a six sigma or three sigma processes. This unit applies to the application of statistical methods and the determination of capability based on those methods.

No licensing or certification requirements exist at the time of publication. Relevant legislation, industry standards and codes of practice within Australia must be applied.

Pre-requisite Unit

Nil

Competency Field

Competitive systems and practices

Unit Sector

Not applicable

Elements and Performance Criteria

Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Obtain required**	1.1	Identify process for study

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Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
	data	1.2	Obtain or organise process to obtain required data and information
2	**Analyse information**	2.1	Read and interpret data and determine assignable causes
		2.2	Develop possible improvements to eliminate assignable causes
		2.3	Develop process improvement proposals
3	**Improve process capability**	3.1	Obtain required authorisations to implement improvements
		3.2	Liaise with relevant people to implement improvements
		3.3	Obtain or organise required data for improved process
		3.4	Recalculate process capability
		3.5	Implement revised data collection and processing and new capability information
		3.6	Monitor improvement actions and adjust

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

Release 1. Supersedes and is equivalent to MSS404050 Undertake process capability improvements.

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Links

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Assessment Requirements for MSS404084 Undertake process capability improvements

Modification History

Release 1. Updated unit code. Changes to performance criteria. Range of conditions removed. Assessment requirements amended. Equivalent outcome.

Performance Evidence

There must be evidence the candidate has completed the tasks outlined in the elements and performance criteria of this unit, and:

- planned and implemented at least 1 process capability improvement.

Knowledge Evidence

There must be evidence the candidate has knowledge of:

- data collection and manipulation techniques
- variability, normal distribution and three and six sigma limits
- type of variations:
  - random variation (no assignable cause)
  - non-random variation (which has an assignable cause).
- causes of non-random variation in the process
- approaches to reducing variability.

Assessment Conditions

Skills must have been demonstrated in the workplace or in a simulated environment that reflects workplace conditions, contingencies, facilities, equipment and resources.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

The MSS Sustainability Companion Volume implementation Guides are available from VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998

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MSS404085 Undertake proactive maintenance analyses

Modification History

Release 1. Unit code changed. Application changed. Performance criteria changed. Range of conditions removed. Assessment requirements changed. Supersedes and is equivalent to MSS404081 Undertake proactive maintenance analyses.

Application

This unit describes the skills and knowledge required to undertake the most common forms of analyses associated with predictive/preventative/reliability centred maintenance strategies.

This unit applies to a technical expert (usually an engineer, technician or tradesperson) who is required to undertake analyses for predictive, preventative and/or reliability centred maintenance of plant/equipment as part of a competitive systems and practices strategy. This includes undertaking a failure effects analysis in accordance with organisation's procedures.

No licensing or certification requirements exist at the time of publication. Relevant legislation, industry standards and codes of practice within Australia must be applied.

Pre-requisite Unit

Nil.

Competency Field

Competitive systems and practices

Unit Sector

Elements and Performance Criteria

Elements Elements describe the essential outcomes.	**Performance Criteria** Performance criteria describe the performance needed to demonstrate achievement of the element.	
1. Liaise with operator	1.1	Establish a relationship with the operator of equipment
	1.2	Check the operator has the required skills and resources to keep the equipment clean
	1.3	Check the operator can monitor the operation of the equipment

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	1.4	Communicate with operator about the overall equipment effectiveness (OEE) of equipment
	1.5	Involve operator, team leader and key personnel in identification of skill needs and means of skill acquisition to fill any identified gaps
2. Analyse history	2.1	Read maintenance records and analyse mean time between failures (MTBF)
	2.2	Read and analyse performance data of the equipment
	2.3	Identify causes of changes to historic trends and status
	2.4	Determine methods of ensuring causes of improvements and resolution of deterioration are locked in
3. Undertake failure effects analysis	3.1	Undertake analysis of failure effects and causes and record results
	3.2	Investigate methods of eliminating possibility of failure and minimising probability of failure
	3.3	Investigate methods of minimising the impact when failure cannot be eliminated
	3.4	Liaise with operator, team leader and key personnel regarding solutions
	3.5	Select and implement solutions
4. Undertake condition monitoring analysis	4.1	Obtain data for condition monitoring analysis
	4.2	Read and interpret condition monitoring data
	4.3	Predict required maintenance type and timing from condition monitoring data
	4.4	Liaise with operator, team leader and key personnel regarding implications of condition monitoring report
	4.5	Involve team members in development of changes to maintenance strategy to ensure awareness, learning and commitment

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

Supersedes and is equivalent to MSS404081 Undertake proactive maintenance analyses.

Links

The MSS Sustainability Companion Volume Implementation Guides are available from VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998

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Assessment Requirements for MSS404085 Undertake proactive maintenance analyses

Modification History

Release 1. Unit code changed. Application changed. Performance criteria changed. Range of conditions removed. Assessment requirements changed. Supersedes and is equivalent to MSS404081 Undertake proactive maintenance analyses.

Performance Evidence

There must be evidence the candidate has completed the tasks outlined in the elements and performance criteria of this unit, and:

- undertaken proactive maintenance analyses of at least 2 items of equipment.

Knowledge Evidence

There must be evidence the candidate has knowledge of:

- cleaning requirements and operational principles of equipment in area of responsibility
- methods of assessing operator and maintenance skill gaps and filling them
- techniques for determining mean time between failures (MTBF)
- techniques for undertaking failure effects analysis
- principles of competitive systems and practices strategies being implemented and how to adapt them to maintenance
- root cause analysis
- techniques to analyse condition monitoring data.

Assessment Conditions

Skills must have been demonstrated in the workplace or in a simulated environment that reflects workplace conditions, contingencies, facilities, equipment and resources.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

The MSS Sustainability Companion Volume Implementation Guides are available from VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998

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MSS404086 Assist in implementing a proactive maintenance strategy

Modification History

Release 1. Unit code changed. Application changed. Performance criteria changed. Range of conditions removed. Assessment requirements changed. Supersedes and is equivalent to MSS404082 Assist in implementing a proactive maintenance strategy.

Application

This unit describes the skills and knowledge required by a maintenance person to assist in the implementation of a proactive maintenance strategy in an organisation. This unit includes the interaction between a maintenance worker and operators, as appropriate.

This unit applies to a maintenance person in an organisation that has adopted or is implementing total preventative and/or productive maintenance (TPM), reliability centred maintenance (RCM) or similar strategies. As part of this, the maintenance person is expected to assist in the implementation by determining appropriate maintenance related schedules and also by providing maintenance related assistance to non-maintenance personnel, such as assisting production personnel to fulfil their role in the TPM/RCM strategy.

No licensing or certification requirements exist at the time of publication. Relevant legislation, industry standards and codes of practice within Australia must be applied.

Pre-requisite Unit

Nil.

Competency Field

Competitive systems and practices

Unit Sector

Elements and Performance Criteria

Elements Elements describe the essential outcomes.	**Performance Criteria** Performance criteria describe the performance needed to demonstrate achievement of the element.	
1. Develop components of reliability strategy for a work or plant area	1.1	Read and interpret manufacturer's recommended inspection, servicing and related schedules for relevant plant

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	1.2	Communicate appropriate inspections, services and schedules to stakeholders
	1.3	Discuss any conflicts and seek resolution of conflicts
	1.4	Develop schedules in liaison with stakeholders
	1.5	Identify inspections and servicing which may be done by operations personnel in liaison with stakeholders
2. Assess current practice for maintenance implications	2.1	Identify the overall equipment effectiveness (OEE) and organisation targets for equipment
	2.2	Evaluate procedures for equipment reliability implications
	2.3	Discuss current practices with stakeholders to determine equipment reliability implications
	2.4	Recommend changes to improve equipment reliability in accordance with procedures
3. Assist in implementing the reliability strategy	3.1	Arrange for schedules to be incorporated into work plans
	3.2	Identify training needs in discussion with key personnel
	3.3	Assist personnel to develop required skills for inspections and servicing within scope of authority
	3.4	Collect data and information as required by own work plan
	3.5	Compare data and information with performance indicators
	3.6	Recommend improvements to reliability strategy in accordance with procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Unit Mapping Information

Supersedes and is equivalent to MSS404082 Assist in implementing a proactive maintenance strategy.

Links

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Assessment Requirements for MSS404086 Assist in implementing a proactive maintenance strategy

Modification History

Release 1. Unit code changed. Application changed. Performance criteria changed. Range of conditions removed. Assessment requirements changed. Supersedes and is equivalent to MSS404082 Assist in implementing a proactive maintenance strategy.

Performance Evidence

There must be evidence the candidate has completed the tasks outlined in the elements and performance criteria of this unit, and:

- assisted in implementing a proactive maintenance strategy in at least 1 organisation.

Knowledge Evidence

There must be evidence the candidate has knowledge of:

- requirements of the proactive maintenance strategy being implemented
- operating principles and procedures for equipment and plant subject to proactive maintenance strategy
- purpose and processes for data collection in proactive maintenance strategies
- procedures relevant to own job and organisation implementation of proactive maintenance
- methods of making and recommending improvements.

Assessment Conditions

Skills must have been demonstrated in the workplace or in a simulated environment that reflects workplace conditions, contingencies, facilities, equipment and resources.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

The MSS Sustainability Companion Volume Implementation Guides are available from VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998

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MSS405001 Develop competitive systems and practices for an organisation

Modification History

Release 1. Supersedes and is equivalent to MSS405001A Develop competitive systems and practices for an organisation

Application

This unit of competency covers the skills and knowledge required to develop new strategies for competitive systems and practices or make improvements to existing systems and practices.

This unit applies to a manager, technical specialist or similar in an organisation implementing competitive systems and practices, or in an organisation wishing to embark on the competitive systems and practices path. The person needs to be able to analyse the needs of the organisation and develop strategies and systems for effective implementation and continuous improvement of competitive systems and practices in the organisation. They may be developing competitive systems and practices for the first time for this organisation, or may be developing/improving existing systems and practices.

This unit primarily requires the application of skills associated with communication in gathering, analysing and applying information and consulting with stakeholders. Problem solving, initiative and enterprise, and planning and organising are required to determine effective competitive systems and practices strategies for the organisation. This unit also requires aspects of self-management and learning to ensure feedback and new learning is integrated into competitive systems and practices strategies.

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

Pre-requisite Unit

Nil

Competency Field

Competitive systems and practices

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Unit Sector

Not applicable

Elements and Performance Criteria

Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Determine appropriate analytical techniques**	1.1	Liaise with key stakeholders to determine objectives of operations strategy.
		1.2	Examine current operations to determine major areas requiring improvement
		1.3	Compare possible strategies, techniques and tools against organisation needs.
		1.4	Select possible strategies, techniques and tools.
		1.5	Consult with key stakeholders to confirm selected strategies, techniques and tools.
2	**Develop competitive systems and practices strategies**	2.1	Estimate benefit/cost ratio for major stakeholders and the value stream overall.
		2.2	Determine preferred operations strategy.
		2.3	Examine and adapt strategy to organisation needs and priorities.
		2.4	Examine and adapt competitive systems and practices techniques and tools required to implement strategy.
		2.5	Negotiate with key stakeholders to develop an implementation plan.
		2.6	Determine key information and performance indicators required.
3	**Implement strategy**	3.1	Determine data collection required.
		3.2	Identify and evaluate methods of collecting and processing required data.

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		3.3	Determine hardware and other resources required.
		3.4	Evaluate skill needs required.
		3.5	Ensure all resources/training are available and completed.
		3.6	Implement strategy.
4	**Monitor implementation of strategy**	4.1	Compare information/performance indicators with desired levels.
		4.2	Liaise with key stakeholders regarding strategy issues.
		4.3	Identify areas requiring adjustment.
		4.4	Make required adjustments.

Foundation Skills

This section describes those required skills (language, literacy and numeracy) that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Competitive systems and practices include one or more of:	• lean operations • agile operations • preventative and predictive maintenance approaches • statistical process control systems, including six sigma and three sigma • JIT, kanban and other pull-related operations control systems • supply, value, and demand chain monitoring

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	and analysis • 5S • continuous improvement (kaizen) • breakthrough improvement (kaizen blitz) • cause/effect diagrams • overall equipment effectiveness (OEE) • takt time • process mapping • problem solving • run charts • standard procedures • current reality tree.
Competitive systems and practices techniques and tools include one or more of:	• value stream mapping • 5S • JIT • mistake proofing • process mapping • establishing customer pull • kaizen and kaizen blitz • setting of KPIs/metrics • identification and elimination of waste (muda) • standardisation.
Customer requirement stages where value stream actions may occur include one or more of:	• sales outlet/representative • information gathering, data analysis and research • product design • raw material sourcing • intermediate processing • final assembler/collation/preparation • support services (e.g. accounting, finance and legal) • storage and delivery to customer • after market support.

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Unit Mapping Information

Release 1. Supersedes and is equivalent to MSS405001A Develop competitive systems and practices for an organisation

Links

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Assessment Requirements for MSS405001 Develop competitive systems and practices for an organisation

Modification History

Release 1. Supersedes and is equivalent to MSS405001A Develop competitive systems and practices for an organisation

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy the requirements of the elements and performance criteria and include the ability to develop the competitive systems and practices of an entire organisation, department or equivalent and to:

- determine analytical techniques which are currently appropriate for the organisation
- develop/improve the strategies used
- implement and monitor the new/improved strategy.

Knowledge Evidence

Must provide evidence that demonstrates sufficient knowledge to interact with relevant personnel and be able to develop the organisation's competitive systems and practices, including knowledge of:

- competitive systems and practices tools which may be relevant
- kaizen and kaizen blitz techniques
- muda identification and minimisation
- benefit/cost determination and application
- matching and prioritising strategies to organisation goals.

Assessment Conditions

- The unit should be assessed holistically and the judgement of competence shall be based on a holistic assessment of the evidence.
- The collection of performance evidence is best done from a report and/or folio of evidence drawn from:
  - a single project which provides sufficient evidence of the requirements of all the elements and performance criteria
  - multiple smaller projects which together provide sufficient evidence of the requirements of all the elements and performance criteria.
- A third-party report, or similar, may be needed to testify to the work done by the individual, particularly when the project has been done as part of a project team.
- Assessment should use a real project aimed at developing an organisation's competitive systems and practices for an operational workplace.

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- Knowledge evidence may be collected concurrently with performance evidence or through an independent process such as workbooks, written assessments or interviews (provided a record is kept).
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.
- Conditions for assessment must include access to all tools, equipment, materials and documentation required, including relevant workplace procedures, product and manufacturing specifications associated with this unit.
- Foundation skills are integral to competent performance of the unit and should not be assessed separately.
- Assessors must satisfy the assessor competency requirements that are in place at the time of the assessment as set by the VET regulator.
- The assessor must demonstrate both technical competency and currency.
- Technical competence can be demonstrated through:
  - relevant VET or other qualification/Statement of Attainment AND/OR
  - relevant workplace experience
- Currency can be demonstrated through:
  - performing the competency being assessed as part of current employment OR
  - having consulted with an organisation providing relevant environmental monitoring, management or technology services about performing the competency being assessed within the last twelve months.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998

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MSS405004 Develop business plans in an organisation implementing competitive systems and practices

Modification History

Release 1. Supersedes and is equivalent to MSS405004A Develop business plans in an organisation implementing competitive systems and practices

Application

This unit of competency covers the skills and knowledge required to develop business plans in an organisation implementing competitive systems and practices. This unit applies to an individual in an organisation implementing competitive systems and practices (e.g. a production/plant manager, purchasing/technical officer or similar) who is required to develop a section business plan to meet the requirements of the overall strategic plan of the organisation. The plan includes the impact on the value stream and other critical competitive systems and practices factors. Due to competitive pressures this may be a reasonably frequent activity and can occur at any time over the business cycle. The plan may be in response to a specific change, or it may be a plan for the next period.

This unit assumes that up-to-date information about the organisation's role in the value stream is available.

This unit primarily requires the application of skills associated with gathering, analysing and applying information and consulting with stakeholders. Problem solving, initiative and enterprise, and planning and organising are required to develop an effective and measurable business plan. This unit also requires aspects of self-management and learning to ensure feedback and new learning is integrated into competitive systems and practices strategies.

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

Pre-requisite Unit

Nil

Competency Field

Competitive systems and practices

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Unit Sector

Not applicable

Elements and Performance Criteria

Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Determine purpose of plan**	1.1	Confirm reason for developing plan and expected outcomes from plan.
		1.2	Confirm purpose of plan with all relevant stakeholders.
		1.3	Check expected outcomes from plan with overall strategic plan for organisation.
		1.4	Identify any potential areas for conflict between proposed plan and strategic directions.
		1.5	Negotiate with relevant stakeholders to resolve issues.
2	**Develop objectives and strategies**	2.1	Draft objectives for business plan.
		2.2	Draft strategies to achieve these objectives.
		2.3	Determine implications for value stream.
		2.4	Determine capital or workplace layout/organisation implications for objectives and strategies.
3	**Develop plans to meet objectives and strategies**	3.1	Negotiate with relevant stakeholders over implications for objectives and strategies.
		3.2	Liaise with relevant stakeholders to develop plans to meet objectives.
		3.3	Determine relevant key performance indicators (KPIs) for plan.
		3.4	Check KPIs are appropriate for purpose of plan.
		3.5	Check plan will deliver planned purpose.
		3.6	Map plan to changed value stream.

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		3.7	Adjust plan to optimise value stream.
		3.8	Validate plan with relevant stakeholders.
4	**Monitor the implementation of the plan**	4.1	Release plan for implementation.
		4.2	Check the key progress points against the key stages of the plan.
		4.3	Note any discrepancies.
		4.4	Take action to ensure correct implementation of plan.

Foundation Skills

This section describes those required skills (language, literacy and numeracy) that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Competitive systems and practices include one or more of:	• lean operations • agile operations • preventative and predictive maintenance approaches • statistical process control systems, including six sigma and three sigma • Just in Time (JIT), kanban and other pull-related operations control systems • supply, value, and demand chain monitoring and analysis • 5S • continuous improvement (kaizen) • breakthrough improvement (kaizen blitz) • cause/effect diagrams

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- overall equipment effectiveness (OEE)
- takt time
- process mapping
- problem solving
- run charts
- standard procedures
- current reality tree.

Objectives include performance in one or more of:

- sales
- profit
- quality
- work health and safety (WHS)
- environment
- competitive systems and practices
- human, physical, financial and environmental/resource use.

Strategies to meet objectives include one or more areas:

- human and industrial relations practice
- material/component and resources use
- sustainable environmental practices
- sales and marketing
- financial
- regulatory compliance.

Relevant stakeholders include one or more of:

- other team members
- other workers
- management
- technical specialists
- other members of the value stream.

Customer requirement stages where value stream actions may occur include one or more of:

- sales outlet/representative
- information gathering, data analysis and research
- product design
- raw material sourcing
- intermediate processing
- final assembler/ collation/preparation
- support services (e.g. accounting, finance and legal)
- storage and delivery to customer
- after market support.

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Unit Mapping Information

Release 1. Supersedes and is equivalent to MSS405004A Develop business plans in an organisation implementing competitive systems and practices

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998

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Assessment Requirements for MSS405004 Develop business plans in an organisation implementing competitive systems and practices

Modification History

Release 1. Supersedes and is equivalent to MSS405004A Develop business plans in an organisation implementing competitive systems and practices

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy the requirements of the elements and performance criteria and include the ability to develop one (1) or more business plans covering an organisation, department or section (or similar) and to:

- determine the purpose of the plan
- draft objectives of the plan and strategies for achieving them
- develop a plan which uses the strategies to deliver the objectives and optimise the value stream
- monitor the implementation of the plan and make changes as needed.

Knowledge Evidence

Must provide evidence that demonstrates sufficient knowledge to interact with relevant personnel and be able to develop and modify a business plan, including knowledge of:

- techniques and purposes of developing business plans
- parameters for business plans, including scope, period and risk
- relationship between business plans and competitive systems and practices
- impacts of alternatives on the value stream
- key performance indicators (KPIs) and the characteristics of good (optimises the whole) and poor KPIs
- risk mitigation, including business, quality, sustainability and other risks.

Assessment Conditions

- The unit should be assessed holistically and the judgement of competence shall be based on a holistic assessment of the evidence.
- The collection of performance evidence is best done from a report and/or folio of evidence drawn from:
  - a single project which provides sufficient evidence of the requirements of all the elements and performance criteria
  - multiple smaller projects which together provide sufficient evidence of the requirements of all the elements and performance criteria.

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- A third-party report, or similar, may be needed to testify to the work done by the individual, particularly when the project has been done as part of a project team.
- Assessment should use a real business plan development for an operational workplace.
- Knowledge evidence may be collected concurrently with performance evidence or through an independent process such as workbooks, written assessments or interviews (provided a record is kept).
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.
- Conditions for assessment must include access to all tools, equipment, materials and documentation required, including relevant workplace procedures, product and manufacturing specifications associated with this unit.
- Foundation skills are integral to competent performance of the unit and should not be assessed separately.
- Assessors must satisfy the assessor competency requirements that are in place at the time of the assessment as set by the VET regulator.
- The assessor must demonstrate both technical competency and currency.
- Technical competence can be demonstrated through:
  - relevant VET or other qualification/Statement of Attainment AND/OR
  - relevant workplace experience
- Currency can be demonstrated through:
  - performing the competency being assessed as part of current employment OR
  - having consulted with an organisation providing relevant environmental monitoring, management or technology services about performing the competency being assessed within the last twelve months.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998

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MSS405008 Analyse and map a value stream

Modification History

Release 1. Unit code changed. Application changed. Performance criteria changed. Range of conditions removed. Assessment requirements changed. Supersedes and is equivalent to MSS405002 Analyse and map a value stream.

Application

This unit describes the skills and knowledge required to analyse and map a value stream, including the clear identification of the place of an organisation in the value stream and its contribution to the value stream. The unit includes the relationships and the activities undertaken by value stream organisations. The identification skills include identification at the virtual or information level, the technical or process level, and at the physical or logistic level.

The unit includes the analysis of value-adding and non-value adding activities and the information needs for successful value stream mapping, including information technology (IT) needs.

This unit covers the analysis of the supply chain, the demand chain as well as the overall value stream.

This unit applies to an individual in a senior role in an organisation, such as an operations manager, purchasing manager, senior technical officer performing planning or scheduling or similar who needs to analyse and map a value stream, a supply chain, or a demand chain in order to understand the interactions between all members and determine the value added/potential value added by each member. The value stream is represented visually according to organisation format requirements.

The value stream may be being mapped for the first time, or it may be an analysis and mapping of a previously mapped value stream. The analysis and mapping may be for an entire value stream, or a defined part of one.

No licensing or certification requirements exist at the time of publication. Relevant legislation, industry standards and codes of practice within Australia must be applied.

Pre-requisite Unit

Nil.

Competency Field

Competitive systems and practices

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Unit Sector

Elements and Performance Criteria

Elements Elements describe the essential outcomes.	**Performance Criteria** Performance criteria describe the performance needed to demonstrate achievement of the element.	
1. Map the value stream	1.1	Select a product or product group for analysis
	1.2	Identify ultimate customer
	1.3	Identify ultimate supplier
	1.4	Identify all organisations between ultimate supplier and ultimate customer
	1.5	Identify all steps in own organisation
	1.6	Collate all information and map value stream
2. Define customer need	2.1	Determine the features and benefits obtained by customers from product
	2.2	Determine methods of measuring the contribution to each feature and benefit
	2.3	Identify possible data sources for required measures
	2.4	Implement measurement of contribution to features and benefits
3. Assess the value added at each step	3.1	Identify value contributed by each external organisation
	3.2	Determine value added by each internal step
	3.3	Determine method of measuring value added
4. Reduce muda (waste)	4.1	Compare value added to customer feature and benefit
	4.2	Identify activities on value stream map which do not add to customer features and benefits
	4.3	Liaise with external value stream members to determine methods to reduce overall waste
	4.4	Take required actions to reduce waste

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

Supersedes and is equivalent to MSS405002 Analyse and map a value stream.

Links

The MSS Sustainability Companion Volume Implementation Guides are available from VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998

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Assessment Requirements for MSS405008 Analyse and map a value stream

Modification History

Release 1. Unit code changed. Application changed. Performance criteria changed. Range of conditions removed. Assessment requirements changed. Supersedes and is equivalent to MSS405002 Analyse and map a value stream.

Performance Evidence

There must be evidence the candidate has completed the tasks outlined in the elements and performance criteria of this unit, and:

- mapped and analysed at least 1 value stream for an organisation.

Knowledge Evidence

There must be evidence the candidate has knowledge of:

- value stream mapping and analysis techniques
- muda (waste) identification and causes
- details of the process being mapped in sufficient depth to allow analysis of the map
- meaningful interactions between value streams
- concepts of value added, non-value added and methods of determining and quantifying this.

Assessment Conditions

Skills must have been demonstrated in the workplace or in a simulated environment that reflects workplace conditions, contingencies, facilities, equipment and resources.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

The MSS Sustainability Companion Volume Implementation Guides are available from VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998

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MSS405009 Manage a value stream

Modification History

Release 1. Unit code changed. Application changed. Performance criteria changed. Range of conditions removed. Foundation skills information added. Assessment requirements changed. Supersedes and is equivalent to MSS405003 Manage a value stream.

Application

This unit describes the skills and knowledge required to manage an overall value stream, a supply chain or a demand chain, including close liaison with suppliers and customers. It may be applied to managing the chain internally and externally within an organisation.

This unit applies to a person in a senior role in an organisation, such as a manager, technical specialist or similar, who needs to manage the value, supply and/or demand chain on an ongoing basis to achieve the best overall contribution of valued added to their product in terms of customer benefit and features. The unit can be applied to value streams of large or small organisations and to internal and external value streams or a combination value stream.

This unit assumes that the value stream has been mapped and that the mapping is available.

No licensing or certification requirements exist at the time of publication. Relevant legislation, industry standards and codes of practice within Australia must be applied.

Pre-requisite Unit

Nil.

Competency Field

Competitive systems and practices

Unit Sector

Elements and Performance Criteria

Elements Elements describe the essential outcomes.	**Performance Criteria** Performance criteria describe the performance needed to demonstrate achievement of the element.	
1. Evaluate the value stream	1.1	Identify all members in the value stream for products in area of responsibility

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	1.2	Identify value added by each member of the chain
	1.3	Identify non-value adding steps in the value stream
	1.4	Identify acute and chronic issues which impact on the value stream
	1.5	Develop priority list of items for improvement
2. Liaise regularly with chain members	2.1	Establish and maintain regular communication with all chain members
	2.2	Identify current and forecast issues with each member
	2.3	Work with members to help them address their issues
	2.4	Build trust and confidence in the relationship
	2.5	Develop with each chain member a priority list of items for improvement
	2.6	Negotiate with all chain members to ensure improvements benefit chain members and improve the benefits and features perceived by the ultimate customer
3. Monitor the value added at each step	3.1	Identify changes in value added by each chain member
	3.2	Identify areas where value adding changes are required
	3.3	Develop a priority list of required value adding changes
	3.4	Work with chain member to implement improvements
4. Continue to reduce muda (waste)	4.1	Identify muda (waste) in value stream
	4.2	Work with chain members to continually reduce muda

Foundation Skills

This section describes those required skills (language, literacy and numeracy) that are essential to performance.

- Oral communication skills to liaise with stakeholders and keep them informed.

Other foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Unit Mapping Information

Supersedes and is equivalent to MSS405003 Manage a value stream.

Links

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Assessment Requirements for MSS405009 Manage a value stream

Modification History

Release 1. Unit code changed. Application changed. Performance criteria changed. Range of conditions removed. Foundation skills information added. Assessment requirements changed. Supersedes and is equivalent to MSS405003 Manage a value stream.

Performance Evidence

There must be evidence the candidate has completed the tasks outlined in the elements and performance criteria of this unit, and:

- managed at least 1 value stream for an organisation.

Knowledge Evidence

There must be evidence the candidate has knowledge of:

- customer perception of value added and muda (waste)
- the process(es) covered by the value stream
- performance indicators for each value stream step
- value stream analysis and mapping
- methods of reducing muda and increasing perceived value added
- upstream and downstream components of the value stream that are beyond the individual's scope of authority to manage.

Assessment Conditions

Skills must have been demonstrated in the workplace or in a simulated environment that reflects workplace conditions, contingencies, facilities, equipment and resources.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

The MSS Sustainability Companion Volume Implementation Guides are available from VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998

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MSS405020 Develop quick changeover procedures

Modification History

Release 1. Supersedes and is equivalent to MSS405020A Develop quick changeover procedures

Application

This unit of competency covers the skills and knowledge required to develop/improve changeovers for equipment, processes or operations. It includes critically analysing existing changeovers, applying quick changeover principles, and developing improved changeover procedures.

This unit applies to managers, technical specialists or similar in an organisation that has adopted or is adopting a quick changeover approach to its changeovers.

This unit requires the application of skills associated with communication, problem solving, initiative, enterprise, planning and organising in order to analyse and determine changeover procedures. This unit also requires aspects of self-management and learning to ensure feedback and new learning is integrated into the development of procedures.

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

Pre-requisite Unit

Nil

Competency Field

Competitive systems and practices

Unit Sector

Not applicable

Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1	**Analyse changeover**	1.1	Critically observe changeover process.
		1.2	Identify steps in changeover.
		1.3	Identify start situation and required finish situation for changeover.
2	**Apply quick changeover principles**	2.1	Identify changes to the start situation and required finish situation which are possible.
		2.2	Identify internal and external changeover activities.
		2.3	Identify activities which could be improved/eliminated.
		2.4	Eliminate/reduce adjustments required after changeover.
		2.5	Develop improved changeover process and recommendations for implementation procedure.
		2.6	Liaise with relevant people to validate recommendations.
3	**Assess and minimise risks in changeover**	3.1	Analyse hazards and risks from all steps in changeover.
		3.2	Apply ergonomic principles and hierarchy of control to each equipment and manual hazard.
		3.3	Assess any regulatory risk in changeover.
		3.4	Minimise hazards during changeover ensuring final risk profile is acceptable.
4	**Implement improved changeover**	4.1	Acquire any required resources and approvals.
		4.2	Organise trials of improved changeover.
		4.3	Monitor trial.
		4.4	Make adjustments to changeover process.
		4.5	Implement improved changeover process.

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Foundation Skills

This section describes those required skills (language, literacy and numeracy) that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Competitive systems and practices include one or more of:	• lean operations • agile operations • preventative and predictive maintenance approaches • statistical process control systems, including six sigma and three sigma • Just in Time (JIT), kanban and other pull-related operations control systems • supply, value, and demand chain monitoring and analysis • 5S • continuous improvement (kaizen) • breakthrough improvement (kaizen blitz) • cause/effect diagrams • overall equipment effectiveness (OEE) • takt time • process mapping • problem solving • run charts • standard procedures • current reality tree.
Changeover refers to one or more of:	• equipment exchanges, such as an exchange of dies/tools (traditional) • change between batches • change between campaigns (process manufacturing) • quantum equipment/process change to produce a different product.

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Activities which should be improved/ eliminated include one or more of:	• those which take time or are unreliable in terms of outcome • those which are difficult to do or have adverse work health and safety (WHS) implications (e.g. repetitive strain injury, back injury and finger injuries).
Hazards and risks are related to one or more of:	• WHS • regulatory compliance • environment • commercial and contractual obligations.
Procedures (written, verbal, visual, computer based, etc.) include one or any combination of:	• work instructions • standard operating procedures (SOPs) • safe work method statements • formulas/recipes • batch sheets • temporary instructions • any similar instructions provided for the smooth running of the plant.

Unit Mapping Information

Release 1. Supersedes and is equivalent to MSS405020A Develop quick changeover procedures

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998

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Assessment Requirements for MSS405020 Develop quick changeover procedures

Modification History

Release 1. Supersedes and is equivalent to MSS405020A Develop quick changeover procedures

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy the requirements of the elements and performance criteria and include the ability, for one (1) or more quick changeover procedures, to:

- observe and analyse steps in an existing changeover
- manage risks in adjusting changeover procedures
- develop changeover adjustments that deliver the greatest overall benefit
- supervise changeover procedure trials.

Knowledge Evidence

Must provide evidence that demonstrates sufficient knowledge to interact with relevant personnel and be able to develop/improve quick changeover procedures, including knowledge of:

- principles of quick changeover
- equipment and operating environment of activities subject to quick changeover
- regulatory and commercial obligations and risk environment for operations subject to quick changeover analysis
- safe movement and other relevant work health and safety (WHS) principles
- relevant procedures
- purposes/requirements of changeover
- sourcing of resources
- trialling procedures.

Assessment Conditions

- The unit should be assessed holistically and the judgement of competence shall be based on a holistic assessment of the evidence.
- The collection of performance evidence is best done from a report and/or folio of evidence drawn from:
  - a single project which provides sufficient evidence of the requirements of all the elements and performance criteria
  - multiple smaller projects which together provide sufficient evidence of the requirements of all the elements and performance criteria.

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- A third-party report, or similar, may be needed to testify to the work done by the individual, particularly when the project has been done as part of a project team.
- Assessment should use the actual developing/improving of changeover procedures in an operational workplace.
- Knowledge evidence may be collected concurrently with performance evidence or through an independent process such as workbooks, written assessments or interviews (provided a record is kept).
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.
- Conditions for assessment must include access to all tools, equipment, materials and documentation required, including relevant workplace procedures, product and manufacturing specifications associated with this unit.
- Foundation skills are integral to competent performance of the unit and should not be assessed separately.
- Assessors must satisfy the assessor competency requirements that are in place at the time of the assessment as set by the VET regulator.
- The assessor must demonstrate both technical competency and currency.
- Technical competence can be demonstrated through:
  - relevant VET or other qualification/Statement of Attainment AND/OR
  - relevant workplace experience
- Currency can be demonstrated through:
  - performing the competency being assessed as part of current employment OR
  - having consulted with an organisation providing relevant environmental monitoring, management or technology services about performing the competency being assessed within the last twelve months.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998

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MSS405021 Develop a Just in Time system

Modification History

Release 1. Supersedes and is equivalent to MSS405021A Develop a Just in Time system

Application

This unit applies to an individual responsible for planning and implementing a Just in Time (JIT) system. It includes consulting with employees, suppliers and customers regarding the change. This may require identification of training and other employee support as well as identifying possible logistical support.

The unit includes kanban-based JIT systems but also applies to other sectors and systems where a traditional kanban-type JIT may not be suitable through the unit's coverage of JIT principles.

This unit requires the application of skills associated with communication in gathering, analysing and applying information, consulting with stakeholders, problem solving, and demonstrating initiative and enterprise. This unit also requires aspects of self-management and learning to ensure feedback and new learning is integrated into the JIT design.

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

Pre-requisite Unit

Nil

Competency Field

Competitive systems and practices

Unit Sector

Not applicable

Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1	**Design the JIT system/system improvements**	1.1	Identify value chain members.
		1.2	Consult with internal and external value chain members.
		1.3	Identify current storage/inventory in value chain.
		1.4	Determine flow authorisation indicators.
		1.5	Determine minimum and maximum operations rate.
		1.6	Determine lead time for product or service.
		1.7	Determine number of units per kanban.
		1.8	Draft workable procedures to implement JIT.
2	**Implement the JIT system/improvements**	2.1	Consult with key internal stakeholders to develop solutions to JIT issues.
		2.2	Ensure all stakeholders have required JIT-related skills and related issues have been resolved.
		2.3	Liaise with key external members of the value chain to develop solutions to JIT issues.
		2.4	Develop implementation plan for JIT.
		2.5	Determine key measures of JIT.
3	**Monitor the JIT system**	3.1	Monitor key measures of JIT.
		3.2	Regularly liaise with key stakeholders seeking areas for improvement.
		3.3	Identify areas in need of improvement.

Foundation Skills

This section describes those required skills (language, literacy and numeracy) that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Competitive systems and practices include one or more of:

- lean operations
- agile operations
- preventative and predictive maintenance approaches
- statistical process control systems, including six sigma and three sigma
- JIT, kanban and other pull-related operations control systems
- supply, value, and demand chain monitoring and analysis
- 5S
- continuous improvement (kaizen)
- breakthrough improvement (kaizen blitz)
- cause/effect diagrams
- overall equipment effectiveness (OEE)
- takt time
- process mapping
- problem solving
- run charts
- standard procedures
- current reality tree.

Procedures (written, verbal, visual, computer based, etc.) include one or any combination of:

- work instructions
- standard operating procedures (SOPs)
- safe work method statements
- formulas/recipes
- batch sheets
- temporary instructions
- any similar instructions provided for the smooth running of the plant.

Key measures include one or more of:

- inventory levels
- lead time
- in full, on time and in specification (IFOTIS) delivery
- productivity/production rate
- other measures of pull through the value chain
- quality.

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Unit Mapping Information

Release 1. Supersedes and is equivalent to MSS405021A Develop a Just in Time system

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998

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Assessment Requirements for MSS405021 Develop a Just in Time system

Modification History

Release 1. Supersedes and is equivalent to MSS405021A Develop a Just in Time system

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy the requirements of the elements and performance criteria and include the ability, for one (1) or more JIT systems, to:

- develop a complete JIT system
- provide training and support for employees and value chain members
- communicate and negotiate complex issues to a wide variety of individuals
- supervise JIT implementation and suggest improvements.

Knowledge Evidence

Must provide evidence that demonstrates sufficient knowledge to interact with relevant personnel and be able to develop a JIT system, including knowledge of:

- needs of internal and external value chain members
- principles of JIT
- reasons for delays/storages/inventories in the value stream and methods of reducing/eliminating them
- methods of identifying and filling skill gaps
- key business objectives associated with implementing JIT
- principles of the operational processes relevant to the JIT implementation
- production data generated by the process and its application to JIT.

Assessment Conditions

- The unit should be assessed holistically and the judgement of competence shall be based on a holistic assessment of the evidence.
- The collection of performance evidence is best done from a report and/or folio of evidence drawn from:
  - a single project which provides sufficient evidence of the requirements of all the elements and performance criteria
  - multiple smaller projects which together provide sufficient evidence of the requirements of all the elements and performance criteria.
- A third-party report, or similar, may be needed to testify to the work done by the individual, particularly when the project has been done as part of a project team.

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- Assessment should use development of an actual JIT system in an operational workplace.
- Knowledge evidence may be collected concurrently with performance evidence or through an independent process such as workbooks, written assessments or interviews (provided a record is kept).
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.
- Conditions for assessment must include access to all tools, equipment, materials and documentation required, including relevant workplace procedures, product and manufacturing specifications associated with this unit.
- Foundation skills are integral to competent performance of the unit and should not be assessed separately.
- Assessors must satisfy the assessor competency requirements that are in place at the time of the assessment as set by the VET regulator.
- The assessor must demonstrate both technical competency and currency.
- Technical competence can be demonstrated through:
  - relevant VET or other qualification/Statement of Attainment AND/OR
  - relevant workplace experience
- Currency can be demonstrated through:
  - performing the competency being assessed as part of current employment OR
  - having consulted with an organisation providing relevant environmental monitoring, management or technology services about performing the competency being assessed within the last twelve months.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998

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MSS405030 Optimise cost of a product or service

Modification History

Release 1. Supersedes and is equivalent to MSS405030A Optimise cost of a product or service

Application

This unit of competency covers the skills and knowledge required to examine the costs of a product or service and determine methods of reducing costs. This unit applies to an individual a who is required to undertake a detailed study of a product or service's costs, including analysing it by its cost components to determining the best method of lowering the cost overall. This unit differs from *MSS405031 Undertake value analysis of a product or process costs in terms of customer requirements*, in that it looks at all costs, including overheads and takes a wider and more traditional approach to the cost of the product. Information and cost reduction strategies gained from the application of this unit may support other cost approaches in the enterprise, including value stream costing.

This unit primarily requires the application of skills associated with communication in gathering, analysing and applying information. Problem solving, initiative and enterprise, and planning and organising are required to calculate cost components and determine cost optimisation strategies. This unit also requires aspects of self-management and learning to ensure feedback and new learning is integrated into costing methods.

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

Pre-requisite Unit

Nil

Competency Field

Competitive systems and practices

Unit Sector

Not applicable

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Elements and Performance Criteria

Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Analyse total cost components of a product or service**	1.1	Identify all cost components of product or service.
		1.2	Allocate cost components to major categories, such as overhead, depreciation, energy, consumables and labour.
		1.3	Distinguish between costs which directly deliver customer features/benefits and muda (waste).
2	**Optimise costs**	2.1	Analyse causes of costs which lead to customer features/benefit.
		2.2	Determine methods of increasing the customer benefit/cost ratio.
		2.3	Analyse causes of muda costs.
		2.4	Determine methods of reducing/eliminating muda costs.
		2.5	Analyse interactions between cost components.
		2.6	Check that one method of reducing costs does not cause an increase in another cost/reduction in consumer benefit.
		2.7	Check that cost reduction plans do not reduce required levels of regulatory compliance or work health and safety (WHS).
3	**Implement cost optimisation**	3.1	Develop cost optimisation plans.
		3.2	Negotiate with relevant people to agree on implementation plans.
		3.3	Take actions to implement the cost optimisation.
		3.4	Monitor the implementation of the cost optimisation.
		3.5	Make adjustments to the plan, as required.

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Foundation Skills

This section describes those required skills (language, literacy and numeracy) that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Competitive systems and practices include one or more of:

- lean operations
- agile operations
- preventative and predictive maintenance approaches
- statistical process control systems, including six sigma and three sigma
- Just in Time (JIT), kanban and other pull-related operations control systems
- supply, value, and demand chain monitoring and analysis
- 5S
- continuous improvement (kaizen)
- breakthrough improvement (kaizen blitz)
- cause/effect diagrams
- overall equipment effectiveness (OEE)
- takt time
- process mapping
- problem solving
- run charts
- standard procedures
- current reality tree.

Muda (waste) includes all of:

- excess production and early production
- delays
- movement and transport
- poor process design
- inventory
- inefficient performance of a process
- making defective items
- activities which do not yield any benefit to the organisation or any

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benefit to the organisations customers.

Cost includes all of:

- the monetary value of expenditures able to be directly identified for supplies, services, direct labour, materials, components, cost of inventory, faults and reworks, rejects/scrap, equipment and other items used in the production of the product
- allocations and estimates for indirect costs (e.g. indirect labour, rent, energy, water and cost of capital) where a direct monetary value cannot be identified.

Cost optimisation plans include all of:

- application scope (e.g. product/s, services, areas, employees and suppliers included in plan)
- target costs and target cost reductions
- implementation period
- method of monitoring
- method of communicating progress to stakeholders.

Unit Mapping Information

Release 1. Supersedes and is equivalent to MSS405030A Optimise cost of a product or service

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998

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Assessment Requirements for MSS405030 Optimise cost of a product or service

Modification History

Release 1. Supersedes and is equivalent to MSS405030A Optimise cost of a product or service

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy the requirements of the elements and performance criteria and include the ability to optimise costs for one (1) or more products or services and to:

- analyse all cost components
- optimise costs and minimise muda
- implement the cost optimisation.

Knowledge Evidence

Must provide evidence that demonstrates sufficient knowledge to interact with relevant personnel and be able to optimise costs, including knowledge of:

- cost component categories
- methods of allocating indirect costs and their implications
- expressing customer perceived benefit in cost or dollar value terms
- major controllable costs for the organisation, and how to control them
- types of muda and how to reduce it
- benefit cost/ratios, their determination and application.

Assessment Conditions

- The unit should be assessed holistically and the judgement of competence shall be based on a holistic assessment of the evidence.
- The collection of performance evidence is best done from a report and/or folio of evidence drawn from:
  - a single project which provides sufficient evidence of the requirements of all the elements and performance criteria
  - multiple smaller projects which together provide sufficient evidence of the requirements of all the elements and performance criteria.
- A third-party report, or similar, may be needed to testify to the work done by the individual, particularly when the project has been done as part of a project team.
- Assessment should use a real cost optimisation project for an operational workplace.

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- Knowledge evidence may be collected concurrently with performance evidence or through an independent process such as workbooks, written assessments or interviews (provided a record is kept).
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.
- Conditions for assessment must include access to all tools, equipment, materials and documentation required, including relevant workplace procedures, product and manufacturing specifications associated with this unit.
- Foundation skills are integral to competent performance of the unit and should not be assessed separately.
- Assessors must satisfy the assessor competency requirements that are in place at the time of the assessment as set by the VET regulator.
- The assessor must demonstrate both technical competency and currency.
- Technical competence can be demonstrated through:
  - relevant VET or other qualification/Statement of Attainment AND/OR
  - relevant workplace experience
- Currency can be demonstrated through:
  - performing the competency being assessed as part of current employment OR
  - having consulted with an organisation providing relevant environmental monitoring, management or technology services about performing the competency being assessed within the last twelve months.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998

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MSS405031 Undertake value analysis of product or process costs in terms of customer requirements

Modification History

Release 1. Supersedes and is equivalent to MSS405031A Undertake value analysis of product or process costs in terms of customer requirements

Application

This unit of competency covers the skills and knowledge required by an individual who is required to analyse products and processes to determine the value-adding factors, including design and processing costs that most impact on meeting customer requirements and which may also include competitor benchmarking. The unit also includes implementing identified changes that increase cost-efficiency. The unit may be applied individually or in a team environment.

In this unit an individual uses an analysis of the benefits/features which a customer perceives to be in a product or service as a basis for determining appropriate or unnecessary (muda) cost and so identifying and reducing muda (waste).

This unit primarily requires the application of skills associated with communication in gathering, analysing and applying information. Problem solving, initiative and enterprise, and planning and organising are required to determine cost-efficiencies. This unit also requires aspects of self-management and learning to ensure feedback and new learning is integrated into costing methods.

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

Pre-requisite Unit

Nil

Competency Field

Competitive systems and practices

Unit Sector

Not applicable

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Elements and Performance Criteria

Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Analyse customer benefits to determine appropriate or muda (waste) costs**	1.1	Analyse product or service to determine features/benefits perceived by customer in product.
		1.2	Analyse cost components of product or service and determine those which deliver customer features/benefits and those which are either appropriate or muda.
		1.3	Determine any additional features that may be added to improve saleability.
		1.4	Analyse muda cost components and allocate to direct and indirect cost categories.
		1.5	Determine options for reducing direct and indirect muda costs.
		1.6	Select cost-related actions which maximise customer benefits and minimise costs.
		1.7	Where required, undertake competitor benchmarking to provide reference points.
2	**Analyse performance variance**	2.1	Identify muda processing or operational steps for product or service following completion of customer benefit analysis.
		2.2	Analyse all costs and determine methods of reducing costs and muda.
		2.3	Develop plan and recommendations for actions required to achieve cost improvement or added customer benefits to improve saleability.
		2.4	Submit plan and recommendations to stakeholders.

Foundation Skills

This section describes those required skills (language, literacy and numeracy) that are essential to performance.

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Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Competitive systems and practices include one or more of:	• lean operations • agile operations • preventative and predictive maintenance approaches • statistical process control systems, including six sigma and three sigma • Just in Time (JIT), kanban and other pull-related operations control systems • supply, value, and demand chain monitoring and analysis • 5S • continuous improvement (kaizen) • breakthrough improvement (kaizen blitz) • cause/effect diagrams • overall equipment effectiveness (OEE) • takt time • process mapping • problem solving • run charts • standard procedures • current reality tree.
Muda includes all of:	• excess production and early production • delays • movement and transport • poor process design • inventory • inefficient performance of a process • making defective items • activities which do not yield any benefit to the organisation or any benefit to the organisations customers.
Cost includes all of:	• the monetary value of expenditures able to be directly identified for supplies, services, direct labour, components, cost of

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inventory, faults and reworks, rejects/scrap, equipment and other items used in the production of the product
- allocations and estimates for indirect costs (e.g. indirect labour, rent, power and water) where a direct monetary value cannot be identified.

Unit Mapping Information

Release 1. Supersedes and is equivalent to MSS405031A Undertake value analysis of product or process costs in terms of customer requirements

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998

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Assessment Requirements for MSS405031 Undertake value analysis of product or process costs in terms of customer requirements

Modification History

Release 1. Supersedes and is equivalent to MSS405031A Undertake value analysis of product or process costs in terms of customer requirements

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy the requirements of the elements and performance criteria and include the ability to undertake value analysis on one (1) or more products or processes and to:

- distinguish between appropriate costs and muda
- distinguish between direct and indirect costs
- determine methods of reducing both appropriate costs and muda
- develop a plan to increase customer perceived benefits/ saleability and/or reduce costs and muda.

Knowledge Evidence

Must provide evidence that demonstrates sufficient knowledge to interact with relevant personnel and be able to undertake value analysis, including knowledge of:

- cost components, direct and indirect costs
- customer perceived benefits
- factors influencing saleability
- impact of customer features/benefits on sales, market share and firms profitability
- major costs which are controllable (and how to control them)
- types of muda
- methods of reducing muda.

Assessment Conditions

- The unit should be assessed holistically and the judgement of competence shall be based on a holistic assessment of the evidence.
- The collection of performance evidence is best done from a report and/or folio of evidence drawn from:
  - a single project which provides sufficient evidence of the requirements of all the elements and performance criteria
  - multiple smaller projects which together provide sufficient evidence of the requirements of all the elements and performance criteria.

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- A third-party report, or similar, may be needed to testify to the work done by the individual, particularly when the project has been done as part of a project team.
- Assessment should use a real value analysis project in an operational workplace.
- Knowledge evidence may be collected concurrently with performance evidence or through an independent process such as workbooks, written assessments or interviews (provided a record is kept).
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.
- Conditions for assessment must include access to all tools, equipment, materials and documentation required, including relevant workplace procedures, product and manufacturing specifications associated with this unit.
- Foundation skills are integral to competent performance of the unit and should not be assessed separately.
- Assessors must satisfy the assessor competency requirements that are in place at the time of the assessment as set by the VET regulator.
- The assessor must demonstrate both technical competency and currency.
- Technical competence can be demonstrated through:
  - relevant VET or other qualification/Statement of Attainment AND/OR
  - relevant workplace experience
- Currency can be demonstrated through:
  - performing the competency being assessed as part of current employment OR
  - having consulted with an organisation providing relevant environmental monitoring, management or technology services about performing the competency being assessed within the last twelve months.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998

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MSS405040 Manage 5S system in an organisation

Modification History

Release 1. Supersedes and is equivalent to MSS405040A Manage 5S system in an organisation

Application

This unit of competency covers the skills and knowledge required for the overall management of the 5S system in an organisation.

This unit applies to an individual who is responsible for ensuring the smooth operation and continuous improvement of the 5S system in an organisation. This may be for an initial introduction of, or for the ongoing implementation and continuous improvement resulting from, 5S.

This unit requires the application of skills associated with problem solving, planning, communication and teamwork.

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

Pre-requisite Unit

Nil

Competency Field

Competitive systems and practices

Unit Sector

Not applicable

Elements and Performance Criteria

Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.
1	**Organise an**	1.1 Ensure managers and other key stakeholders support and

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	appropriate environment for 5S		understand 5S.
		1.2	Arrange for team leaders to develop/maintain skills required for 5S.
		1.3	Ensure team leaders are developing/maintaining skills required in their team members.
		1.4	Ensure procedures and work practices reflect 5S needs and regulatory requirements.
		1.5	Practise 5S in own work.
		1.6	Eliminate roadblocks to 5S.
2	**Audit 5S implementation**	2.1	Undertake spot checks of compliance.
		2.2	Review workplace and records for indicators of compliance/non-compliance.
		2.3	Encourage all levels of the workforce to routinely suggest areas for improvement.
		2.4	Discuss 5S routinely with team leaders to seek ideas for implementation of improvement suggestions and encourage identification of non-conformance.
3	**Improve 5S**	3.1	Negotiate solutions to non-conformances.
		3.2	Implement agreed solutions.
		3.3	Work with team leaders to develop opportunities for improvements.
		3.4	Provide necessary resources for improvements.
		3.5	Ensure procedures and practices change to reflect improvements.

Foundation Skills

This section describes those required skills (language, literacy and numeracy) that are essential to performance.

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Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Competitive systems and practices include one or more of:

- lean operations
- agile operations
- preventative and predictive maintenance approaches
- statistical process control systems, including six sigma and three sigma
- Just in Time (JIT), kanban and other pull-related operations control systems
- supply, value, and demand chain monitoring and analysis
- 5S
- continuous improvement (kaizen)
- breakthrough improvement (kaizen blitz)
- cause/effect diagrams
- overall equipment effectiveness (OEE)
- takt time
- process mapping
- problem solving
- run charts
- standard procedures
- current reality tree.

Procedures (written, verbal, visual, computer based, etc.) include one or any combination of:

- work instructions
- standard operating procedures (SOPs)
- safe work method statements
- formulas/recipes
- batch sheets
- temporary instructions
- any similar instructions provided for the smooth running of the plant.

5S includes all of:

- sort
- set in order

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- shine
- standardise
- sustain.

Sort includes all of:

- separating necessary from unnecessary items (equipment and supplies)
- keeping only what is absolutely necessary for the work processes that comprise the job
- disposing of (or relocating) all other items.

Set in order includes all of:

- assigning required equipment and materials appropriate locations in the work area
- consideration of frequency of use, ergonomics and work health and safety (WHS)
- provision of facilities to maintain the locations.

Shine includes one or more of:

- keeping the work area clean at all times which should be carried out to a regular daily schedule against allowed time, usually at the end of the day or of a particular process
- keeping work area, including virtual work area, organised
- noting any signs of wear, damage, leakage, safety risks or other issues that require immediate attention.

Standardising includes one or more of:

- activities that help maintain the order and the 5S standards
- using procedures and checklists developed from a procedure.

Sustain includes one or more of:

- making sure that daily activities are completed every day regardless of circumstance
- informal inspections that should be carried often, at least weekly
- formal inspections that should be carried out at least monthly.

Items in work area may include one or more of:

- tools
- jigs/fixtures
- materials/components
- plant and equipment
- manuals
- personal items (e.g., lunch boxes and posters)
- safety equipment and personal protective equipment
- other items which happens to be in the work area.

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Unit Mapping Information

Release 1. Supersedes and is equivalent to MSS405040A Manage 5S system in an organisation

Links

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Assessment Requirements for MSS405040 Manage 5S system in an organisation

Modification History

Release 1. Supersedes and is equivalent to MSS405040A Manage 5S system in an organisation

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy the requirements of the elements and performance criteria and include the ability, across an organisation or department/section, to:

- encourage and monitor a systematic approach to implementing 5S
- analyse areas and records for evidence of 5S conformance/non-conformances
- manage non-conformances in implementation of 5S
- lead and motivate others in achieving 5S outcomes and making improvements to the 5S systems.

Knowledge Evidence

Must provide evidence that demonstrates sufficient knowledge to interact with relevant personnel and be able to manage 5S systems, including knowledge of:

- organisation operations and structure
- principles of efficient workplace organisation
- purposes and methodology of 5S
- operation procedures relevant to jobs in the organisation
- relevant regulatory requirements
- processes for identification of skill gaps
- methods of addressing skill gaps
- ways of encouraging team leaders and operators to find and suggest areas for improvement
- methods of making/recommending improvements
- methods of accessing required resources
- non-conformance, what they are, assessment of severity and action to be taken.

Assessment Conditions

- The unit should be assessed holistically and the judgement of competence shall be based on a holistic assessment of the evidence.
- The collection of performance evidence is best done from a report and/or folio of evidence drawn from:

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  - a single project which provides sufficient evidence of the requirements of all the elements and performance criteria
  - multiple smaller projects which together provide sufficient evidence of the requirements of all the elements and performance criteria.
- A third-party report, or similar, may be needed to testify to the work done by the individual, particularly when the project has been done as part of a project team.
- Assessment should use a real project where initial introduction of, or ongoing implementation and continuous improvement resulting from 5S occur in an operational workplace.
- Knowledge evidence may be collected concurrently with performance evidence or through an independent process such as workbooks, written assessments or interviews (provided a record is kept).
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.
- Conditions for assessment must include access to all tools, equipment, materials and documentation required, including relevant workplace procedures, product and manufacturing specifications associated with this unit.
- Foundation skills are integral to competent performance of the unit and should not be assessed separately.
- Assessors must satisfy the assessor competency requirements that are in place at the time of the assessment as set by the VET regulator.
- The assessor must demonstrate both technical competency and currency.
- Technical competence can be demonstrated through:
  - relevant VET or other qualification/Statement of Attainment AND/OR
  - relevant workplace experience
- Currency can be demonstrated through:
  - performing the competency being assessed as part of current employment OR
  - having consulted with an organisation providing relevant environmental monitoring, management or technology services about performing the competency being assessed within the last twelve months.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998

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MSS405054 Determine and improve process capability

Modification History

Release 1. Unit code changed. Application changed. Performance criteria changed. Range of conditions removed. Assessment requirements changed. Supersedes and is equivalent to MSS405050 Determine and improve process capability.

Application

This unit describes the skills and knowledge required to determine the actual (as distinct from design) capability of a process and then to analyse that process to remove assignable causes and reduce random causes. This unit applies to an individual (who may be a production manager, plant/process engineer, technical specialist or similar) who is responsible for developing plans to stabilise and then improve process capability and, following agreement, the implementation of the plans to improve process capability. The organisation may use either a six sigma or three sigma process.

No licensing or certification requirements exist at the time of publication. Relevant legislation, industry standards and codes of practice within Australia must be applied.

Pre-requisite Unit

MSS404054 Apply statistics to operational processes

Competency Field

Competitive systems and practices

Unit Sector

Elements and Performance Criteria

Elements Elements describe the essential outcomes.	**Performance Criteria** Performance criteria describe the performance needed to demonstrate achievement of the element.	
1. Obtain data for process capability study	1.1	Identify the process requiring capability analysis, including procedures
	1.2	Identify customer specifications for product or service
	1.3	Obtain process capability data

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2. Analyse data	2.1	Read and interpret data to identify assignable causes of variation in liaison with relevant personnel
	2.2	Develop solutions to eliminate variation due to assignable causes in liaison with relevant personnel
	2.3	Analyse random variations for possible causes in liaison with relevant personnel
	2.4	Confirm causes of random variation
	2.5	Develop solutions to reduce random variations in liaison with relevant personnel
3. Improve process capability	3.1	Develop written plans to implement solutions
	3.2	Liaise with relevant personnel to implement solutions
	3.3	Gain necessary approvals to implement plans
	3.4	Monitor implementation and make adjustments
	3.5	Determine new or revised process capability
	3.6	Implement revised process capability regime

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

Supersedes and is equivalent to MSS405050 Determine and improve process capability.

Links

The MSS Sustainability Companion Volume Implementation Guides are available from VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998

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Assessment Requirements for MSS405054 Determine and improve process capability

Modification History

Release 1. Unit code changed. Application changed. Performance criteria changed. Range of conditions removed. Assessment requirements changed. Supersedes and is equivalent to MSS405050 Determine and improve process capability.

Performance Evidence

There must be evidence the candidate has completed the tasks outlined in the elements and performance criteria of this unit, and:

- determined and improved the capability of at least 1 process.

Knowledge Evidence

There must be evidence the candidate has knowledge of:

- statistical methods of processing and describing data
- data collection methods
- data processing techniques required to establish variability and normal distribution
- how to calculate three sigma or six sigma process capability
- random and non-random results and processes for recognition of assignable causes
- causes of different types of non-random results
- causes of random variation
- process to translate the data into variations in the process and determine methods of controlling them.

Assessment Conditions

Skills must have been demonstrated in the workplace or in a simulated environment that reflects workplace conditions, contingencies, facilities, equipment and resources.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

The MSS Sustainability Companion Volume Implementation Guides are available from VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998

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MSS405063 Develop the application of enterprise control systems in an organisation

Modification History

Release 1. Unit code changed. Application changed. Performance criteria changed. Range of conditions removed. Assessment requirements changed. Supersedes and is equivalent to MSS405060 Develop the application of enterprise control systems in an organisation.

Application

This unit describes the skills and knowledge required to continuously modify and improve or develop new enterprise-wide information technology (IT) based control systems, such as Supervisory Control and Data Acquisition (SCADA), Enterprise Resource Planning (ERP), Materials Resource Planning (MRPII) and similar.

Typically, the development of such a system will be in liaison with an appropriate technical expert who may be an internal expert or an external consultant.

This unit applies to an individual responsible for the development and implementation of new systems or modifications to the current system. While the individual might generate the ideas for change themselves and undertake a significant part of the final implementation, they may also be working closely with an appropriate technical expert (such as the software system supplier) who may actually make the modifications.

No licensing or certification requirements exist at the time of publication. Relevant legislation, industry standards and codes of practice within Australia must be applied.

Pre-requisite Unit

Nil.

Competency Field

Competitive systems and practices

Unit Sector

Elements and Performance Criteria

Elements	**Performance Criteria**
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1. Monitor information and control needs of organisation	1.1	Check the use of current information
	1.2	Check the operation of current control systems
	1.3	Communicate with key information users regarding new or changed information control needs, including information needs from and to value stream
	1.4	Identify short comings in information and control provision
	1.5	Act on information and control needs to meet organisational needs
2. Check current system against organisation needs	2.1	Check the routine use of the system
	2.2	Check system alarm or non-conformance notification and control operation
	2.3	Communicate with key stakeholders about current system use and application
	2.4	Determine effect of non-conformance on enterprise system
	2.5	Identify problems and issues and address in accordance with procedures
3. Determine developments needed in a new or significantly modified system	3.1	Identify needs requiring a new system or development of modifications to the current system
	3.2	Draft scope, specifications and outcomes required
	3.3	Liaise with key stakeholders and technical experts to refine scope, specifications and outcomes needed in new or modified system
	3.4	Agree final scope, specifications and outcomes
4. Develop system	4.1	Develop written project plan
	4.2	Facilitate ongoing consultation with stakeholders
	4.3	Manage development project
	4.4	Manage trialing of modified system
	4.5	Ensure modified system meets organisational requirements

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

Supersedes and is equivalent to MSS405060 Develop the application of enterprise control systems in an organisation.

Links

The MSS Sustainability Companion Volume Implementation Guides are available from VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998

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Assessment Requirements for MSS405063 Develop the application of enterprise control systems in an organisation

Modification History

Release 1. Unit code changed. Application changed. Performance criteria changed. Range of conditions removed. Assessment requirements changed. Supersedes and is equivalent to MSS405060 Develop the application of enterprise control systems in an organisation.

Performance Evidence

There must be evidence the candidate has completed the tasks outlined in the elements and performance criteria of this unit, and:

- developed the application of enterprise control system for an organisation for at least 1 of the following purposes:
  - development and implementation of new system
  - modifications to the current system.

Knowledge Evidence

There must be evidence the candidate has knowledge of:

- capability of resource planning, SCADA systems
- information and control needs of organisation and processes
- project management principles
- support, training, skill development mechanisms available for access by personnel.

Assessment Conditions

Skills must have been demonstrated in the workplace or in a simulated environment that reflects workplace conditions, contingencies, facilities, equipment and resources.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

The MSS Sustainability Companion Volume Implementation Guides are available from VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998

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MSS405064 Determine and establish information collection requirements and processes

Modification History

Release 1. Unit code changed. Application changed. Performance criteria changed. Range of conditions removed. Foundation skills information added. Assessment requirements changed. Supersedes and is equivalent to MSS405061 Determine and establish information collection requirements and processes.

Application

This unit describes the skills and knowledge required to determine what information is needed to support decision making in a competitive systems and practices environment and then to set about establishing required information collection systems. This would usually be done as part of a team and would require consultation with all key stakeholders.

This unit covers the determination of data needs and collection methods for an organisation or specific plant or process. This will typically be done in liaison with a wide range of people, each of whom will have their own specific information requirements. This will need to be balanced and interpreted into a workable set of data to be collected.

This unit is primarily focused on those decisions which are non-routine and so need specific collection of data, or for those decisions which are routine, the establishment of a routine data collection protocol to allow for the decisions to be made based on appropriate, reliable data.

No licensing or certification requirements exist at the time of publication. Relevant legislation, industry standards and codes of practice within Australia must be applied.

Pre-requisite Unit

Nil.

Competency Field

Competitive systems and practices

Unit Sector

Elements and Performance Criteria

Elements	**Performance Criteria**
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1. Analyse decisions to be made	1.1	Identify personnel to be included in the analysis process
	1.2	Determine the consequences of the decisions in liaison with personnel
	1.3	Determine the variables which can be controlled
	1.4	Determine the variables which cannot be controlled
	1.5	Determine the consequences of a change in these variables in liaison with affected personnel
2. Define factors that cause variables to change	2.1	Identify factors which can be controlled
	2.2	Identify factors which are not able to be controlled
	2.3	Identify means of measuring these factors, or indicators for the values of these factors
	2.4	Compile a list of measurements or indicators required
	2.5	Communicate with team members and involve them in development of factors and changes to ensure awareness and facilitate learning
3. Develop data collection protocols	3.1	Determine methods of making measurements
	3.2	Determine methods of quantifying indicators
	3.3	Calculate the cost-benefit of data collection method
4. Develop systems to produce required information	4.1	Identify user of information and their needs and abilities
	4.2	Determine data processing needs to produce required information
	4.3	Determine information distribution channels
	4.4	Determine skill development need for recipients of information
	4.5	Implement systems to produce information
	4.6	Monitor implementation and adjust to produce required information

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

Supersedes and is equivalent to MSS405061 Determine and establish information collection requirements and processes.

Links

The MSS Sustainability Companion Volume Implementation Guides are available from VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998

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Assessment Requirements for MSS405064 Determine and establish information collection requirements and processes

Modification History

Release 1. Unit code changed. Application changed. Performance criteria changed. Range of conditions removed. Foundation skills information added. Assessment requirements changed. Supersedes and is equivalent to MSS405061 Determine and establish information collection requirements and processes.

Performance Evidence

There must be evidence the candidate has completed the tasks outlined in the elements and performance criteria of this unit, and:

- determined and established information collection requirements and processes for at least 1 specific plant or process.

Knowledge Evidence

There must be evidence the candidate has knowledge of:

- business needs of the organisation
- information needs of individuals within the organisation
- data available and potentially available to the organisation
- methods of collecting available and potential data
- relationship between data available and information required
- methods of converting data into useful information
- methods of developing indicators for factors resistant to measurement
- stakeholder consultation techniques.

Assessment Conditions

Skills must have been demonstrated in the workplace or in a simulated environment that reflects workplace conditions, contingencies, facilities, equipment and resources.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

The MSS Sustainability Companion Volume Implementation Guides are available from VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998

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MSS405075 Facilitate the development of a new product

Modification History

Release 2. Updated pre-requisite code

Release 1. Supersedes and is equivalent to MSS405075A Facilitate the development of a new product

Application

This unit of competency covers the skills and knowledge required to facilitate the development of a new or evolutionary product within an existing range of products and encompasses design for manufacture, determining the process capability and the facilitation of its initial production.

This unit applies to an individual responsible for the development of a new product. The unit assumes an initial product design has been prepared by a designer and also assumes a working knowledge of all main processes and materials so that an informed choice can be made between them. The person will normally be a manager or technical expert and be required to work closely with a range of other management and operations personnel.

The unit requires balancing the business and technical sides of the new product and would typically be done as part of a cross-functional team. This unit primarily requires the application of skills associated with communication in gathering, analysing and applying information and consulting with stakeholders. Teamwork, problem solving, initiative and enterprise, and planning and organising are required to facilitate the development of a new product. This unit also requires aspects of self-management and learning to ensure feedback and new learning is integrated into competitive systems and practices.

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

Pre-requisite Unit

MSS404054	Apply statistics to operational processes

Competency Field

Competitive systems and practices

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Unit Sector

Not applicable

Elements and Performance Criteria

Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Confirm design brief of new product in consultation with relevant people**	1.1	Review product design with customer and other key stakeholders and agree on technical specification, aesthetic requirements, timelines, cost and other market requirements.
		1.2	Determine any regulatory, industry code/intellectual property (IP) requirements for product.
		1.3	Identify any required tooling, process or equipment needs.
		1.4	Confirm design brief, including relevant drawings, to meet needs.
		1.5	Determine design brief conforms to organisation objectives and capability.
		1.6	Obtain approval on total design brief from all relevant personnel.
2	**Determine material requirements for product**	2.1	Select appropriate materials or combination of materials/ components in liaison with key stakeholders.
		2.2	Determine material/component testing and evaluation regime required to meet product end use requirements, including regulatory/industry code requirements.
		2.3	Arrange for testing and evaluation of trial materials/ components.
		2.4	Guide material trial process and interpret material trial results.
		2.5	Determine final materials/components specifications and details of value chain.

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3	**Determine process requirements for product**	3.1	Select appropriate process to make product in liaison with key stakeholders and based on relevant factors.
		3.2	Determine any special process/equipment requirements for this product.
		3.3	Communicate with production personnel to determine any concerns and/or training or other needs.
		3.4	Adjust the design, as required, to satisfy customer and production needs.
4	**Ensure process needs for new product have been met**	4.1	Liaise with equipment design/procurement personnel.
		4.2	Interpret hardware specifications and ensure they are appropriate for the job required.
		4.3	Liaise with process personnel to ensure appropriate draft procedures for new product have been developed.
		4.4	Validate product cost and design meets organisation requirements and capability.
5	**Trial new product through the process**	5.1	Design trialling procedure to deliver required information.
		5.2	Liaise with relevant stakeholders.
		5.3	Ensure health, safety and environment (HSE) requirements are observed.
		5.4	Coordinate the trialling of the new product.
		5.5	Interpret product trial results and guide product trial process.
		5.6	Tune process to optimise production of new product.
6	**Determine process capability**	6.1	Plot appropriate statistical process control charts.
		6.2	Determine confidence limits.
		6.3	Compare confidence limits with product specification.

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7	**Coordinate product trials**	7.1	Determine product testing and evaluation regime required to meet end use requirements, including regulatory/industry code requirements.
		7.2	Arrange for testing and evaluation of trial product/prototype.
		7.3	Interpret product trial results and guide product trial process.
		7.4	Determine final product specification in liaison with key stakeholders.
		7.5	Make required changes to materials, process and equipment.
8	**Implement standard procedures for new product**	8.1	Monitor initial production and, in liaison with appropriate team members, adjust process, conditions and materials to ensure the product and process outcomes conform to customer, regulatory and organisation requirements.
		8.2	Ensure process specifications are updated and reflect the optimised operation developed.
		8.3	Ensure standard operating procedures (SOPs) are correct for the new product.
		8.4	Ensure equipment and other hardware records are updated to reflect additions/changes.
		8.5	Ensure project records are complete and all required reports have been completed and submitted.
		8.6	Archive records according to company procedure.

Foundation Skills

This section describes those required skills (language, literacy and numeracy) that are essential to performance.

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Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Competitive systems and practices include one or more of:	• lean operations • agile operations • preventative and predictive maintenance approaches • statistical process control systems, including six sigma and three sigma • Just in Time (JIT), kanban and other pull-related operations control systems • supply, value, and demand chain monitoring and analysis • 5S • continuous improvement (kaizen) • breakthrough improvement (kaizen blitz) • cause/effect diagrams • overall equipment effectiveness (OEE) • takt time • process mapping • problem solving • run charts • standard procedures • current reality tree.
Organisation objectives and requirements include one or more of:	• cost/profit requirements for new products (e.g. minimum return and capital expenditure limits) • encouragement/discouragement of different types of products (e.g. on sustainability, ethical or other non-individual customer-related criteria) • potential or actual capacity conflicts with other customers or product/process activities • activities that require/may require community consultation (e.g. on noise or other environmental grounds).
Typical regulatory requirements include one or more	• work health and safety (WHS) • environmental regulations • structural codes

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of:	• product/industry-specific requirements.
Typical problems include one or more of:	• defining product end-use requirements in terms meaningful to the product design and manufacture • matching suitable materials and processes to the product needs and company expertise and facilities • matching (and improving) process capability to product tolerances.
Relevant factors include one or more of	• type of material • dimensional precision of product • length of run/number of products • required aesthetics • size and complexity of product • available capital funding • process equipment available • HSE factors.

Unit Mapping Information

Release 2. Equivalent to Release 1

Release 1. Supersedes and is equivalent to MSS405075A Facilitate the development of a new product

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998

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Assessment Requirements for MSS405075 Facilitate the development of a new product

Modification History

Release 2. Updated pre-requisite code

Release 1. Supersedes and is equivalent to MSS405075A Facilitate the development of a new product

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy the requirements of the elements and performance criteria and include the ability to facilitate the development of one (1) or more new/modified products and to:

- confirm the design brief
- determine material and process requirements
- ensure process needs have been met
- trial the new product and determine process capability
- conduct product trials
- standardise the new product.

Knowledge Evidence

Must provide evidence that demonstrates sufficient knowledge to interact with relevant personnel and be able to facilitate the development of a new product, including knowledge of:

- appropriate types of materials/components and criteria for choosing between them
- alternative processes/plant/equipment for making the new product and criteria for choosing between them
- determination of process capability
- appropriate sampling and testing for materials/components and products
- determination of processing time, product cost, benefit cost of the new product
- interpretation of trial/field test results.

Assessment Conditions

- The unit should be assessed holistically and the judgement of competence shall be based on a holistic assessment of the evidence.
- The collection of performance evidence is best done from a report and/or folio of evidence drawn from:
    - a single project which provides sufficient evidence of the requirements of all the elements and performance criteria

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  - multiple smaller projects which together provide sufficient evidence of the requirements of all the elements and performance criteria.
- A third-party report, or similar, may be needed to testify to the work done by the individual, particularly when the project has been done as part of a project team.
- Assessment should use a real new/modified product development project in an operational workplace.
- Knowledge evidence may be collected concurrently with performance evidence or through an independent process such as workbooks, written assessments or interviews (provided a record is kept).
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.
- Conditions for assessment must include access to all tools, equipment, materials and documentation required, including relevant workplace procedures, product and manufacturing specifications associated with this unit.
- Foundation skills are integral to competent performance of the unit and should not be assessed separately.
- Assessors must satisfy the assessor competency requirements that are in place at the time of the assessment as set by the VET regulator.
- The assessor must demonstrate both technical competency and currency.
- Technical competence can be demonstrated through:
  - relevant VET or other qualification/Statement of Attainment AND/OR
  - relevant workplace experience
- Currency can be demonstrated through:
  - performing the competency being assessed as part of current employment OR
  - having consulted with an organisation providing relevant environmental monitoring, management or technology services about performing the competency being assessed within the last twelve months.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998

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MSS405081 Develop a proactive maintenance strategy

Modification History

Release 1. Supersedes and is equivalent to MSS405081A Develop a proactive maintenance strategy

Application

This unit of competency covers the skills and knowledge required to develop and implement a proactive maintenance strategy for an organisation. The unit recognises that there are a number of predictive or proactive maintenance strategies, such as total productive maintenance (TPM) and reliability centred maintenance (RCM).

This unit applies to an individual responsible for developing a proactive maintenance strategy for an organisation. Typically the organisation will also be implementing other competitive systems and practices. The unit applies to the selection of appropriate strategies, initial development and implementation as well as application of the strategies to new areas and the improvement of operation in existing areas. This would typically be done in a team environment and in consultation with all key stakeholders.

This unit primarily requires the application of skills associated with communication in gathering, analysing and applying information and consulting with stakeholders. Teamwork, problem solving, initiative and enterprise, and planning and organising are required to develop and implement a predictive maintenance strategy. Strategies will incorporate the maintenance requirements of relevant technologies. This unit also requires aspects of self-management and learning to ensure feedback and new learning is integrated into maintenance strategies.

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

Pre-requisite Unit

Nil

Competency Field

Competitive systems and practices

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Unit Sector

Not applicable

Elements and Performance Criteria

Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Determine appropriate analytical techniques**	1.1	Liaise with key stakeholders to determine objectives of maintenance strategy.
		1.2	Examine current maintenance situation to determine major areas requiring improvement.
		1.3	Compare possible strategies, techniques and tools against organisation needs.
		1.4	Select possible strategies, techniques and tools.
		1.5	Confirm selected strategies, techniques and tools with key stakeholders.
2	**Develop reliability strategies**	2.1	Select preferred maintenance strategy.
		2.2	Examine and adapt strategy to organisation needs and priorities.
		2.3	Examine and adapt techniques and tools required to implement strategy.
		2.4	Liaise with key stakeholders to develop an implementation plan.
		2.5	Identify key information and performance indicators required.
3	**Implement strategy**	3.1	Identify data collection required.
		3.2	Identify hardware and other resources required.
		3.3	Identify skill needs required in consultation with key stakeholders.
		3.4	Ensure all resources/training are available.

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		3.5	Implement strategy.
4	**Monitor implementation of strategy**	4.1	Compare information/performance indicators with desired levels.
		4.2	Liaise with key stakeholders regarding strategy issues.
		4.3	Identify areas requiring adjustment.
		4.4	Make required adjustments.

Foundation Skills

This section describes those required skills (language, literacy and numeracy) that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Competitive systems and practices include one or more of:

- lean operations
- agile operations
- preventative and predictive maintenance approaches
- statistical process control systems, including six sigma and three sigma
- Just in Time (JIT), kanban and other pull-related operations control systems
- supply, value, and demand chain monitoring and analysis
- 5S
- continuous improvement (kaizen)
- breakthrough improvement (kaizen blitz)
- cause/effect diagrams
- overall equipment effectiveness (OEE)
- takt time
- process mapping

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- problem solving
- run charts
- standard procedures
- current reality tree.

OEE includes:

The combination of the main factors causing loss of productive capacity from equipment/plant and is:

- OEE = availability x performance x quality rate

where:

- availability takes into account losses due to breakdown, set-up and adjustments
- performance takes into account losses due to minor stoppages, reduced speed and idling
- quality rate takes into account losses due to rejects, reworks and start-up waste.

Mean time between failure (MTBF) includes:

One key measure of the effectiveness of a maintenance procedure, and is an indicator as to whether root causes are being found and resolved. If MTBF is reducing, then it is an indicator that the maintenance regime is failing.

There are many possible causes of any problem. Eliminating some will have no impact, others will ameliorate the problem. However, elimination of the root cause will eliminate the problem. There should only be one root cause for any problem and so the analysis should continue until this one cause is found. Elimination of the root cause permanently eliminates the problem.

Depending on the equipment, operations and procedures of the organisation, alternative statistical records of maintenance and maintenance-related events may be substituted for MTBF providing they relate strategies for improving OEE.

Failure mode effects analysis (FMEA) includes:

A systematic approach that identifies potential failure modes in a system, product, or operations/assembly operation caused by either design or operations/assembly process deficiencies. It also identifies critical or significant design or process characteristics that require special controls to prevent or detect failure modes. FMEA is a tool used to prevent problems from occurring.

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Some industry sectors have highly adapted forms of FMEA and may practice traditional FMEA in say their routine maintenance while using another technique, such as Hazard and Operability Studies (HAZOP) for design and modification.

HAZOP is a form of FMEA which has been practiced by the process industries for over 30 years and examines the implications of changes in process conditions to process stability.

Condition monitoring includes: The process of analysing the implications of condition monitoring data for proactive maintenance whether it be obtained from non-destructive testing (NDT) reports, visual assessment by experts, diagnostic reports obtained from SCADA or other enterprise or equipment software and product or process quality analyses. It does not require the actual undertaking of the NDT or condition monitoring assessment or test. If this is required appropriate units from other Training Packages will be required.

Unit Mapping Information

Release 1. Supersedes and is equivalent to MSS405081A Develop a proactive maintenance strategy

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998

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Assessment Requirements for MSS405081 Develop a proactive maintenance strategy

Modification History

Release 1. Supersedes and is equivalent to MSS405081A Develop a proactive maintenance strategy

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy the requirements of the elements and performance criteria and include the ability, for one (1) or more work areas or product families, to:

- consider a variety of proactive maintenance strategies for suitability to an organisation
- consult operators, maintenance, management and other stakeholders in decisions on proactive maintenance strategies
- implement selected strategies
- monitor performance to selected indicators and make improvements to selected proactive maintenance strategies.

Knowledge Evidence

Must provide evidence that demonstrates sufficient knowledge to interact with relevant personnel and be able to develop and implement a proactive maintenance strategy, including knowledge of:

- characteristics and strengths of different types of strategies, techniques and tools
- holistic costs of different strategies combining cost of maintenance with costs of lost production, sales, and so on, as relevant to the organisation
- business goals sufficient to match the strategy to the business needs
- strategic thinking and its application to proactive maintenance
- principles of process equipment and how to improve its reliability
- resources required and how to obtain them.

Assessment Conditions

- The unit should be assessed holistically and the judgement of competence shall be based on a holistic assessment of the evidence.
- The collection of performance evidence is best done from a report and/or folio of evidence drawn from:
  - a single project which provides sufficient evidence of the requirements of all the elements and performance criteria
  - multiple smaller projects which together provide sufficient evidence of the requirements of all the elements and performance criteria.

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- A third-party report, or similar, may be needed to testify to the work done by the individual, particularly when the project has been done as part of a project team.
- Assessment should use a real project where development of a proactive maintenance strategy occurs in an operational workplace.
- Knowledge evidence may be collected concurrently with performance evidence or through an independent process such as workbooks, written assessments or interviews (provided a record is kept).
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.
- Conditions for assessment must include access to all tools, equipment, materials and documentation required, including relevant workplace procedures, product and manufacturing specifications associated with this unit.
- Foundation skills are integral to competent performance of the unit and should not be assessed separately.
- Assessors must satisfy the assessor competency requirements that are in place at the time of the assessment as set by the VET regulator.
- The assessor must demonstrate both technical competency and currency.
- Technical competence can be demonstrated through:
  - relevant VET or other qualification/Statement of Attainment AND/OR
  - relevant workplace experience
- Currency can be demonstrated through:
  - performing the competency being assessed as part of current employment OR
  - having consulted with an organisation providing relevant environmental monitoring, management or technology services about performing the competency being assessed within the last twelve months.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998

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MSS405086 Develop sustainable energy practices

Modification History

Release 1. Updated unit code. Changes to performance criteria. Range of conditions removed. Assessment requirements amended. Equivalent outcome.

Application

This unit describes the skills and knowledge required by an individual to identify opportunities for, and make improvements in, sustainable energy practices in an organisation. This includes efficient use of raw materials, management of waste, electricity conservation, heat conservation and management, water management, environment protection and environment obligations of organisations.

The unit involves analysis of energy used in processes and operations and categorising the energy use according to lean principles. The unit covers categorising energy into necessary use and muda (waste) with the muda being further categorised into necessary muda and unnecessary muda. Strategies for eliminating or minimising energy muda are covered with cost benefit analyses being required for strategies.

This unit applies to a manager, technical specialist or similar who is required to use problem solving, initiative, planning and organising skills to develop plans for efficient energy use.

No licensing or certification requirements exist at the time of publication. Relevant legislation, industry standards and codes of practice within Australia must be applied.

Pre-requisite Unit

Nil

Competency Field

Competitive systems and practices

Unit Sector

Not applicable

Elements and Performance Criteria

Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Analyse energy**	1.1	Identify all energy consuming processes

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Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
	use	1.2	Determine quantity and nature of energy consumed
		1.3	Analyse energy consumed and generated in different parts of the process
		1.4	Determine source of energy consumed in process
2	**Develop energy conservation plans**	2.1	Determine the efficiency of use of energy by all energy consuming processes
		2.2	Determine causes of low efficiency of use
		2.3	Develop plans for increasing the efficiency of energy use
		2.4	Calculate cost benefit of plans
3	**Develop energy trading plans**	3.1	Compare energy generating activities with energy consuming activities
		3.2	Determine feasibility of energy consuming activities using energy generated by other activities
		3.3	Develop plans for energy trading
		3.4	Calculate cost benefit of plans
4	**Investigate alternative sources of energy**	4.1	Write a specification for energy required
		4.2	Identify sources for that energy
		4.3	Calculate cost benefit for alternative energy sources
5	**Develop plans for more efficient energy use**	5.1	Compare cost benefit for different alternatives developed
		5.2	Rank proposals based on cost benefit compared to limited resources

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Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.	
	5.3	Check proposals meet regulatory requirements
	5.4	Recommend proposals for improving energy efficiency
6 **Implement selected plans**	6.1	Liaise with relevant people to implement energy efficiency plans
	6.2	Follow through to ensure implementation occurs
	6.3	Monitor implementation and adjust
	6.4	Check new energy usage to ensure improvements have occurred

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

Release 1. Supersedes and is equivalent to MSS405070 Develop sustainable energy practices.

Links

The MSS Sustainability Companion Volume implementation Guides are available from VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998

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Assessment Requirements for MSS405086 Develop sustainable energy practices

Modification History

Release 1. Updated unit code. Changes to performance criteria. Range of conditions removed. Assessment requirements amended. Equivalent outcome.

Performance Evidence

There must be evidence the candidate has completed the tasks outlined in the elements and performance criteria of this unit, and:

- developed sustainable energy practices for at least 1 organisation.

Knowledge Evidence

There must be evidence the candidate has knowledge of:

- sources of data and required calculations
- types and sources of energy
- methods of analysing energy efficiency for different types of energy
- methods of converting energy values from one form to another
- alternative sources of energy
- principles of energy efficiency
- sustainability regulatory and legislative requirements
- energy trading schemes and procedures
- organisation and process needs for energy
- muda (waste) including: necessary and unnecessary

Assessment Conditions

Skills must have been demonstrated in the workplace or in a simulated environment that reflects workplace conditions, contingencies, facilities, equipment and resources.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

The MSS Sustainability Companion Volume implementation Guides are available from VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998

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MSS407003 Analyse process changes

Modification History

Release 1. Supersedes and is equivalent to MSS407003A Analyse process changes

Application

This unit of competency covers the skills and knowledge required to quantitatively analyse past changes made in an organisation's operations, systems, process or environment to ensure the quantum of expected change has been achieved and that gains are maintained and are used as a basis for further gains.

The unit includes statistical and other mathematical analysis of data, methods for capturing data on implemented changes (quantitative and qualitative) and producing useful information from this data. It includes consultation with stakeholders both for data validation and consensus decision making for future improvements.

This unit applies to team leaders, technical experts and people with a similar sphere of influence/scope of authority and responsibility who already have a knowledge of statistics used in managing operations and of process capability improvement and some knowledge of factorial design, the selection and analysis of appropriate metrics, and the discrimination between valid and invalid interpretations of data

The unit applies to reviews of both intended and unintended consequences of change and the effectiveness of the implementation of the change. This unit is not intended to be applied to a technical or engineering review of a major capital expenditure or similar.

This unit takes a largely quantitative approach to the review.

This unit may also be applied to service organisations applying competitive systems and practices principles.

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

Pre-requisite Unit

Nil

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Competency Field

Competitive systems and practices

Unit Sector

Not applicable

Elements and Performance Criteria

Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Analyse a change**	1.1	Identify changes which have occurred.
		1.2	Select a change or group of related changes to analyse.
		1.3	Determine the initiation of the selected change.
		1.4	Identify relevant metrics and predicted values for these metrics.
		1.5	Gather data for these metrics prior to the change.
		1.6	Gather data and information on the implementation of the change.
		1.7	Gather data for these metrics after the change.
		1.8	Survey all key metrics and identify anywhere variations may correlate with the change being analysed.
		1.9	Discuss results of change with key stakeholders and identify other possible (qualitative or quantitative) results of the change.
		1.10	Analyse this data to determine the results of the change.
2	**Review results of change with stakeholders**	2.1	Identify trends over time in all relevant metrics.
		2.2	Analyse correlated metrics to determine causal relationship.
		2.3	Audit health, safety and environment (HSE) impacts as a result of the change.
		2.4	Present information in a form understandable by

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		stakeholders.
	2.5	Discuss analysed information with relevant stakeholders.
	2.6	Modify information based on stakeholder input, as required.
	2.7	Develop a consensus view of the result of the change which is supported by the information available.
	2.8	Validate the consensus view with stakeholders.
3 **Identify future improvements**	3.1	Discuss lessons learned from the change with stakeholders.
	3.2	Capture key knowledge in accordance with systems and procedures.
	3.3	Identify future improvements in collaboration with team members.
	3.4	Validate identified changes with stakeholders.
	3.5	Obtain sign-off from process/system owner.
	3.6	Start the process for implementing future improvements.
	3.7	Check that the planned improvements are occurring.
	3.8	Take action to sustain improvement by standardising.

Foundation Skills

This section describes those required skills (language, literacy and numeracy) that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional

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contexts) are included.

Competitive systems and practices include one or more of:	• lean operations • agile operations • preventative and predictive maintenance approaches • statistical process control systems, including six sigma and three sigma • Just in Time (JIT), kanban and other pull-related operations control systems • supply, value, and demand chain monitoring and analysis • 5S • continuous improvement (kaizen) • breakthrough improvement (kaizen blitz) • cause/effect diagrams • overall equipment effectiveness (OEE) • takt time • process mapping • problem solving • run charts • standard procedures • current reality tree.
Change includes one or more of:	• plant, operations, products, procedures or practice • continuous improvement (or an improvement event/project) or implementing new products, technology or systems • intended to make an improvement or to implement new products, technology or systems.
Presentation of information may occur in one or more formats:	• in appropriate visual forms (e.g. graphs, charts and noticeboards • verbally or other forms able to be understood and used by stakeholders.
Stakeholders include one or more of:	• work team members • value stream members • managers.
Results of change include one or more of:	• an initial improvement followed by a return to previous performance • continued improvement • continued detriment or other variations over time.

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Improvements include one or more of:	• changes to operations, process, plant, procedures or practice • changes to ensure positive benefits are maintained.
Sustaining improvement include one or more of:	• standard procedures and work instructions • standard practice • other relevant documents and practices.
Team leader includes one or more of:	• a person with a formal, permanent role • a person with an ad hoc role in facilitating the function of a team in a workplace.

Unit Mapping Information

Release 1. Supersedes and is equivalent to MSS407003A Analyse process changes

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998

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Assessment Requirements for MSS407003 Analyse process changes

Modification History

Release 1. Supersedes and is equivalent to MSS407003A Analyse process changes

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy the requirements of the elements and performance criteria and include the ability to quantitatively analyse one (1) or more changes and to:

- analyse the change
- review the results of the change
- identify improvements to be made.

Knowledge Evidence

Must provide evidence that demonstrates sufficient knowledge to interact with relevant personnel and be able to analyse a change, including knowledge of:

- methods of determining the impact of a change using quantitative analysis of process data, including advanced statistical/mathematical analysis and basic qualitative techniques
- organisation metrics, particularly those related to the change
- sources of data (actual and possible) within the organisation and the value stream
- range of typical metrics, their applications and limitations
- trends, correlation and causation.

Assessment Conditions

- The unit should be assessed holistically and the judgement of competence shall be based on a holistic assessment of the evidence.
- The collection of performance evidence is best done from a report and/or folio of evidence drawn from:
  - a single project which provides sufficient evidence of the requirements of all the elements and performance criteria
  - multiple smaller projects which together provide sufficient evidence of the requirements of all the elements and performance criteria.
- A third-party report, or similar, may be needed to testify to the work done by the individual, particularly when the project has been done as part of a project team.
- Assessment should use an analysis of a real change in an operational workplace.
- Knowledge evidence may be collected concurrently with performance evidence or through an independent process such as workbooks, written assessments or interviews (provided a record is kept).

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- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.
- Conditions for assessment must include access to all tools, equipment, materials and documentation required, including relevant workplace procedures, product and manufacturing specifications associated with this unit.
- Foundation skills are integral to competent performance of the unit and should not be assessed separately.
- Assessors must satisfy the assessor competency requirements that are in place at the time of the assessment as set by the VET regulator.
- The assessor must demonstrate both technical competency and currency.
- Technical competence can be demonstrated through:
  - relevant VET or other qualification/Statement of Attainment AND/OR
  - relevant workplace experience
- Currency can be demonstrated through:
  - performing the competency being assessed as part of current employment OR
  - having consulted with an organisation providing relevant environmental monitoring, management or technology services about performing the competency being assessed within the last twelve months.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998

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MSS407012 Lead a process to determine and solve root cause for a complex problem

Modification History

Release 1. Supersedes and is equivalent to MSS407012A Lead a problem solving process to determine and solve root cause

Application

This unit of competency covers the skills and knowledge required to guide or lead a problem-solving process to solve complex and/or unusual problems. The problem-solving process will usually involve the use of either real or nominal groups to determine the root cause and propose the solution.

This unit applies to managers and/or technical experts who are confronted by complex problems to which they need to develop a solution. The problem may be related to any area or process within the organisation or in the value stream and may have been formally presented to the individual for consideration or arise as part of other work.

The person may or may not have the required technical expertise for the particular problem, although the problem will require technical expertise to be solved. The problem may be capable of being adequately defined at the beginning of the problem solving activity, or may be progressively defined through continued iterations of the problem-solving activity.

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

Pre-requisite Unit

Nil

Competency Field

Competitive systems and practices

Unit Sector

Not applicable

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Elements and Performance Criteria

Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Recognise complex problem**	1.1	Identify a complex issue which needs to be addressed.
		1.2	Undertake an initial investigation of the issue.
		1.3	Determine initial areas of expertise and data which may be required to analyse the problem.
		1.4	Develop an initial definition of the problem.
2	**Develop problem-solving methodology**	2.1	Draft a problem-solving methodology.
		2.2	Develop required approaches and protocols for obtaining required data and information.
		2.3	Establish group to assist with problem solving.
		2.4	Allocate tasks, responsibilities and reporting arrangements to group.
		2.5	Develop arrangements for consultation with required people outside of group.
3	**Analyse problem**	3.1	Apply methodology.
		3.2	Obtain data/information.
		3.3	Review problem definition.
		3.4	Review methodology.
		3.5	Obtain additional data/information as required.
4	**Identify root cause**	4.1	Map causal links for the problem.
		4.2	Determine indicators of the problem or the problem precursors.
		4.3	Identify causes which can be controlled/brought under control.

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5	**Develop a solution**	5.1	Develop solutions for controllable causes.
		5.2	Determine benefit/cost for proposed solutions.
		5.3	Investigate proposed solutions for efficacy.
		5.4	Select the best available solution.
		5.5	Obtain necessary support and authorisations for proposed solution.
6	**Check problem is solved and standardised**	6.1	Monitor indicators of problem/problem precursor.
		6.2	Review problem solution/implementation as required.
		6.3	Ensure appropriate solution is standardised.

Foundation Skills

This section describes those required skills (language, literacy and numeracy) that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Competitive systems and practices include one or more of:	• lean operations • agile operations • preventative and predictive maintenance approaches • statistical process control systems, including six sigma and three sigma • Just in Time (JIT), kanban and other pull-related operations control systems • supply, value, and demand chain monitoring and analysis

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- 5S
- continuous improvement (kaizen)
- breakthrough improvement (kaizen blitz)
- cause/effect diagrams
- overall equipment effectiveness (OEE)
- takt time
- process mapping
- problem solving
- run charts
- standard procedures
- current reality tree.

Complex problem includes one or more of:

- requires going into the value stream for data/information
- is wider than just applying to a single job
- applies to less common solutions or problems
- requires a higher level of knowledge and skill
- requires significant specialist knowledge
- requires significant specialist skill
- requires more theory/understanding of technology or process
- data is not easily available and may need particular strategies to obtain
- requires overcoming resistance from people, including employees, customers or suppliers
- requires extracting data not regularly reported from SCADA or similar systems
- the problem and/or proposed solutions require reporting or authorisations from a Board or external authorities, such as licensing or regulatory bodies.

Problem recognition includes one or more of:

- an obvious and current complex problem
- an intractable problem which has been known about and ‘lived with’ for some time
- a complex problem which has not been previously recognised.

Group includes one or more of:

- real (i.e. physical or face to face)
- nominal (i.e. never meets and may not know who each other is)
- or any combination in between.

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Unit Mapping Information

Release 1. Supersedes and is equivalent to MSS407012A Lead a problem solving process to determine and solve root cause

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998

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Assessment Requirements for MSS407012 Lead a process to determine and solve root cause for a complex problem

Modification History

Release 1. Supersedes and is equivalent to MSS407012A Lead a problem solving process to determine and solve root cause

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy the requirements of the elements and performance criteria and include the ability, for one (1) or more complex problems, to:

- undertake complex problem identification
- establish appropriate methodologies, including establishing team responsibilities, to achieve root cause identification
- prioritise solutions
- recommend solutions and implementation procedures within the organisation and the value stream
- evaluate implementation of solutions
- standardise solutions.

Knowledge Evidence

Must provide evidence that demonstrates sufficient knowledge to interact with relevant personnel and be able to lead a problem-solving process, including knowledge of:

- organisational goals, products and processes
- sources of data (actual and possible) within the organisation and the value stream
- understanding of the techniques and methodologies of formal problem solving
- data required for problem solving and alternative/proxy data sources
- benefit/cost analysis.

Assessment Conditions

- The unit should be assessed holistically and the judgement of competence shall be based on a holistic assessment of the evidence.
- The collection of performance evidence is best done from a report and/or folio of evidence drawn from:
  - a single project which provides sufficient evidence of the requirements of all the elements and performance criteria
  - multiple smaller projects which together provide sufficient evidence of the requirements of all the elements and performance criteria.

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- A third-party report, or similar, may be needed to testify to the work done by the individual, particularly when the project has been done as part of a project team.
- Assessment should use a real project where a problem solving process is utilised to solve complex and/or unusual problems in an operational workplace.
- Knowledge evidence may be collected concurrently with performance evidence or through an independent process such as workbooks, written assessments or interviews (provided a record is kept).
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.
- Conditions for assessment must include access to all tools, equipment, materials and documentation required, including relevant workplace procedures, product and manufacturing specifications associated with this unit.
- Foundation skills are integral to competent performance of the unit and should not be assessed separately.
- Assessors must satisfy the assessor competency requirements that are in place at the time of the assessment as set by the VET regulator.
- The assessor must demonstrate both technical competency and currency.
- Technical competence can be demonstrated through:
  - relevant VET or other qualification/Statement of Attainment AND/OR
  - relevant workplace experience
- Currency can be demonstrated through:
  - performing the competency being assessed as part of current employment OR
  - having consulted with an organisation providing relevant environmental monitoring, management or technology services about performing the competency being assessed within the last twelve months.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998

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MSS408005 Develop knowledge systems and learning processes for an organisation

Modification History

Release 1. Supersedes and is equivalent to MSS408005A Develop the learning processes of the operations organisation

Application

This unit of competency covers the skills and knowledge required to ensure that knowledge relevant to performance improvement and the meeting of customer requirements is gathered, applied and retained by the organisation and individuals. This unit focuses on the processes in an organisation for extracting learning as it appears, capturing it in a manner which makes it available for future use and applying it to work.

The unit is intended for managers and people with a similar sphere of influence and scope of authority and responsibility who are familiar with competitive systems and practices and workplace learning.

This unit may also be applied to service organisations applying competitive systems and practices principles.

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

Pre-requisite Unit

Nil

Competency Field

Competitive systems and practices

Unit Sector

Not applicable

Elements and Performance Criteria

Elements describe the Performance criteria describe the performance needed to

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essential outcomes.		demonstrate achievement of the element.	
1	Identify processes generating new knowledge	1.1	Identify any existing systems for organisational learning.
		1.2	Encourage the open discussion of current performance and problems.
		1.3	Facilitate consensus problem solving.
		1.4	Ensure both qualitative and quantitative knowledge are captured.
		1.5	Validate findings with relevant managers.
2	Develop knowledge capture and retrieval systems	2.1	Obtain required approvals.
		2.2	Provide useable systems for recording of problems, causes and solutions.
		2.3	Facilitate the extraction of knowledge from records.
		2.4	Ensure all project work captures generated knowledge.
		2.5	Ensure knowledge is in a form able to be applied by the organisation and its personnel.
		2.6	Develop knowledge storage and retrieval systems.
		2.7	Monitor knowledge capture system use and suitability.
3	Improve the application of organisational knowledge	3.1	Ensure knowledge is distributed to and available where needed.
		3.2	Ensure knowledge system is part of standard procedures and practices.
		3.3	Encourage the routine use of the knowledge system.
		3.4	Facilitate open discussion of knowledge and knowledge system.
		3.5	Identify inhibitors to greater use of knowledge.
		3.6	Take actions to improve application of organisational knowledge.

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4	Evaluate and improve learning processes	4.1	Review use of knowledge system.
		4.2	Evaluate benefits obtained from knowledge system.
		4.3	Identify areas where the knowledge system is not being fully utilised.
		4.4	Identify areas where greater benefits could be obtained from the knowledge system.
		4.5	Discuss areas of possible improvements with relevant managers and other stakeholders.
		4.6	Develop consensus improvement plans for the knowledge system.
		4.7	Obtain required approvals.
		4.8	Train personnel, as required, to improve use.
		4.9	Implement improvement plans.

Foundation Skills

This section describes those required skills (language, literacy and numeracy) that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Competitive systems and practices include one or more of:	• lean operations • agile operations • preventative and predictive maintenance approaches • statistical process control systems, including six sigma and three sigma • Just in Time (JIT), kanban and other pull-related operations

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control systems
- supply, value, and demand chain monitoring and analysis
- 5S
- continuous improvement (kaizen)
- breakthrough improvement (kaizen blitz)
- cause/effect diagrams
- overall equipment effectiveness (OEE)
- takt time
- process mapping
- problem solving
- run charts
- standard procedures
- current reality tree.

Unit Mapping Information

Release 1. Supersedes and is equivalent to MSS408005A Develop the learning processes of the operations organisation

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998

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Assessment Requirements for MSS408005 Develop knowledge systems and learning processes for an organisation

Modification History

Release 1. Supersedes and is equivalent to MSS408005A Develop the learning processes of the operations organisation

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy the requirements of the elements and performance criteria and include the ability, across an organisation or department/section, to:

- review knowledge system and learning process across the organisation
- relate learning processes to implementation of competitive systems and practices
- identify components of current knowledge system that require improvement
- develop improvements to current knowledge/learning system, including setting of system metrics
- manage implementation of improvements.

Knowledge Evidence

Must provide evidence that demonstrates sufficient knowledge to interact with relevant personnel and be able to develop knowledge systems and learning processes, including knowledge of:

- competitive systems and practices principles and tools
- organisational goals strategies, operations and processes
- approval processes within organisation
- cost/benefit analysis methods
- methods of determining the impact of a change
- communication methods and media for a range of audiences
- customer perception of value
- reward systems
- learning and knowledge management systems.

Assessment Conditions

- The unit should be assessed holistically and the judgement of competence shall be based on a holistic assessment of the evidence.
- The collection of performance evidence is best done from a report and/or folio of evidence drawn from:
  - a single project which provides sufficient evidence of the requirements of all the elements and performance criteria

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  - multiple smaller projects which together provide sufficient evidence of the requirements of all the elements and performance criteria.
- A third-party report, or similar, may be needed to testify to the work done by the individual, particularly when the project has been done as part of a project team.
- Assessment should use a real project where knowledge relevant to performance improvement and the meeting of customer requirements is gathered, applied and retained in an operational workplace.
- Knowledge evidence may be collected concurrently with performance evidence or through an independent process such as workbooks, written assessments or interviews (provided a record is kept).
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.
- Conditions for assessment must include access to all tools, equipment, materials and documentation required, including relevant workplace procedures, product and manufacturing specifications associated with this unit.
- Foundation skills are integral to competent performance of the unit and should not be assessed separately.
- Assessors must satisfy the assessor competency requirements that are in place at the time of the assessment as set by the VET regulator.
- The assessor must demonstrate both technical competency and currency.
- Technical competence can be demonstrated through:
  - relevant VET or other qualification/Statement of Attainment AND/OR
  - relevant workplace experience
- Currency can be demonstrated through:
  - performing the competency being assessed as part of current employment OR
  - having consulted with an organisation providing relevant environmental monitoring, management or technology services about performing the competency being assessed within the last twelve months.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998

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MSS408006 Develop and refine systems for improvement in operations

Modification History

Release 1. Supersedes and is equivalent to MSS408006A Develop and refine systems for continuous improvement in operations

Application

This unit of competency covers the skills, knowledge and processes required to ensure that continuous improvement systems do not stultify and continue to improve along with other operational systems in an organisation. This unit is about improving the process yield/unit of effort or cost, reducing process variation and increasing process reliability, upgrading, enhancing or refining process outputs, and includes developing a culture of reviewing and sustaining change ensuring improvements are maintained and built on.

This unit applies to managers and people with a similar sphere of influence and scope of authority and responsibility and who are familiar with competitive systems and practices, continuous improvement and locking in improvements.

This unit may also be applied to service organisations applying competitive systems and practices principles.

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

Pre-requisite Unit

Nil

Competency Field

Competitive systems and practices

Unit Sector

Not applicable

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Elements and Performance Criteria

Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Establish parameters of current internal improvement systems**	1.1	Describe organisation systems that impact on continuous improvement.
		1.2	Identify current relevant metrics and their values.
		1.3	Check that metrics are collected for all improvements.
		1.4	Determine yield of current improvement processes.
		1.5	Review results of improvements.
2	**Distinguish kaizen blitz processes**	2.1	Identify all improvements which have occurred over an agreed period of time.
		2.2	Distinguish between kaizen blitz (breakthrough improvements) and kaizen (continuous improvements).
		2.3	Determine the timing of kaizen blitz breakthrough improvement processes.
		2.4	Analyse factors controlling the timing and selection of kaizen blitz.
		2.5	Analyse kaizen to identify cases where kaizen blitz were required.
		2.6	Validate findings with process/system owners and obtain required approvals.
		2.7	Improve timing/selection of kaizen blitz.
		2.8	Improve other factors limiting the gains from kaizen blitz.
3	**Develop kaizen practice**	3.1	Check that levels of delegated authority and responsibility are appropriate for kaizen from the shop floor.
		3.2	Ensure all personnel have appropriate capabilities for kaizen processes.

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		3.3	Ensure personnel and systems recognise potential kaizen blitz projects.
		3.4	Ensure sufficient resources are available for the operation of kaizen and kaizen blitz processes.
		3.5	Check that relevant information flows from improvement changes to all required areas and stakeholders.
		3.6	Check data collection and metrics analysis capture changes which result from improvement actions.
		3.7	Check that improvement changes are standardised and sustained.
		3.8	Check review processes for routine kaizen.
		3.9	Remove or change factors limiting gains from improvements.
		3.10	Modify systems to ensure appropriate possible changes are referred to other improvement processes.
		3.11	Institutionalise improvement.
4	**Establish parameters of current external improvement systems**	4.1	Review value stream systems that impact on improvement.
		4.2	Review procedures for deciding improvement methodologies.
		4.3	Identify current relevant metrics and their values, as appropriate.
		4.4	Determine yield of current improvement processes.
		4.5	Review results of improvements.
5	**Explore opportunities for further development of value stream improvement**	5.1	Review mechanisms for consultation with value stream members.
		5.2	Develop mechanisms for further improving joint problem solving.
		5.3	Develop mechanisms for increased sharing of

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	processes		organisational knowledge.
		5.4	Obtain support and necessary authorisations from process/system owners.
		5.5	Capture and standardise improvements.
		5.6	Improve factors limiting gains from kaizen.
6	**Review systems for compatibility with improvement strategy**	6.1	Review all systems which impact or are impacted on improvements and the improvement system.
		6.2	Analyse relationships between improvement systems and other relevant systems.
		6.3	Analyse practices caused by and results from the systems.
		6.4	Negotiate changes to the systems to improve the outcomes from improvement systems.
		6.5	Obtain necessary approvals to implement changes.
		6.6	Monitor the implementation of the changes.

Foundation Skills

This section describes those required skills (language, literacy and numeracy) that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Competitive systems and practices include one or more	• lean operations • agile operations • preventative and predictive maintenance approaches

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of:	• statistical process control systems, including six sigma and three sigma • Just in Time (JIT), kanban and other pull-related operations control systems • supply, value, and demand chain monitoring and analysis • 5S • continuous improvement (kaizen) • breakthrough improvement (kaizen blitz) • cause/effect diagrams • overall equipment effectiveness (OEE) • takt time • process mapping • problem solving • run charts • standard procedures • current reality tree.
Organisation systems include one or more of:	• problem recognition and solving • operational/process improvement • improvement projects • product/process design and development • processes for making incremental improvements.
Relevant metrics to determine the performance of the improvement system include one or more of:	• hurdle rates for new investments • KPIs for existing processes • quality statistics • delivery timing and quantity statistics • process/equipment reliability (‘uptime’) • incident and non-conformance reports • complaints, returns and rejects.
Resources for improvement include the consideration of all of:	• improvement budget • guidelines for trialling of possible improvements • mechanism for approvals for possible improvements • business case guidelines for proposed improvements • indicators of success of proposed improvement • mechanisms for tracking and evaluation of changes • forum for the open discussion of the results of the implementation • mechanisms for the examination of the improvement for additional improvements

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	• organisation systems to sustain beneficial changes.
Capturing value stream improvements includes one or more of:	• revised contractual arrangements • revised specifications • signed agreements • other documented arrangements which formalise the raised base line.
Systems impact/are impacted on improvements include one or more of:	• office • purchasing • rewards (individual or team at all levels) • sales • marketing • maintenance • process/product • transport and logistics.
Organisational knowledge includes one or more forms of information which is:	• quantified or otherwise modified to make its outcomes measurable or observable • expressed in an accessible and distributable form appropriate to the organisation operations and stakeholders.
Improvements include one or more of:	• process, plant, procedures or practice • changes to ensure positive benefits to stakeholders are maintained.
Manager includes one or more of:	• a person who may has a formal, permanent position • a person who has an ad hoc role in facilitating the function of multiple teams in a workplace, departments or entire organisations.

Unit Mapping Information

Release 1. Supersedes and is equivalent to MSS408006A Develop and refine systems for continuous improvement in operations

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998

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Assessment Requirements for MSS408006 Develop and refine systems for improvement in operations

Modification History

Release 1. Supersedes and is equivalent to MSS408006A Develop and refine systems for continuous improvement in operations

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy the requirements of the elements and performance criteria and include the ability to develop improvement systems for one (1) or more processes or systems and to:

- review current improvements and improvement processes
- improve the practice of kaizen and kaizen blitz
- explore opportunities for improvement to improvement processes along the value stream
- take steps to improve the outcomes from improvement systems.

Knowledge Evidence

Must provide evidence that demonstrates sufficient knowledge to interact with relevant personnel and be able to apply and improve the use of improvement systems, including knowledge of:

- distinction between and complementarity of kaizen and kaizen blitz
- influence, persuasion and negotiation techniques
- competitive systems and practices tools relevant to the process/system and value stream
- methods for the evaluation of the success of change.

Assessment Conditions

- The unit should be assessed holistically and the judgement of competence shall be based on a holistic assessment of the evidence.
- The collection of performance evidence should use one or more of:
  - a single project which provides sufficient evidence of the requirements of all the elements and performance criteria
  - multiple smaller projects which together provide sufficient evidence of the requirements of all the elements and performance criteria
  - evidence of routine, day-to-day use of kaizen and kaizen blitz which together provides sufficient evidence
  - some combination of these.
- A third-party report, or similar, may be needed to testify to the work done by the individual, particularly when the project has been done as part of a project team.

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- Assessment should use a real evidence from real kaizen and kaizen blitz outcomes for an operational workplace/value stream.
- Knowledge evidence may be collected concurrently with performance evidence or through an independent process such as workbooks, written assessments or interviews (provided a record is kept).
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.
- Conditions for assessment must include access to all tools, equipment, materials and documentation required, including relevant workplace procedures, product and manufacturing specifications associated with this unit.
- Foundation skills are integral to competent performance of the unit and should not be assessed separately.
- Assessors must satisfy the assessor competency requirements that are in place at the time of the assessment as set by the VET regulator.
- The assessor must demonstrate both technical competency and currency.
- Technical competence can be demonstrated through:
  - relevant VET or other qualification/Statement of Attainment AND/OR
  - relevant workplace experience
- Currency can be demonstrated through:
  - performing the competency being assessed as part of current employment OR
  - having consulted with an organisation providing relevant environmental monitoring, management or technology services about performing the competency being assessed within the last twelve months.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998

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MSS408007 Develop problem solving capability of an organisation

Modification History

Release 1. Supersedes and is equivalent to MSS408007A Develop problem solving capability of an organisation

Application

This unit of competency covers the skills and knowledge required to develop problem solving skills of individuals within an organisation and as a consequence the problem solving capability of the organisation as a whole. The unit does not supply the skills to undertake formal problem solving on individual problems.

This unit is intended for organisation leaders/managers and people with a similar sphere of influence and scope of authority and responsibility. It applies where problem solving is already routine in the organisation and improving individual and organisational problem solving capability has been accepted as part of the organisation's improvement processes.

The unit applies to individuals who are already familiar with formal problem solving processes.

This unit may also be applied to service organisations applying competitive systems and practices principles.

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

Pre-requisite Unit

Nil

Competency Field

Competitive systems and practices

Unit Sector

Not applicable

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Elements and Performance Criteria

Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Develop an appropriate organisational framework**	1.1	Determine or review available problem finding strategies in the organisation.
		1.2	Analyse the current selection and application of problem solving tools and gauge effectiveness.
		1.3	Determine preferred problem solving strategies for the organisation.
		1.4	Determine or review the desired outcomes from use of selected problem solving strategies.
		1.5	Review organisational structure to facilitate improvement in problem solving.
		1.6	Develop a training strategy to improve problem solving ability.
		1.7	Develop reporting framework and guidelines.
		1.8	Develop corrective action identification and tracking systems.
		1.9	Obtain support from relevant process/system owners for proposed changes.
2	**Improve problem solving ability**	2.1	Implement training strategy.
		2.2	Ensure problem solving occurs using groups or teams.
		2.3	Provide resources to ensure problem solving occurs.
		2.4	Confirm with teams and groups that training and resources deliver capability to solve complex problems.
		2.5	Monitor problem solving to determine if improvement in developing problem solving solutions is achieved.
		2.6	Provide resources to ensure solutions are implemented.
		2.7	Ensure reporting and corrective action tracking occurs.

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3	**Review problem solving effectiveness**	3.1	Review corrective action tracking.
		3.2	Determine benefit/cost from solutions.
		3.3	Analyse interactions of multiple problems with each other and the organisation.
		3.4	Review problem solving strategy.
		3.5	Make improvements to problem solving strategy and approach.

Foundation Skills

This section describes those required skills (language, literacy and numeracy) that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Competitive systems and practices include one or more of:

- lean operations
- agile operations
- preventative and predictive maintenance approaches
- statistical process control systems, including six sigma and three sigma
- Just in Time (JIT), kanban and other pull-related operations control systems
- supply, value, and demand chain monitoring and analysis
- 5S
- continuous improvement (kaizen)
- breakthrough improvement (kaizen blitz)
- cause/effect diagrams
- overall equipment effectiveness (OEE)
- takt time
- process mapping

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	• problem solving • run charts • standard procedures • current reality tree.
Organisational structure review includes one or more of:	• operational and support functions and departments • links with value stream members • super-users and facilitators • roles and responsibilities with regard to problem solving • plans to broaden the users of problem solving approach • plans to improve the problem solving performance of personnel.
Problem finding strategies are used to identify one or more of:	• problems before they become obvious or cause significant non-conformance or risk • situations not initially considered a problem but which may be hindering greater performance • strategies for finding opportunities for improvement.
Complex problem includes one or more of:	• requires going into the value stream for data/information • is wider than just applying to a single job • applies to less common solutions or problems • requires a higher level of knowledge and skill • requires significant specialist knowledge • requires significant specialist skill • requires more theory/understanding of technology or process • data is not easily available and may need particular strategies to obtain • requires overcoming resistance from people including employees, customers or suppliers • requires extracting data not regularly reported from SCADA or similar systems • the problem and/or proposed solutions require reporting or authorisations from a Board or external authorities, such as licensing or regulatory bodies.
Effective solutions will include one or more of:	• prevent recurrence • be within the control/ability of the organisation to implement • meet organisation goals and objectives.
Required resources	• plant

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include one or more of:	• data processing equipment • measuring and diagnostic equipment • materials (e.g. raw materials, components, work in progress, other consumables, paper and forms in electronic or hard format) • energy (e.g. heating, cooling, fuel and power) • appropriately skilled people as employees and in the value stream • finances • feedback/visual operations resources • measuring equipment.

Unit Mapping Information

Release 1. Supersedes and is equivalent to MSS408007A Develop problem solving capability of an organisation

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998

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Assessment Requirements for MSS408007 Develop problem solving capability of an organisation

Modification History

Release 1. Supersedes and is equivalent to MSS408007A Develop problem solving capability of an organisation

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy the requirements of the elements and performance criteria and include the ability, across an organisation or department/section, to:

- analyse and improve problem finding capabilities of the organisation
- improve the problem solving capability of the organisation
- set key performance indicators (KPIs) for organisation problem solving
- ongoing review of systems and processes relevant to problem solving
- increase problem solving capability through identification of appropriate strategies.

Knowledge Evidence

Must provide evidence that demonstrates sufficient knowledge to interact with relevant personnel and be able to develop problem solving capabilities, including knowledge of:

- competitive systems and practices principles
- competitive systems and practices at both a strategic and tools level
- problem solving methodologies
- organisation strategy and vision
- value stream and value as defined by the organisation’s customers
- corrective action tracking methods.

Assessment Conditions

- The unit should be assessed holistically and the judgement of competence shall be based on a holistic assessment of the evidence.
- The collection of performance evidence is best done from a report and/or folio of evidence drawn from:
  - a single project which provides sufficient evidence of the requirements of all the elements and performance criteria
  - multiple smaller projects which together provide sufficient evidence of the requirements of all the elements and performance criteria.
- A third-party report, or similar, may be needed to testify to the work done by the individual, particularly when the project has been done as part of a project team.

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- Assessment should use a real project where the problem solving skills of individuals within their teams are developed in an operational workplace.
- Knowledge evidence may be collected concurrently with performance evidence or through an independent process such as workbooks, written assessments or interviews (provided a record is kept).
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.
- Conditions for assessment must include access to all tools, equipment, materials and documentation required, including relevant workplace procedures, product and manufacturing specifications associated with this unit.
- Foundation skills are integral to competent performance of the unit and should not be assessed separately.
- Assessors must satisfy the assessor competency requirements that are in place at the time of the assessment as set by the VET regulator.
- The assessor must demonstrate both technical competency and currency.
- Technical competence can be demonstrated through:
  - relevant VET or other qualification/Statement of Attainment AND/OR
  - relevant workplace experience
- Currency can be demonstrated through:
  - performing the competency being assessed as part of current employment OR
  - having consulted with an organisation providing relevant environmental monitoring, management or technology services about performing the competency being assessed within the last twelve months.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998

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NWPCAD005 Monitor, inspect and report catchment areas

Modification History

Release 1. This is the first release of this unit of competency in the NWP National Water Training Package.

Application

This unit involves the skills and knowledge required to monitor, inspect and report catchment areas.

It includes monitoring flows, coordinating catchment areas and collecting data and samples. It also includes monitoring and adjusting regulatory systems, identifying and investigating catchment problems and producing reports.

This unit applies to field staff with a specific responsibility for inspecting, monitoring and reporting catchment areas. Those undertaking this unit would work under appropriate supervision while performing routine tasks ensuring minimum damage to the environment, in a familiar context. The level of responsibility may vary according to the size and complexity of the catchment area.

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

Pre-requisite Unit

Not applicable.

Competency Field

Catchment and Dams

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Inspect and monitor	**1.1** Identify and apply work requirements for undertaking

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	catchment areas		inspections of catchments and surrounding areas
		1.2	Schedule routine inspections of catchment areas to identify water quality risks
		1.3	Inspect and monitor designated locations according to work schedule and workplace procedures
		1.4	Inspect flow regulating systems and adjust to meet demand
		1.5	Select, fit and use safety equipment, including personal protective equipment
2	**Operate and report catchment conditions**	**2.1**	Measure and record catchment inflows and outflows or extractions
		2.2	Collect and record water samples according to sampling requirements
		2.3	Identify organisational guidelines for the condition and maintenance of catchment environment
		2.4	Identify changes to environmental conditions outside of normal parameters and report to relevant personnel for further action
3	**Assist in investigating hazards, risks and catchment security**	**3.1**	Identify and report activities within catchment posing a hazard or risk to the public, water quality or the environment
		3.2	Identify and report activities of external parties within catchment and surrounding area breaching organisational guidelines
		3.3	Check and confirm public concerns and report to relevant personnel
4	**Complete documentation**	**4.1**	Identify and collect catchment data
		4.2	Compile reports from catchment inspections according to workplace procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to NWPSOU012 Monitor, inspect and report catchment operations.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=26336bc0-04e5-49d9-8c31-46c49b6a0037

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=26336bc0-04e5-49d9-8c31-46c49b6a0037

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Assessment Requirements for NWPCAD005 Monitor, inspect and report catchment areas

Modification History

Release 1. This is the first release of this unit of competency in the NWP National Water Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements and performance criteria on at least one occasion and includes:

- assessing and reporting on the condition of the catchment area
- collecting samples
- completing documentation
- coordinating safety
- identifying and addressing risks and hazards
- identifying and reporting on flows into the catchment area
- identifying catchment faults
- inspecting and adjusting flow regulating systems
- inspecting and monitoring catchment areas
- inspecting catchment areas and identifying water quality risks
- measuring flow and capacity
- monitoring and integrating catchments processes
- monitoring and reporting organisational guideline breaches
- monitoring catchment and collecting and reporting catchment data
- monitoring flows
- organising pest eradication
- using safety equipment and personal protective equipment

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements and performance criteria and includes knowledge of:

- catchment layout and processes
- communication systems
- coordination processes
- effects of weather and conditions on operation of catchment areas
- environmental aspects of catchment areas
- inspection requirements of catchments

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- pest control specifications
- relevant by-laws and legislation
- relevant regulations and workplace procedures
- relevant water industry guidelines
- risk factors and potential hazards involved with catchment area processes, equipment operation, capacity and limitations

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including legislation, regulations, codes of practice, workplace procedures and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=26336bc0-04e5-49d9-8c31-46c49b6a0037

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=26336bc0-04e5-49d9-8c31-46c49b6a0037

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NWPGEN007 Sample and test drinking water

Modification History

Release	Comments
1	This unit was released in NWP Water Training Package release 1.0 and meets the Standards for Training Packages. • New unit • Created drawing upon information from deleted units NWP208A and NWP218B

Application

This unit describes the skills required to collect and prepare drinking water samples and to perform basic water quality tests. This unit does not include off-site laboratory testing.

This unit applies to those working in field operations in the water industry, but might be relevant to others.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work under supervision, while performing routine tasks in a range of familiar contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Competency Field

General

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Prepare for water quality sampling and testing	1.1 Receive instructions for taking samples and conducting basic water quality tests. 1.2 Confirm and record samples and tests to comply with requirements. 1.3 Select, check and prepare equipment and resources. 1.4 Select and apply relevant sample preservation methods. 1.5 Select, fit and use personal protective equipment.
2. Conduct water quality sampling and testing	2.1 Adopt hygienic work practices. 2.2 Collect samples ensuring that types, locations and times comply with requirements. 2.3 Prepare samples for off-site laboratory testing according to requirements. 2.4 Maintain integrity of samples during sampling and on-site testing. 2.5 Conduct basic on-site water quality tests. 2.6 Assess and report abnormal characteristics and apply incident management principles. 2.7 Record samples and results of on-site analysis. 2.8 Limit hazards and contamination to self, work area and environment.
3. Finalise work	3.1 Apply chain of custody principles. 3.2 Report observations or measurements requiring further action. 3.3 Dispose of samples and clean and store test equipment. 3.4 Clear and restore work area.

Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

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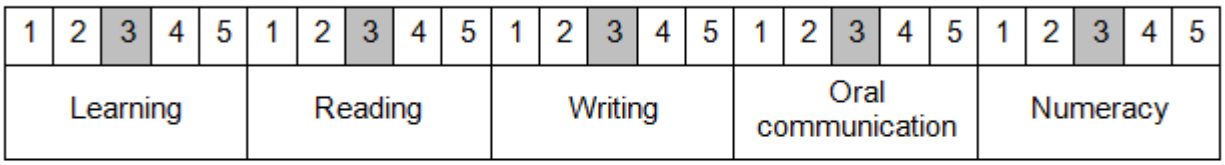
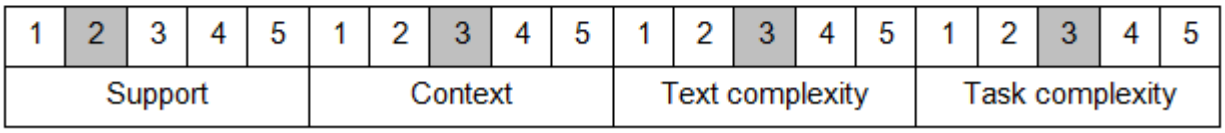
ACSF levels indicative of performance:



Performance variables:



Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

Range of Conditions

Types of sampling conditions includes:	• physical • microbial • chemical • radiological
On-site tests include:	• turbidity • pH • dissolved oxygen • electrical conductivity • chlorine • temperature • colour
Types of sampling areas include:	• surface • ground • drinking • seawater

Unit Mapping Information

No equivalent unit.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=26336bc0-04e5-49d9-8c31-46c49b6a0037

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Assessment Requirements for NWPGEN007 Sample and test drinking water

Modification History

Release	Comments
1	These Assessment Requirements were released in NWP Water Training Package release 1.0 and meet the Standards for Training Packages.

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. To be deemed competent the candidate must be assessed in a minimum of three of the types of tests, one of the types of conditions and one of the areas of sampling listed in the Range of Conditions. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- calibrating testing equipment
- interpreting sampling and testing requirements
- preparing, checking and using equipment
- assessing risks
- preparing, collecting, labelling and preserving water samples
- disposing of waste and spent samples
- planning and preparing for water sampling tasks
- recording all required information

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- chain of custody
- range and purpose of basic water quality testing and sampling
- relevant policies and procedures
- blind sampling
- abnormal characteristics of water samples
- atypical test result data
- relevant work-related calculations
- maintenance and storage of reagents
- requirements for maintaining sample integrity

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- relevant legislative and organisational requirements
- water sample preparation
- work planning processes
- effects of weather and conditions on work
- hazards associated with collection of water samples
- incident management principles

Assessment Conditions

Competency should be assessed in an actual workplace or in a simulated environment, with access to equipment and infrastructure appropriate to the outcome. Competency should be demonstrated over time to ensure the candidate is assessed across a variety of situations.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=26336bc0-04e5-49d9-8c31-46c49b6a0037

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NWPGEN022 Perform laboratory testing

Modification History

Release 1. This is the first release of this unit of competency in the NWP National Water Training Package.

Application

This unit involves the skills and knowledge required to perform laboratory testing.

It includes performing laboratory tests using standard methods and procedures, using and calibrating equipment and preserving the integrity of samples. It also includes performing calculations and identifying and reporting discrepancies.

This unit applies to those working in industry under appropriate supervision, while performing complex tasks in a range of contexts.

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

Pre-requisite Unit

Not applicable.

Competency Field

General

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Prepare samples for testing	**1.1** Register and record laboratory samples, ensuring required information is transcribed accurately and legibly

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		1.2	Identify samples to be tested, appropriate test method, equipment and safety requirements
		1.3	Maintain integrity of samples during sub-sampling as per workplace procedures
		1.4	Assess and report abnormal characteristics to relevant personnel
2	**Prepare for laboratory testing**	**2.1**	Set up test equipment according to appropriate test method and workplace procedures
		2.2	Conduct pre-use and safety checks on test equipment according to workplace procedures
		2.3	Identify and report faulty or unsafe equipment to relevant personnel
		2.4	Check the calibration status of equipment and conduct calibration or report calibration requirements to relevant personnel
3	**Perform tests on samples**	**3.1**	Preserve the integrity of sub-samples and eliminate the possibility of cross-contamination
		3.2	Identify, prepare and weigh or measure sample to be tested
		3.3	Follow test methods and perform sequence of tests using safety equipment and verification standards
		3.4	Use calculations to determine results of tests
		3.5	Shut down, clean and store equipment according to manufacturer instructions and workplace procedures
		3.6	Store unused reagents and dispose of wastes as required by relevant legislation, regulations and codes of practice
4	**Finalise work**	**4.1**	Apply chain of custody principles to laboratory testing
		4.2	Record results and complete relevant documentation
		4.3	Identify and report discrepancies requiring further action to relevant personnel
		4.4	Clear and restore work area according to workplace procedures

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to NWPGEN009 Perform laboratory testing

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=26336bc0-04e5-49d9-8c31-46c49b6a0037

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=26336bc0-04e5-49d9-8c31-46c49b6a0037

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Assessment Requirements for NWPGEN022 Perform laboratory testing

Modification History

Release 1. This is the first release of this unit of competency in the NWP National Water Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements and performance criteria on at least one occasion and includes:

- comparing sample description with the specification, recording results and reporting discrepancies
- calculating and recording test results
- interpreting laboratory test methods
- limiting hazards and contamination to self, work area and environment
- performing at least two types of sample preparations for the following:
  - digestion
  - dilution
  - filtration
  - heating/cooling
  - mixing/agitation
  - neutralisation/ quenching
  - sub sampling
- performing sub-sample and testing products
- producing laboratory reports
- registering and preserving samples
- selecting the correct equipment and checking equipment performance
- using laboratory safety equipment and personal protective equipment
- using the following laboratory equipment including:
  - gravimetric
  - potentiometric
  - spectrophotometric
  - volumetric

Knowledge Evidence

- calibration and pre-use equipment checks
- reference, standards or buffers

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- principles of the standard methods for laboratory analysis
- procedures for recognition of unexpected or unusual results and likely causes
- purpose of tests
- relevant legislation, regulations and workplace procedures
- relevant workplace procedures for sampling and testing
- safety data sheets
- source of uncertainty in measurements and methods for control

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including legislation, regulations, codes of practice, workplace procedures and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=26336bc0-04e5-49d9-8c31-46c49b6a0037

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NWPTRT005 Monitor and operate water treatment processes

Modification History

Release 1. This is the first release of this unit of competency in the NWP National Water Training Package.

Application

This unit involves the skills and knowledge required to monitor and operate water treatment processes.

It includes reporting on water treatment plant system performance and processing quality control. It also includes operating water treatment processes, and complying with relevant legislation, regulations and guidelines.

This unit applies to operational staff in water treatment plants with responsibility for the practical and safe operation of plant, equipment and processes. Those undertaking this unit would work under appropriate supervision, while performing routine tasks, within a familiar context.

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

Pre-requisite Unit

Not applicable.

Competency Field

Treatment

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Prepare for work	**1.1** Determine work requirements from job specifications and plans

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		1.2	Select and check equipment required to meet safety requirements of task and worksite
		1.3	Select, fit and use required safety equipment, including personal protective equipment (PPE)
2	**Monitor and operate treatment processes**	**2.1**	Inspect plant according to workplace procedures
		2.2	Collect process samples and conduct standard tests according to workplace procedures
		2.3	Operate treatment processes according to workplace procedures
		2.4	Perform adjustments to enhance system performance
3	**Complete documentation**	**3.1**	Collect, record and complete process data according to workplace procedures
		3.2	Identify and report observations outside defined parameters to relevant personnel for further action

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to NWPTRT001 Operate and control water treatment processes.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=26336bc0-04e5-49d9-8c31-46c49b6a0037

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Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=26336bc0-04e5-49d9-8c31-46c49b6a0037

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Assessment Requirements for NWPTRT005 Monitor and operate water treatment processes

Modification History

Release 1. This is the first release of this unit of competency in the NWP National Water Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements and performance criteria on at least one occasion and includes:

- applying workplace procedures
- collecting and labelling samples
- collecting and recording data
- completing documentation
- conducting routine plant inspections
- performing disinfection processes
- performing water treatment separation processes
- preparing and applying chemical dosing.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements and performance criteria and includes knowledge of:

- demands and uses of water, both domestic and industrial
- interpreting safety data sheets
- physical, chemical and microbiological characteristics of water
- post-treatment processes
- pre-treatment processes
- reasons for water treatment
- relevant legislation, regulations and workplace procedures
- relevant technologies for operating and controlling water treatment processes
- relevant water treatment guidelines and standards
- risk factors and potential hazards associated with the operation of water treatment processes
- risk management principles
- sources of water
- types of chemicals and water chemistry
- types of treatment plants and processes
- water and chemical principles

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- water cycle.

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including legislation, regulations, codes of practice, workplace procedures and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=26336bc0-04e5-49d9-8c31-46c49b6a0037

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NWPTRT022 Monitor and operate hypochlorite disinfection processes

Modification History

Release 1. This is the first release of this unit of competency in the NWP National Water Training Package.

Application

This unit involves the skills and knowledge required to monitor and operate hypochlorite disinfection processes.

It includes monitoring hypochlorite disinfection systems and reporting on process quality control. It also includes working safely with, transporting and storing sodium hypochlorite solution or calcium hypochlorite solids and implementing emergency response procedures.

This unit applies to operational staff with specific responsibility for hypochlorite disinfection systems in water or wastewater treatment plants. Those undertaking this unit would work under appropriate supervision, while performing routine tasks, in a range of familiar contexts.

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

Pre-requisite Unit

Not applicable.

Competency Field

Treatment

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Prepare for work	**1.1** Determine work requirements from job specifications

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			and plans
		1.2	Select and check equipment and hypochlorite supplies to meet safety requirements of task and worksite
		1.3	Select, fit and use required safety equipment, including personal protective equipment (PPE)
		1.4	Handle and store hypochlorite chemicals to maximise shelf life and reduce loss of available chlorine
		1.5	Conduct the percentage available chlorine test according to workplace procedures
2	**Monitor processes**	**2.1**	Monitor hypochlorite disinfection processes according to workplace procedures
		2.2	Collect process samples and conduct standard tests according to workplace procedures
		2.3	Make process adjustments to maintain effectiveness of hypochlorite disinfection
		2.4	Monitor the parameter set points for critical control points and operational control points
3	**Apply chemical dosing**	**3.1**	Prepare and apply hypochlorite chemicals
		3.2	Control hypochlorite dosing to maintain required chlorine residual
4	**Complete documentation**	**4.1**	Maintain information relating to hypochlorite supply and usage
		4.2	Collect, record and complete process data according to workplace procedures and process requirements
		4.3	Identify data outside of normal operational parameters and report to relevant personnel for further action

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work

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environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to NWPTRT052 Operate and control hypochlorite disinfection processes.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=26336bc0-04e5-49d9-8c31-46c49b6a0037

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=26336bc0-04e5-49d9-8c31-46c49b6a0037

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Assessment Requirements for NWPTRT022 Monitor and operate hypochlorite disinfection processes

Modification History

Release 1. This is the first release of this unit of competency in the NWP National Water Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements and performance criteria on at least one occasion and includes:

- collecting and reporting process data
- identifying and responding to process faults
- identifying hazards
- interpreting and following safety data sheets
- monitoring, operating and reporting on hypochlorite disinfection systems
- performing at least one of the following concentration tests:
  - calcium hypochlorite
  - sodium hypochlorite solution
- performing chlorine residual sampling and testing
- performing process calculations including at least one of the following:
  - Ct calculation dosage
  - feed rate
- preparing and applying hypochlorite dosing safely
- selecting and using appropriate tools and equipment, including personal protective equipment

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements and performance criteria and includes knowledge of:

- automatic feed rate control systems
- breakpoint
- chlorine demands including:
  - ammonia
  - iron, manganese and nitrite
  - natural organic matter (NOM)
  - turbidity
- contact time
- disinfection by-products (DBP)

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- effects of pH, time, temperature, UV exposure and impurities on hypochlorite breakdown
- hypochlorite dosing system layout for sodium hypochlorite or calcium hypochlorite dosing systems
- impact of pH
- microbiological guidelines
- properties and chemistry of hypochlorite chemicals
- reactions with water to produce hypochlorous acid/hypochlorite ion
- relevant legislation, regulations and workplace procedures
- risk factors and potential hazards associated with hypo chlorination
- safety data sheets

Assessment Conditions

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including legislation, regulations, codes of practice, workplace procedures and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=26336bc0-04e5-49d9-8c31-46c49b6a0037

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NWPTRT027 Monitor and operate wastewater treatment processes

Modification History

Release 1. This is the first release of this unit of competency in the NWP National Water Training Package.

Application

This unit involves the skills and knowledge required to operate and control wastewater processes.

It includes monitoring and operating wastewater treatment plants, reporting system performance and process quality control. It also includes ensuring wastewater disposal or re-use meets state or territory legislative requirements.

This unit applies to operational staff in wastewater treatment plants with responsibility for the practical and safe operation of plant, equipment and processes. Those undertaking this unit would work under appropriate supervision, performing routine tasks within a familiar context.

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

Pre-requisite Unit

Not applicable.

Competency Field

Treatment

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Prepare for work	**1.1** Determine work requirements from job specifications and plans

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		1.2	Select and check equipment required to meet safety requirements task and worksite
		1.3	Select, fit and use required safety equipment including, personal protective equipment (PPE)
2	**Monitor treatment processes**	**2.1**	Inspect plant according to workplace procedures
		2.2	Collect process samples and conduct standard tests according to workplace procedures
		2.3	Operate wastewater treatment processes according to workplace procedures
		2.4	Perform adjustments to enhance system performance
3	**Complete documentation**	**3.1**	Collect, record and complete process data according to workplace procedures and process requirements
		3.2	Identify, data outside of operational parameters and report to relevant personnel for further action

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to NWPTRT061 Operate and control wastewater processes.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=26336bc0-04e5-49d9-8c31-46c49b6a0037

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=26336bc0-04e5-49d9-8c31-46c49b6a0037

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Assessment Requirements for NWPTRT027 Monitor and operate wastewater treatment processes

Modification History

Release 1. This is the first release of this unit of competency in the NWP National Water Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements and performance criteria on at least one occasion and includes:

- applying workplace procedures
- completing documentation
- conducting routine plant inspections
- operating and adjusting at least one of the following processes:
  - primary treatment
  - secondary treatment
  - tertiary treatment
  - solids management
- taking samples and performing standard tests

Knowledge Evidence

- chemical and biological principles of wastewater treatment
- hydraulics and organic loading in wastewater plants
- physical, chemical and microbiological characteristics of wastewater treatment
- preliminary treatment, primary treatment, secondary treatment, tertiary treatment and solids management
- reasons for wastewater treatment
- relevant workplace procedures, guidelines and industry standards
- state or territory legislative requirements for wastewater treatment processes
- risk factors and potential hazards relating to wastewater treatment
- sources of wastewater
- types of components
- water cycle

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training

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Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including legislation, regulations, codes of practice, workplace procedures and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=26336bc0-04e5-49d9-8c31-46c49b6a0037

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Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=26336bc0-04e5-49d9-8c31-46c49b6a0037

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NWPTRT029 Monitor and operate pre-treatment processes

Modification History

Release 1. This is the first release of this unit of competency in the NWP National Water Training Package.

Application

This unit involves the skills and knowledge required to monitor and operate pre-treatment processes.

It includes reporting on pre-treatment processes, separation processes, screens and grit removal used in municipal, industrial or domestic treatment plants prior to further treatment.

This unit applies to operational staff with specific responsibility for pre-treatment processes. Those undertaking this unit would work under appropriate supervision while performing routine tasks in a range of familiar contexts.

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

Pre-requisite Unit

Not applicable.

Competency Field

Treatment

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Prepare for work	**1.1** Determine work requirements from job specifications and plans
	1.2 Select and check equipment required to meet safety

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			requirements of task and worksite
		1.3	Select, fit and use required safety equipment including, personal protective equipment (PPE)
2	**Monitor pre-treatment processes**	**2.1**	Inspect plant according to workplace procedures
		2.2	Collect process samples and conduct standard tests according to workplace procedures
		2.3	Operate pre-treatment processes according to workplace procedures
		2.4	Perform adjustments to enhance system performance
3	**Complete documentation**	**3.1**	Collect, record and complete process data according to workplace procedures and process requirements
		3.2	Identify data outside of normal operational parameters and report to relevant personnel for further action

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to NWPTRT071 Operate and control pre-treatment processes.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=26336bc0-04e5-49d9-8c31-46c49b6a0037

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=26336bc0-04e5-49d9-8c31-46c49b6a0037

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Assessment Requirements for NWPTRT029 Monitor and operate pre-treatment processes

Modification History

Release 1. This is the first release of this unit of competency in the NWP National Water Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements and performance criteria on at least one occasion and includes:

- applying workplace procedures
- collecting and labelling samples
- collecting and recording data
- identifying faults and operational problems
- operating and adjusting at least one of the following processes:
  - chemical additions
  - chemical usage
  - dissolved oxygen levels
  - flow control
  - plant performance data
  - screen rotation frequency
  - solids removal
- preparing for work

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements and performance criteria and includes knowledge of:

- control systems
- equipment operation, capacity and limitations
- impacts of variable flows
- plant layout
- principles of and need for effective pre-treatment
- relevant legislation and regulations
- risk factors and potential hazards relating to treatment
- workplace policies and procedures applied to pre-treatment processes

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Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including legislation, regulations, codes of practice, workplace procedures and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=26336bc0-04e5-49d9-8c31-46c49b6a0037

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=26336bc0-04e5-49d9-8c31-46c49b6a0037

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PMAOPS101 Read dials and indicators

Modification History

Release 1. Supersedes and is equivalent to PMAOPS101C Read dials and indicators

Application

This unit of competency covers the skills and knowledge required to make readings and/or take measurements using common types of plant instrumentation.

This unit of competency applies to operators who are required to identify the units and scales to use, perform the measurements and record the results in prescribed format, level of detail and according to procedures.

This unit of competency applies to reading process instrumentation in any plant or related situation. Readings may need to be made at heights, in wet or restricted conditions, or close to hot or moving equipment and across sites and plants.

In a typical scenario an operator patrols the plant taking a range of readings to complete logs and check on the operation of the plant. The operator needs to interpret the display on the instrument and record the appropriate reading. As part of this process, they will need to check that the instrument is within calibration (where appropriate) and make a judgement as to whether the reading is 'reasonable' or whether some action needs to be taken.

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

Pre-requisite Unit

Nil

Competency Field

Operations

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Unit Sector

Elements and Performance Criteria

Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Contribute to controlling hazards in work area**	1.1	Identify hazards in work area
		1.2	Take appropriate action to control risks according to procedures
2	**Identify appropriate measuring device readings**	2.1	Confirm the calibration of the measuring device, where appropriate
		2.2	Select appropriate units on the measuring device
		2.3	Select appropriate scales on the measuring device
3	**Perform measurements**	3.1	Identify the range of results that could be obtained
		3.2	Identify and take account of relevant external factors
		3.3	Perform measurements using appropriate techniques
		3.4	Identify measurements outside the range of expected results
		3.5	Take action on measurements outside expected range according to procedures
4	**Record results**	4.1	Record readings accurately in the appropriate format
		4.2	Record the results to the appropriate level of detail

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

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Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Regulatory framework

The latest version of all legislation, regulations, industry codes of practice and Australian/international standards, or the version specified by the local regulatory authority, must be used, and include one or more of the following:

- legislative requirements, including work health and safety (WHS)
- industry codes of practice and guidelines
- environmental regulations and guidelines
- Australian and other standards
- licence and certification requirements

Hazards

Hazards include one or more of the following:

- smoke, darkness and heat
- dust or other atmospheric hazards
- electricity
- gas
- gases and liquids under pressure
- structural hazards
- structural collapse
- equipment failures
- industrial (machinery, equipment and product)
- equipment or product mass
- noise, rotational equipment or vibration
- plant services (steam, condensate and cooling water)
- limited head spaces or overhangs
- working at heights, in restricted or confined spaces, or in environments subjected to heat, dusts, smoke, vapours or other atmospheric hazards
- flammability and explosivity
- hazardous products and materials
- unauthorised personnel
- sharp edges, protrusions or obstructions
- slippery surfaces, spills or leaks
- extreme weather
- other hazards that might arise

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Dials and indicators

Dials and indicators include one or more of the following:

- analogue dials, such as:
- pressure gauge
- rev counter
- temperature dial
- digital readouts, such as:
- pH meter
- temperature probe
- ammeter
- flow meter
- weigh scales

Calibration checks

Calibration checks include one or more of the following:

- checking the date that the next calibration is required (e.g. weigh scale and pressure gauge)
- using a calibration button on the instrument (e.g. zero button on an ammeter and calibration button on an electronic meter)

Problems

Problems must be reported and corrective action taken according to relevant procedures.

Problems include one or more of the following:

- measuring instrument not fit for use (e.g. not within calibration)
- appropriate measuring device not available
- deviations from normal range of readings
- effect of temperature on material properties

Corrective actions include one or more of the following:

- reporting to an appropriate person
- taking action specified in the procedure

Appropriate personnel

Appropriate personnel include one or more of the following:

- supervisor
- more senior operator
- other designated personnel

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Procedures All operations must be performed in accordance with relevant procedures.

Procedures are written, verbal, visual, computer-based or in some other form, and include one or more of the following:

- emergency procedures
- work instructions
- standard operating procedures (SOPs)
- safe work method statements (SWMS)
- formulas/recipes
- batch sheets
- temporary instructions
- any similar instructions provided for the smooth running of the plant

Unit Mapping Information

Release 1. Supersedes and is equivalent to PMAOPS101C Read dials and indicators

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=9fc2cf53-e570-4e9f-ad6a-b228ffdb6875

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Assessment Requirements for PMAOPS101 Read dials and indicators

Modification History

Release 1. Supersedes and is equivalent to PMAOPS101C Read dials and indicators

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy the requirements of the elements and performance criteria, and include the ability to:

- accurately perform and record measurements according to procedures
- recognise readings which are out of range or unusual and take action according to procedures
- identify hazard and control risks
- check accuracy of own work and complete workplace forms.

Knowledge Evidence

Evidence must be provided that demonstrates knowledge of:

- basic units of measurement and where they apply
- types and application of measuring devices typically used in the job/work environment and problems that can arise
- graphs and scales relevant to the readings being taken
- organisation procedures relevant to the readings being taken
- hazards that may arise in the job/work environment, and:
  - their possible causes
  - potential consequences
  - relevant controls.

Assessment Conditions

- The unit should be assessed holistically and the judgement of competence based on a holistic assessment of the evidence.
- The collection of performance evidence:
  - should occur over a range of situations which include typical disruptions to normal, smooth operation of an operating plant
  - will typically include a supervisor/third-party report or other evidence, focusing on consistent performance and problem recognition and solving. A supervisor/third party report must be prepared by someone who has a direct, relevant, current relationship with the person being assessed and who is in a position to form a judgement on workplace performance relevant to the unit of competency

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  - must include the use of an appropriate industrial item of equipment
  - may use industry-based simulation for all or part of the unit where safety, lack of opportunity or significant cost is an issue.
- Assessment should occur in operational workplace situations. Where this is not possible or where personal safety or environmental damage are limiting factors assessment must occur in a sufficiently rigorous simulated environment reflecting realistic operational workplace conditions. This must cover all aspects of workplace performance, including environment, task skills, task management skills, contingency management skills and job role environment skills.
- Assessment in a simulated environment should use evidence collected from one or more of:
  - walk-throughs
  - pilot plant operation
  - demonstration of skills
  - industry based case studies/scenarios
  - ‘what ifs’.
- Knowledge evidence may be collected concurrently with performance evidence (provided a record is kept) or through an independent process, such as workbooks, written assessments or interviews (provided a record is kept).
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.
- Conditions for assessment must include access to all tools, equipment, materials and documentation required, including relevant workplace procedures, product and manufacturing specifications associated with this unit.
- The regulatory framework will be reflected in workplace policies and procedures and is not required to be independently assessed.
- Foundation skills are integral to competent performance of the unit and should not be assessed separately.
- Assessors must satisfy the assessor competency requirements that are in place at the time of the assessment as set by the VET regulator.
- In addition, the assessor or anyone acting in subject matter expert role in assessment must demonstrate both technical competency and currency. If the assessor cannot demonstrate technical competency and currency they must assess with a subject matter expert who does meet these requirements.
- Technical competence can be demonstrated through one or more of:
  - relevant VET or other qualification/Statement of Attainment
  - appropriate workplace experience undertaking the type of work being assessed under routine and non-routine conditions
  - appropriate workplace experience supervising/evaluating the type of work being assessed under routine and non-routine conditions
- Currency can be demonstrated through one or more of:
  - being currently employed undertaking the type of work being assessed

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- being employed by the organisation undertaking the type of work being assessed and having maintained currency in accordance with that organisation's policies and procedures
- having consulted/had contact with an organisation undertaking the type of work being assessed within the last twelve months, the consultation/contact being related to assessment
- conducting on-the-job training/assessments of the type of work being assessed
- being an active member of a relevant professional body and participating in activities relevant to the assessment of this type of work

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=9fc2cf53-e570-4e9f-ad6a-b228ffdb6875

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PMAOPS105 Select and prepare materials

Modification History

Release 1. Supersedes and is equivalent to PMAOPS105C Select and prepare materials

Application

This unit of competency covers the skills and knowledge required to select and prepare materials for use in production processes.

This unit of competency applies to operators who are required to find the right materials, check them, measure and prepare them, if required, and deliver the materials to the process in the right condition.

A typical application of this unit of competency could be an operator preparing a range of chemicals or other substances for use in a batch process. The operator would visually inspect each item for deterioration or damage, and follow procedures to prepare materials. Once prepared, the operator would then assemble the materials for supply to production areas.

This competency applies where mixing, grinding, testing, etc are an incidental part of preparing materials for use in production.

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

Pre-requisite Unit

Nil

Competency Field

Operations

Unit Sector

Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1	**Identify and locate materials**	1.1	Identify material requirements correctly from documentation
		1.2	Identify type, quantity and quality of materials
		1.3	Identify material hazards and handling procedures
		1.4	Locate and check materials to procedures
		1.5	Confirm availability of required quantity of materials
		1.6	Note and report material shortages
2	**Contribute to controlling hazards**	2.1	Identify other hazards in work area
		2.2	Take action to control material hazards as per documentation
		2.3	Take appropriate action to control other hazards in the workplace
3	**Measure quantity of materials**	3.1	Identify measuring requirements and select appropriate measuring equipment
		3.2	Measure and assemble required quantities
		3.3	Check material quantities required
		3.4	Complete required documentation and labelling
		3.5	Deliver materials to correct location
4	**Prepare materials as required**	4.1	Check that hoppers, bins and holding tanks are free from contamination
		4.2	Identify classes of compatible and incompatible chemicals
		4.3	Prepare materials to procedures
5	**Store assembled materials**	5.1	Identify the storage conditions required for the main classes of chemicals

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		5.2	Identify materials that have special storage requirements
		5.3	Store and supply materials
6	**Dispose of waste materials**	6.1	Correctly identify waste materials
		6.2	Dispose of materials to procedures and work health and safety (WHS) and environmental requirements

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Regulatory framework

The latest version of all legislation, regulations, industry codes of practice and Australian/international standards, or the version specified by the local regulatory authority, must be used, and include one or more of the following:

- legislative requirements, including work health and safety (WHS)
- industry codes of practice and guidelines
- environmental regulations and guidelines
- Australian and other standards
- licence and certification requirements

Materials preparation

Materials preparation includes one or more of the following:

- pre-production measuring, assembling and identification of materials
- warming to melt waxy or other materials
- breaking up solid materials into pieces or smaller lumps
- passing materials through an in-line delumper

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- blending a powder or liquid into a solution prior to use in the process
- blending powders prior to production
- dilution of solutions
- preparation of a solution for dosing into a process

Materials

Materials include one or more of the following:

- raw materials
- packaging materials
- consumables

Procedures

All operations must be performed in accordance with relevant procedures.

Procedures are written, verbal, visual, computer-based or in some other form, and include one or more of the following:

- emergency procedures
- work instructions
- standard operating procedures (SOPs)
- safe work method statements (SWMS)
- formulas/recipes
- batch sheets
- temporary instructions
- any similar instructions provided for the smooth running of the plant

Equipment

Equipment includes one or more of the following:

- buckets
- stirring paddle
- propeller or drum mixers
- delumpers
- hammers or axes
- measuring equipment, including scales, flow meters and graduated vessels
- hard hats
- goggles/glasses/face shields
- hearing protection (ear muffs and plugs)
- dusk masks/canister masks/self contained breathing apparatus (SCBA)/long range breathers
- gloves/gauntlets

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- safety boots
- antistatic equipment
- overalls/aprons/acid jackets/pants
- handling aids
- other safety equipment

Material hazards and handling procedures

Material hazards and handling procedures include one or more of the following:

- labels
- safety data sheets (SDS)
- verbal direction from supervisor or other person
- other standard sources, such as:
  - enterprise procedures
  - HAZCHEM symbols and codes
  - spill containment and disposal procedures

Hazards

Hazards include one or more of the following:

- smoke, darkness and heat
- dust or other atmospheric hazards
- electricity
- gas
- gases and liquids under pressure
- structural hazards
- structural collapse
- equipment failures
- industrial (machinery, equipment and product)
- equipment or product mass
- noise, rotational equipment or vibration
- plant services (steam, condensate and cooling water)
- limited head spaces or overhangs
- working at heights, in restricted or confined spaces, or in environments subjected to heat, noise, dusts or vapours or other atmospheric hazards
- flammability and explosivity
- hazardous products and materials
- unauthorised personnel
- sharp edges, protrusions or obstructions
- slippery surfaces, spills or leaks
- extreme weather
- other hazards that might arise

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Unit Mapping Information

Release 1. Supersedes and is equivalent to PMAOPS105C Select and prepare materials

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=9fc2cf53-e570-4e9f-ad6a-b228ffdb6875

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Assessment Requirements for PMAOPS105 Select and prepare materials

Modification History

Release 1. Supersedes and is equivalent to PMAOPS105C Select and prepare materials

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy the requirements of the elements and performance criteria, and include the ability to:

- identify job requirements and safe work procedures
- identify and operate equipment
- identify hazards and apply hazard control procedures
- complete required workplace forms
- communicate with team and supervisors
- measure and prepare materials to meet requirements
- identify and dispose of waste materials according to work health and safety (WHS) and environmental requirements.

Knowledge Evidence

Evidence must be provided that demonstrates knowledge of:

- types and application of measuring equipment relevant to job/work environment
- classes of compatible and incompatible chemicals and implications in job/work environment
- types of materials in plant and their storage requirements
- routes of entry of chemicals to the body (basic only)
- procedures for safe handling and storage of chemicals and hazardous substances relevant to job/work environment
- types and application of personal protective equipment (PPE) relevant to job/work environment
- labelling requirements (dangerous goods codes, classification numbers and packaging group numbers)
- HAZCHEM symbols and codes relevant to the job/work environment
- organisation procedures relevant to job/work environment
- hazards that may arise in the job/work environment, and:
  - their possible causes
  - potential consequences
  - appropriate risk controls
- environmental requirements related to waste disposal.

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Assessment Conditions

- The unit should be assessed holistically and the judgement of competence based on a holistic assessment of the evidence.
- The collection of performance evidence:
  - should occur over a range of situations which include typical disruptions to normal, smooth operation of an operating plant
  - will typically include a supervisor/third-party report or other evidence, focusing on consistent performance and problem recognition and solving. A supervisor/third-party report must be prepared by someone who has a direct, relevant, current relationship with the person being assessed and who is in a position to form a judgement on workplace performance relevant to the unit of competency
  - must include the use of an appropriate industrial item of equipment
  - may use industry-based simulation for all or part of the unit particularly where safety, lack of opportunity or significant cost is an issue.
- Assessment should occur in operational workplace situations. Where this is not possible, or where personal safety or environmental damage are limiting factors, assessment must occur in a sufficiently rigorous simulated environment reflecting realistic operational workplace conditions. This must cover all aspects of workplace performance, including environment, task skills, task management skills, contingency management skills and job role environment skills.
- Assessment in a simulated environment should use evidence collected from demonstration of skills and one or more of:
  - walk-throughs
  - pilot plant operation
  - industry-based case studies/scenarios
  - ‘what ifs’.
- Knowledge evidence may be collected concurrently with performance evidence (provided a record is kept) or through an independent process, such as workbooks, written assessments or interviews (provided a record is kept).
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.
- Conditions for assessment must include access to all tools, equipment, materials and documentation required, including relevant workplace procedures, product and manufacturing specifications associated with this unit.
- The regulatory framework will be reflected in workplace policies and procedures and is not required to be independently assessed.
- Foundation skills are integral to competent performance of the unit and should not be assessed separately.
- Assessors must satisfy the assessor competency requirements that are in place at the time of the assessment as set by the VET regulator.
- In addition, the assessor or anyone acting in subject matter expert role in assessment must demonstrate both technical competency and currency. If the assessor cannot demonstrate technical competency and currency they must assess with a subject matter expert who does meet these requirements.

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- Technical competence can be demonstrated through one or more of:
  - relevant VET or other qualification/Statement of Attainment
  - appropriate workplace experience undertaking the type of work being assessed under routine and non-routine conditions
  - appropriate workplace experience supervising/evaluating the type of work being assessed under routine and non-routine conditions
- Currency can be demonstrated through one or more of:
  - being currently employed undertaking the type of work being assessed
  - being employed by the organisation undertaking the type of work being assessed and having maintained currency in accordance with that organisation's policies and procedures
  - having consulted/had contact with an organisation undertaking the type of work being assessed within the last twelve months, the consultation/contact being related to assessment
  - conducting on-the-job training/assessments of the type of work being assessed
  - being an active member of a relevant professional body and participating in activities relevant to the assessment of this type of work

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=9fc2cf53-e570-4e9f-ad6a-b228ffdb6875

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PMAOPS201 Operate fluid flow equipment

Modification History

Release 1. Supersedes and is equivalent to PMAOPS201B Operate fluid flow equipment

Application

This unit of competency covers the skills and knowledge required to operate pumps and valves and other fluid flow equipment in a processing plant.

This unit of competency applies to operators who are required to identify, operate, monitor and troubleshoot the pumps and valves and contribute to a safe working environment. It is typically performed by all operators in a processing plant.

This unit of competency applies to an individual who may work alone although under routine direction and supervision. They may work as part of a team or group and will work in liaison with other shift team members and the control room operator, as appropriate.

In a typical scenario, an operator uses a number of general purpose pumps, piping and valves to move liquids from a storage tank area into the processing plant, within and between plant units, to the finished goods tanks. The operator utilises in-line mixers, strainers and filters, valves, controls and meters to complete this work.

This competency covers all general duty pumps, their associated drivers (motors) and valves. The effect of pipe fittings on pump performance and problems/problem analysis is also included.

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

Pre-requisite Unit

Nil

Competency Field

Operations

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Unit Sector

Elements and Performance Criteria

Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Prepare for work**	1.1	Receive and give shift handover
		1.2	Identify work requirements
		1.3	Identify and control hazards
		1.4	Coordinate with appropriate personnel
		1.5	Check for recent work undertaken on plant item
		1.6	Note any outstanding/incomplete work
		1.7	Check operational status of fluid flow equipment
2	**Operate pumps**	2.1	Identify the type of pump
		2.2	Start up and shut down pump as required
		2.3	Adjust flow and head/pressure as appropriate to type of pump
		2.4	Complete routine checks and reports and take appropriate action as required
3	**Operate pump drivers**	3.1	Monitor critical variables such as amps, temperature and vibration
		3.2	Keep critical variables in range
		3.3	Recognise trends/patterns which indicate a potential or actual problem with the pump driver
		3.4	Take action to ensure driver as required
4	**Operate valves**	4.1	Identify the type of valve
		4.2	Operate valve in a manner appropriate to the valve type

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		4.3	Complete routine checks and reports and take appropriate action as required
5	**Recognise and take appropriate action on abnormal fluid system situations**	5.1	Monitor fluid flow system frequently and critically throughout shift using measured/indicated data and smell, sight, sound and feel as appropriate
		5.2	Identify impacts of any changes upstream and downstream
		5.3	Recognise situations which may require action
		5.4	Resolve routine problems
		5.5	Take actions on other abnormal situations to make safe and have the situation resolved
6	**Isolate and de-isolate equipment**	6.1	Complete any required pre-start checks
		6.2	Start up/shut down/changeover fluid flow equipment according to the equipment type and duty in liaison with other personnel
		6.3	Isolate equipment
		6.4	Make safe for required work
		6.5	Check plant is ready to be returned to service
		6.6	De-isolate and prepare plant for return to service

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Regulatory framework

The latest version of all legislation, regulations, industry codes of practice and Australian/international standards, or the version specified by the local regulatory authority, must be used, and include one or more of the following:

- legislative requirements, including work health and safety (WHS)
- industry codes of practice and guidelines
- environmental regulations and guidelines
- Australian and other standards
- licence and certification requirements

All operations to which this unit applies are subject to stringent health, safety and environment (HSE) requirements, which may be imposed through state/territory or federal legislation, and these must not be compromised at any time. Where there is an apparent conflict between performance criteria and HSE requirements, the HSE requirements take precedence.

Procedures

All operations must be performed in accordance with relevant procedures.

Procedures are written, verbal, visual, computer-based or in some other form, and include one or more of the following:

- emergency procedures
- work instructions
- standard operating procedures (SOPs)
- safe work method statements (SWMS)
- formulas/recipes
- batch sheets
- temporary instructions
- any similar instructions provided for the smooth running of the plant

Equipment

Equipment includes one or more of the following:

- pumps (various types of centrifugal and positive displacement)
- valves, such as globe, needle, gate, butterfly, plug cock, wedge plug, ball cock, non-return, diaphragm, pneumatic globe and pneumatic butterfly)
- piping systems and components, including bends and elbows, tee

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pieces, expansion mechanisms, pipe joints, reducers, nipples, orifices, in-line mixers, filters and strainers, flexible hoses and couplings
- shaft seals, such as stuffing boxes, mechanical seals, fluid seals and labyrinth seals

Routine problems

Routine problems must be resolved by applying known solutions.

Routine problems are predictable and include one or more of the following:

- cavitation
- seal leaks
- head loss/low flow
- bearing problems

Known solutions are drawn from one or more of the following:

- procedures
- training
- remembered experience

Non-routine problems must be reported according to according to relevant procedures.

Responding to abnormal situations

Responding to abnormal situations includes the following:

- determining problems needing action
- determining possible fault causes
- rectifying problem using appropriate solution within area of responsibility
- following through items initiated until final resolution has occurred
- reporting problems outside area of responsibility to designated person

Operate

Operate is to monitor, adjust/change the plant item/unit/system to meet specifications, by one or more of the following:

- manually in the plant
- using local controller in the plant

Hazards

Hazards include one or more of the following:

- smoke, darkness and heat

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- dust or other atmospheric hazards
- electricity
- gas
- gases and liquids under pressure
- structural hazards
- structural collapse
- equipment failures
- industrial (machinery, equipment and product)
- equipment or product mass
- noise, rotational equipment or vibration
- plant services (steam, condensate and cooling water)
- limited head spaces or overhangs
- working at heights, in restricted or confined spaces, or in environments subjected to heat, noise, dusts or vapours or other atmospheric hazards
- flammability and explosivity
- hazardous products and materials
- unauthorised personnel
- sharp edges, protrusions or obstructions
- slippery surfaces, spills or leaks
- extreme weather
- other hazards that might arise

Start up/shut down as required

Start up/shut down as required includes the following:

- start up and shut down to/from normal operating conditions
- start up and shut down to/from isolated, cold or empty
- start up and shut down to/from other conditions/situations experienced on the plant

Unit Mapping Information

Release 1. Supersedes and is equivalent to PMAOPS201B Operate fluid flow equipment

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=9fc2cf53-e570-4e9f-ad6a-b228ffdb6875

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Assessment Requirements for PMAOPS201 Operate fluid flow equipment

Modification History

Release 1. Supersedes and is equivalent to PMAOPS201B Operate fluid flow equipment

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy the requirements of the elements and performance criteria, and include the ability to:

- apply pre-start, start-up and shutdown procedures
- monitor and operate fluid flow equipment to meet specifications
- recognise early warning signs of equipment/processes needing attention or with potential problems
- determine the most likely cause of routine problems
- take appropriate action to ensure a timely return to full performance
- isolate and de-isolate equipment
- identify hazards and apply hazard control procedures.

Knowledge Evidence

Evidence must be provided that demonstrates knowledge of:

- principles of operation of fluid flow equipment
- plant process idiosyncrasies
- physics relevant to fluid flow equipment
- process parameters and limits
- all items on a schematic of the fluid flow system and the function of each
- correct methods of starting, stopping, operating and controlling flow
- relevant alarms and actions
- routine problems, faults and their resolution
- function and troubleshooting of major internal components of pumps and valves and their typical problems.

Assessment Conditions

- The unit should be assessed holistically and the judgement of competence based on a holistic assessment of the evidence.
- The assessment must include at least:
  - one (1) type of centrifugal pump, and
  - one (1) type of positive displacement pump, and
  - two (2) different types of valves.

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- The collection of performance evidence:
  - should occur over a range of situations which include typical disruptions to normal, smooth operation of an operating plant
  - will typically include a supervisor/third-party report or other evidence, focusing on consistent performance and problem recognition and solving. A supervisor/third-party report must be prepared by someone who has a direct, relevant, current relationship with the person being assessed and who is in a position to form a judgement on workplace performance relevant to the unit of competency
  - must include the use of an appropriate industrial item of equipment requiring demonstration of operation, start-up and shutdown procedures and responding to problems
  - may use industry-based simulation for part only of the unit where safety, lack of opportunity or significant cost is an issue.
- Assessment should occur in operational workplace situations. Where this is not possible, or where personal safety or environmental damage are limiting factors, assessment must occur in a sufficiently rigorous simulated environment reflecting realistic operational workplace conditions. This must cover all aspects of workplace performance, including environment, task skills, task management skills, contingency management skills and job role environment skills.
- Assessment in a simulated environment should use evidence collected from one or more of:
  - walk-throughs
  - pilot plant operation
  - demonstration of skills
  - industry based case studies/scenarios
  - ‘what ifs’.
- Knowledge evidence may be collected concurrently with performance evidence (provided a record is kept) or through an independent process, such as workbooks, written assessments or interviews (provided a record is kept).
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.
- Conditions for assessment must include access to all tools, equipment, materials and documentation required, including relevant workplace procedures, product and manufacturing specifications associated with this unit.
- The regulatory framework will be reflected in workplace policies and procedures and is not required to be independently assessed.
- Foundation skills are integral to competent performance of the unit and should not be assessed separately.
- Assessors must satisfy the assessor competency requirements that are in place at the time of the assessment as set by the VET regulator.
- In addition, the assessor or anyone acting in subject matter expert role in assessment must demonstrate both technical competency and currency. If the assessor cannot demonstrate technical competency and currency they must assess with a subject matter expert who does meet these requirements.
- Technical competence can be demonstrated through one or more of:

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  - relevant VET or other qualification/Statement of Attainment
  - appropriate workplace experience undertaking the type of work being assessed under routine and non-routine conditions
  - appropriate workplace experience supervising/evaluating the type of work being assessed under routine and non-routine conditions
- Currency can be demonstrated through one or more of:
  - being currently employed undertaking the type of work being assessed
  - being employed by the organisation undertaking the type of work being assessed and having maintained currency in accordance with that organisation's policies and procedures
  - having consulted/had contact with an organisation undertaking the type of work being assessed within the last twelve months, the consultation/contact being related to assessment
  - conducting on-the-job training/assessments of the type of work being assessed
  - being an active member of a relevant professional body and participating in activities relevant to the assessment of this type of work

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=9fc2cf53-e570-4e9f-ad6a-b228ffdb6875

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PMAOPS204 Select and use utilities and services

Modification History

Release 1. Supersedes and is equivalent to PMAOPS204B Use utilities and services

Application

This unit of competency covers skills and knowledge required to select and use a range of utilities and services in the plant.

This unit of competency applies to operators who are required to select the appropriate utility/service from those provided to the plant and recognise and respond to operational problems.

This unit of competency applies to an individual who may work alone although under routine direction and supervision. They may work as part of a team or group and will work in liaison with other shift team members and the control room operator, as appropriate.

In a typical scenario an operator will be able to identify and select utilities and services used on a day-to-day basis. These will be provided to a process plant and will consist of instrument and plant air, nitrogen, plant water, steam, flushing oil and other utilities/services required for a particular process. The operator uses these utilities/services as required. The correct use and application of these substances is essential to plant and operator safety and the continued performance of the process.

This unit of competency applies to any/all service utilities which form part of the utility system for the plant, typically:

- steam (saturated and superheated)
- air (process, instrument and breathable)
- water (cooling, boiler feed, plant and waste)
- inert atmosphere (nitrogen and carbon dioxide)
- flushing oil.

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

Pre-requisite Unit

Nil

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Competency Field

Operations

Unit Sector

Elements and Performance Criteria

Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Prepare for work**	1.1	Identify work requirements
		1.2	Identify and control hazards
		1.3	Coordinate with appropriate personnel
2	**Select and use utilities and services**	2.1	Identify utilities and services available in the plant
		2.2	Identify key properties, applications and limitations of each utility and service
		2.3	Select appropriate utility/service for the required duty
		2.4	Use selected utility/service to procedures
3	**Respond to problems**	3.1	Monitor use of utility/service frequently and critically throughout shift using measured/indicated data and smell, sight, sound and feel as appropriate.
		3.2	Recognise operational problems
		3.3	Analyse cause of operational problems within scope of skill level
		3.4	Take action to remedy operational problems in accordance with procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

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Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Regulatory framework

The latest version of all legislation, regulations, industry codes of practice and Australian/international standards, or the version specified by the local regulatory authority, must be used, and include one or more of the following:

- legislative requirements, including work health and safety (WHS)
- industry codes of practice and guidelines
- environmental regulations and guidelines
- Australian and other standards
- licence and certification requirements

All operations to which this unit applies are subject to stringent health, safety and environment (HSE) requirements, which may be imposed through state/territory or federal legislation, and these must not be compromised at any time. Where there is an apparent conflict between performance criteria and HSE requirements, the HSE requirements take precedence.

Service utilities

Service utilities include one or more of the following:

- steam (saturated and superheated)
- air (process, instrument and breathable)
- water (cooling, boiler feed, plant and waste)
- inert atmosphere (nitrogen and carbon dioxide)
- flushing oil

Routine problems

Routine problems must be resolved by applying known solutions.

Routine problems are predictable and include one or more of the following:

- non-supply of products and elements
- variation in product and element feed rates
- variations in temperature, pressure and flow
- blockages or leakage

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Known solutions are drawn from one or more of the following:

- procedures
- training
- remembered experience

Non-routine problems must be reported according to according to relevant procedures.

Operate

Operate is to monitor, adjust/change the plant item/unit/system to meet specifications, by one or more of the following:

- manually in the plant
- using local controller in the plant
- using the process control system in the control room

Action

Action in accordance with procedures includes the following:

- determining problems needing action
- determining possible fault causes
- rectifying problem using appropriate solution within area of responsibility
- following through items initiated until final resolution has occurred
- reporting problems outside area of responsibility to designated person

Procedures

All operations must be performed in accordance with relevant procedures.

Procedures are written, verbal, visual, computer-based or in some other form, and include one or more of the following:

- emergency procedures
- work instructions
- standard operating procedures (SOPs)
- safe work method statements (SWMS)
- formulas/recipes
- batch sheets
- temporary instructions
- any similar instructions provided for the smooth running of the plant

Hazards

Hazards include one or more of the following:

- smoke, darkness and heat
- dust or other atmospheric hazards

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- electricity
- gas
- gases and liquids under pressure
- structural hazards
- structural collapse
- equipment failures
- industrial (machinery, equipment and product)
- equipment or product mass
- noise, rotational equipment or vibration
- plant services (steam, condensate and cooling water)
- limited head spaces or overhangs
- working at heights, in restricted or confined spaces, or in environments subjected to heat, noise, dusts or vapours or other atmospheric hazards
- flammability and explosivity
- hazardous products and materials
- unauthorised personnel
- sharp edges, protrusions or obstructions
- slippery surfaces, spills or leaks
- extreme weather
- other hazards that might arise

Unit Mapping Information

Release 1. Supersedes and is equivalent to PMAOPS204B Use utilities and services

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=9fc2cf53-e570-4e9f-ad6a-b228ffdb6875

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Assessment Requirements for PMAOPS204 Select and use utilities and services

Modification History

Release 1. Supersedes and is equivalent to PMAOPS204B Use utilities and services

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy the requirements of the elements and performance criteria, and include the ability to:

- select the required utility/service
- recognise early warning signs of equipment/processes needing attention or with potential problems
- determine the most likely cause of routine problems
- take appropriate action to ensure a timely return to full performance
- isolate the causes of problems to an item of equipment within the production system and to distinguish between causes of problems/alarm/fault indications, such as:
  - instrument failure/malfunction
  - electrical failure/malfunction
  - mechanical failure/malfunction
  - variations in product parameters (temperature, flows, pressure and levels)
- identify hazards and apply hazard control procedures.

Knowledge Evidence

Evidence must be provided that demonstrates knowledge of:

- all items on a schematic of the utilities system and the function of each
- differences between grades/types of services (e.g. grades of steam, air and nitrogen)
- differences in use and methods between each service and utility
- hazards that may arise in the job/work environment, and:
  - their possible causes
  - potential consequences
  - appropriate risk controls
- physics and chemistry relevant to the utility and its use
- process parameters and limits, including temperature, pressure, flow and pH
- routine problems, faults and their resolution
- relevant alarms and actions
- types and causes of utility problems within operator's scope of skill level and responsibility.

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Assessment Conditions

- The unit should be assessed holistically and the judgement of competence based on a holistic assessment of the evidence.
- The collection of performance evidence:
  - should occur over a range of situations which include typical disruptions to normal, smooth operation of an operating plant
  - will typically include a supervisor/third-party report or other evidence, focusing on consistent performance and problem recognition and solving. A supervisor/third-party report must be prepared by someone who has a direct, relevant, current relationship with the person being assessed and who is in a position to form a judgement on workplace performance relevant to the unit of competency
  - must include the use of an appropriate industrial item of equipment requiring selection and use of utilities and services and responding to problems
  - may use industry-based simulation for part only of the unit where safety, lack of opportunity or significant cost is an issue.
- Assessment should occur in operational workplace situations. Where this is not possible, or where personal safety or environmental damage are limiting factors, assessment must occur in a sufficiently rigorous simulated environment reflecting realistic operational workplace conditions. This must cover all aspects of workplace performance, including environment, task skills, task management skills, contingency management skills and job role environment skills.
- Assessment in a simulated environment should use evidence collected from one or more of:
  - walk-throughs
  - pilot plant operation
  - demonstration of skills
  - industry-based case studies/scenarios
  - ‘what ifs’.
- Knowledge evidence may be collected concurrently with performance evidence (provided a record is kept) or through an independent process, such as workbooks, written assessments or interviews (provided a record is kept).
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.
- Conditions for assessment must include access to all tools, equipment, materials and documentation required, including relevant workplace procedures, product and manufacturing specifications associated with this unit.
- The regulatory framework will be reflected in workplace policies and procedures and is not required to be independently assessed.
- Foundation skills are integral to competent performance of the unit and should not be assessed separately.
- Assessors must satisfy the assessor competency requirements that are in place at the time of the assessment as set by the VET regulator.

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- In addition, the assessor or anyone acting in subject matter expert role in assessment must demonstrate both technical competency and currency. If the assessor cannot demonstrate technical competency and currency they must assess with a subject matter expert who does meet these requirements.
- Technical competence can be demonstrated through one or more of:
  - relevant VET or other qualification/Statement of Attainment
  - appropriate workplace experience undertaking the type of work being assessed under routine and non-routine conditions
  - appropriate workplace experience supervising/evaluating the type of work being assessed under routine and non-routine conditions
- Currency can be demonstrated through one or more of:
  - being currently employed undertaking the type of work being assessed
  - being employed by the organisation undertaking the type of work being assessed and having maintained currency in accordance with that organisation's policies and procedures
  - having consulted/had contact with an organisation undertaking the type of work being assessed within the last twelve months, the consultation/contact being related to assessment
  - conducting on-the-job training/assessments of the type of work being assessed
  - being an active member of a relevant professional body and participating in activities relevant to the assessment of this type of work

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=9fc2cf53-e570-4e9f-ad6a-b228ffdb6875

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PMAOPS205 Operate heat exchangers

Modification History

Release 1. Supersedes and is equivalent to PMAOPS205B Operate heat exchangers

Application

This unit of competency covers the skills and knowledge required to operate heat exchangers.

This unit of competency applies to operators who are required start up and shut down heat exchangers in accordance with procedures, make adjustments to flow rate, temperature and pressure, as required, and solve heat exchanger problems.

This unit of competency applies to an individual who may work alone although under routine direction and supervision. They may work as part of a team or group and will work in liaison with other shift team members and the control room operator, as appropriate.

This unit of competency applies to all heat exchangers, examples include:

- plate
- Utube
- spiral
- bayonet
- air cooled fin
- shell and tube (all variants of design)
- scraped surface
- vessel jackets/coils.

This unit of competency does not cover superheaters or waste heat boilers, which are treated as part of steam generating equipment.

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

Pre-requisite Unit

Nil

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Competency Field

Operations

Unit Sector

Elements and Performance Criteria

Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Prepare for work**	1.1	Receive and give shift handover
		1.2	Identify work requirements
		1.3	Identify and control hazards
		1.4	Coordinate with appropriate personnel
		1.5	Check for recent work undertaken on plant item
		1.6	Note any outstanding/incomplete work
		1.7	Check operational status of heat exchanger
2	**Operate heat exchangers in accordance with procedures**	2.1	Identify the type of heat exchanger and duty
		2.2	Adjust flow rates, temperatures and pressure as appropriate to type of heat exchanger and duty
		2.3	Complete routine checks, logs and paperwork, taking action on unexpected readings and trends
3	**Recognise and take action on abnormal situations in accordance with procedures**	3.1	Monitor heat exchanger frequently and critically throughout shift using measured/indicated data and senses
		3.2	Identify impacts of any changes upstream and downstream
		3.3	Recognise situations which may require action
		3.4	Resolve routine problems
		3.5	Take actions on other abnormal situations to make safe

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			and have the situation resolved
4	**Isolate and de-isolate equipment**	4.1	Complete any required pre-start checks
		4.2	Start up/shut down/changeover heat exchanger according to the plant type and duty in liaison with other personnel
		4.3	Isolate plant
		4.4	Make safe for required work
		4.5	Check plant is ready to be returned to service
		4.6	De-isolate and prepare plant for return to service

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Regulatory framework

The latest version of all legislation, regulations, industry codes of practice and Australian/international standards, or the version specified by the local regulatory authority, must be used, and include one or more of the following:

- legislative requirements, including work health and safety (WHS)
- industry codes of practice and guidelines
- environmental regulations and guidelines
- Australian and other standards
- licence and certification requirements

All operations to which this unit applies are subject to stringent health, safety and environment (HSE) requirements, which may be imposed through

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state/territory or federal legislation, and these must not be compromised at any time. Where there is an apparent conflict between performance criteria and HSE requirements, the HSE requirements take precedence.

Procedures

All operations must be performed in accordance with relevant procedures.

Procedures are written, verbal, visual, computer-based or in some other form, and include one or more of the following:

- emergency procedures
- work instructions
- standard operating procedures (SOPs)
- safe work method statements (SWMS)
- formulas/recipes
- batch sheets
- temporary instructions
- any similar instructions provided for the smooth running of the plant

Hazards

Hazards include one or more of the following:

- dust or other atmospheric hazards
- electricity
- gas
- gases and liquids under pressure
- structural hazards
- structural collapse
- equipment failures
- industrial (machinery, equipment and product)
- equipment or product mass
- noise, rotational equipment or vibration
- plant services (steam, condensate and cooling water)
- limited head spaces or overhangs
- working at heights, in restricted or confined spaces, or in environments subjected to heat, dusts or vapours
- flammability and explosivity
- hazardous products and materials
- unauthorised personnel
- sharp edges, protrusions or obstructions
- slippery surfaces, spills or leaks
- extreme weather
- other hazards that might arise

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Heat exchanger duties

Heat exchanger duties include a minimum of one of the following:

- heating
- cooling
- cryogenic
- reboilers
- condensers
- gas dryers
- gas coolers
- refrigeration (evaporators/condensers)

Routine problems

Routine problems must be resolved by applying known solutions.

Routine problems are predictable and include one or more of the following:

- damage to heat exchanger due to overheating and/or under/over pressurising
- factors that affect heat exchanger efficiency (scale build-up, fouling, internal leakage, air lock, turbulence and corrosion)
- leakage or gasket problems
- recognising when maintenance is required

Known solutions are drawn from one or more of the following:

- procedures
- training
- remembered experience

Non-routine problems must be reported according to according to relevant procedures.

Start up/shut down as required

Start up/shut down as required includes:

- start up and shut down to/from normal operating conditions
- start up and shut down to/from isolated, cold or empty
- start up and shut down to/from other conditions/situations experienced on the plant

Resolve routine problems

Resolving routine problems includes one or more of the following:

- making adjustments
- carrying out minor maintenance
- identifying and reporting problems outside operator's scope of

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responsibility
- identifying and controlling hazards related to heat exchangers and their integral equipment, including pressure vessels

Action Action in accordance with procedures includes the following:

- determining problems needing action
- determining possible fault causes
- rectifying problem using appropriate solution within area of responsibility
- following through items initiated until final resolution has occurred
- reporting problems outside area of responsibility to designated person

Operate Operate is to monitor, adjust/change the plant item/unit/system to meet specifications, by one or more of the following:

- manually in the plant
- using local controller in the plant
- using the process control system in the control room

Unit Mapping Information

Release 1. Supersedes and is equivalent to PMAOPS205B Operate heat exchangers

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=9fc2cf53-e570-4e9f-ad6a-b228ffdb6875

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Assessment Requirements for PMAOPS205 Operate heat exchangers

Modification History

Release 1. Supersedes and is equivalent to PMAOPS205B Operate heat exchangers

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy the requirements of the elements and performance criteria and include the ability to:

- start up and shut down heat exchangers
- monitor and operate heat exchange equipment to meet specifications
- recognise early warning signs of equipment/processes needing attention or with potential problems
- determine the most likely cause of routine problems
- take appropriate action to ensure a timely return to full performance
- isolate and de-isolate equipment
- identify hazards and apply hazard control procedures.

Knowledge Evidence

Evidence must be provided that demonstrates knowledge of:

- all items on a schematic of the heat exchanger system and the function of each
- principles of operation of heat exchangers
- correct methods of starting, operating and shutting down heat exchangers
- physics and chemistry relevant to the process unit
- process parameters and limits, including temperature, pressure, flow and pH
- routine problems, faults and their resolution
- relevant alarms and actions
- plant process idiosyncrasies
- causes of head loss and change in heat transfer coefficient/rates
- corrective action appropriate to the problem cause
- function and troubleshooting of major internal components, including tubes and baffles, and typical problems
- hazards that may arise in the job/work environment, and:
  - their possible causes
  - potential consequences
  - appropriate risk controls.

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Assessment Conditions

- The unit should be assessed holistically and the judgement of competence based on a holistic assessment of the evidence.
- The collection of performance evidence:
  - should occur over a range of situations which include typical disruptions to normal, smooth operation of an operating plant
  - will typically include a supervisor/third-party report or other evidence, focusing on consistent performance and problem recognition and solving. A supervisor/third-party report must be prepared by someone who has a direct, relevant, current relationship with the person being assessed and who is in a position to form a judgement on workplace performance relevant to the unit of competency
  - must include the use of an appropriate industrial item of equipment requiring demonstration of operation, start-up and shutdown procedures and responding to problems
  - may use industry-based simulation for part only of the unit where safety, lack of opportunity or significant cost is an issue.
- Assessment should occur in operational workplace situations. Where this is not possible, or where personal safety or environmental damage are limiting factors, assessment must occur in a sufficiently rigorous simulated environment reflecting realistic operational workplace conditions. This must cover all aspects of workplace performance, including environment, task skills, task management skills, contingency management skills and job role environment skills.
- Assessment in a simulated environment should use evidence collected from one or more of:
  - walk-throughs
  - pilot plant operation
  - demonstration of skills
  - industry-based case studies/scenarios
  - ‘what ifs’.
- Knowledge evidence may be collected concurrently with performance evidence (provided a record is kept) or through an independent process, such as workbooks, written assessments or interviews (provided a record is kept).
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.
- Conditions for assessment must include access to all tools, equipment, materials and documentation required, including relevant workplace procedures, product and manufacturing specifications associated with this unit.
- The regulatory framework will be reflected in workplace policies and procedures and is not required to be independently assessed.
- Foundation skills are integral to competent performance of the unit and should not be assessed separately.
- Assessors must satisfy the assessor competency requirements that are in place at the time of the assessment as set by the VET regulator.

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- In addition, the assessor or anyone acting in subject matter expert role in assessment must demonstrate both technical competency and currency. If the assessor cannot demonstrate technical competency and currency they must assess with a subject matter expert who does meet these requirements.
- Technical competence can be demonstrated through one or more of:
  - relevant VET or other qualification/Statement of Attainment
  - appropriate workplace experience undertaking the type of work being assessed under routine and non-routine conditions
  - appropriate workplace experience supervising/evaluating the type of work being assessed under routine and non-routine conditions
- Currency can be demonstrated through one or more of:
  - being currently employed undertaking the type of work being assessed
  - being employed by the organisation undertaking the type of work being assessed and having maintained currency in accordance with that organisation's policies and procedures
  - having consulted/had contact with an organisation undertaking the type of work being assessed within the last twelve months, the consultation/contact being related to assessment
  - conducting on-the-job training/assessments of the type of work being assessed
  - being an active member of a relevant professional body and participating in activities relevant to the assessment of this type of work

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=9fc2cf53-e570-4e9f-ad6a-b228ffdb6875

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PMAOPS216 Operate local control system

Modification History

Release 1. Supersedes and is equivalent to PMAOPS216B Operate local control system

Application

This unit of competency covers the skills and knowledge required to operate a local control panel.

These controllers use simple control algorithms and only a limited number of control loops. Typically it will be located on the plant, but may be located off-plant. This unit of competency also applies to simple panels in a control room which are not part of the main control panel.

This unit of competency applies to operators who are required to start up and shut down equipment using the local control system; monitor and control process variables, such as temperature or pressure; operate valves and pumps to add raw materials and/or additives; and discharge product.

The operator is expected to be capable of performing all parts of this unit of competency. Generally the operator would be part of a team during start-up and shutdown procedures. At all times they would be liaising and cooperating with other members of the team.

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

Pre-requisite Unit

Nil

Competency Field

Operations

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Unit Sector

Elements and Performance Criteria

Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Prepare for work**	1.1	Receive and give shift handover
		1.2	Identify work requirements
		1.3	Identify and control hazards
		1.4	Coordinate with appropriate personnel
		1.5	Check for recent work undertaken on plant units being controlled
		1.6	Note any outstanding/incomplete work
		1.7	Check operational status of plant units being controlled
2	**Interface with the control panel**	2.1	Monitor the process using the operator interfaces and keep appropriate personnel informed on developments
		2.2	Select appropriate controller modes to ensure the effective control of the process
		2.3	Undertake required set point/output changes to optimise plant and process requirements
		2.4	Access historical data and information
		2.5	Acknowledge messages and alarms
3	**Control the process using the local control system**	3.1	Obtain relevant data and information from the control system by applying systems knowledge
		3.2	Identify the status of individual pieces of equipment from the control panel and use information to identify potential faults
		3.3	Interpret alarms and prioritise steps to ensure control of system is maintained

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		3.4 Minimise fluctuations and variations in process through the interpretation of existing trends and control schematics
		3.5 Make required set point/output changes to meet plant and process requirements
		3.6 Take other appropriate action as required
		3.7 Record process variations/irregularities in accordance with procedures
4	**Facilitate planned and unplanned process start-ups and shutdowns**	4.1 Respond to all alarms and take appropriate action
		4.2 Maintain coordination with all outside services and operations in order to assist in the correct identification and reporting of faults
		4.3 Conduct planned start-up and shutdown processes to procedures
		4.4 Conduct unplanned start-up and shutdown processes to procedures
		4.5 Communicate with all operational areas and personnel affected by unplanned events to ensure safety is maintained during the process
		4.6 Implement all required and stated emergency responses and ensure the outcomes of these responses are communicated to all affected areas
		4.7 Log all required information for further action to provide a historical record of all events

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Regulatory framework

The latest version of all legislation, regulations, industry codes of practice and Australian/international standards, or the version specified by the local regulatory authority, must be used, and include one or more of the following:

- legislative requirements, including work health and safety (WHS)
- industry codes of practice and guidelines
- environmental regulations and guidelines
- Australian and other standards
- licence and certification requirements

All operations to which this unit applies are subject to stringent health, safety and environment (HSE) requirements, which may be imposed through state/territory or federal legislation, and these must not be compromised at any time. Where there is an apparent conflict between performance criteria and HSE requirements, the HSE requirements take precedence.

Procedures

All operations must be performed in accordance with relevant procedures.

Procedures are written, verbal, visual, computer-based or in some other form, and include one or more of the following:

- emergency procedures
- work instructions
- standard operating procedures (SOPs)
- safe work method statements (SWMS)
- formulas/recipes
- batch sheets
- temporary instructions
- any similar instructions provided for the smooth running of the plant.

Hazards

Hazards include one or more of the following:

- electricity
- gas
- gases and liquids under pressure
- structural hazards
- structural collapse
- equipment failures

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- industrial (machinery, equipment and product)
- equipment or product mass
- noise, rotational equipment or vibration
- plant services (steam, condensate and cooling water)
- working at heights, in restricted or confined spaces, or in environments subjected to heat, noise, dusts or vapours
- flammability and explosivity
- hazardous products and materials
- unauthorised personnel
- sharp edges, protrusions or obstructions
- slippery surfaces, spills or leaks
- extreme weather
- other hazards that might arise

Routine problems

Routine problems must be resolved by applying known solutions.

Routine problems are predictable and include one or more of the following:

- variation/loss of feed
- unstable control of pressure, temperature level and flows
- control equipment failure
- process plant trips
- change in atmospheric conditions (rain, temperature, wind and lightning)
- emergency situations
- loss of power/utilities

Known solutions are drawn from one or more of the following:

- procedures
- training
- remembered experience

Non-routine problems must be reported according to according to relevant procedures.

Operate

Operate is to monitor, adjust/change the plant item/unit/system to meet specifications, by:

- using local controller in the plant

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Operator interfaces

Operator interfaces include one or more of the following:

- keyboards/key pads
- track ball/mouse
- touch screen
- monitor
- standalone devices

Equipment

This unit includes all items of equipment which form part of the production/processing system. Equipment will be selected as required from the following:

- plant items requiring only simple control
- programmable logic controllers (PLCs)
- hard wired control and alarm panels
- analogue control systems
- personal computers
- printers
- fire and gas detection/protection systems
- emergency shutdown systems
- communications systems

Appropriate action

Appropriate action includes the following:

- determining problems needing action
- determining possible fault causes
- rectifying problem using appropriate solution within area of responsibility
- following through items initiated until final resolution has occurred
- reporting problems outside area of responsibility to designated person

Start up/shut down

Start-up/shut down includes the following:

- start up and shut down to/from normal operating conditions
- start up and shut down to/from isolated, cold or empty
- start up and shut down to/from all other conditions experienced on the plant (i.e. from any condition to any condition experienced on the plant)

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Unit Mapping Information

Release 1. Supersedes and is equivalent to PMAOPS216B Operate local control system

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=9fc2cf53-e570-4e9f-ad6a-b228ffdb6875

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Assessment Requirements for PMAOPS216 Operate local control system

Modification History

Release 1. Supersedes and is equivalent to PMAOPS216B Operate local control system

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy the requirements of the elements and performance criteria, and demonstrate the ability to:

- identify job requirements
- obtain and interpret data from the control system
- monitor and control individual items of equipment to meet specifications
- conduct planned and unplanned start-ups and shutdowns according to procedures
- recognise early warning signs of equipment/processes needing attention or with potential problems
- determine the most likely cause of routine problems
- take appropriate action to ensure a timely return to full performance
- distinguish between causes of problems/alarms/fault indications, such as:
  - instrument failure/malfunction
  - electrical failure/malfunction
  - mechanical failure/malfunction
  - equipment design deficiencies
  - product parameters (temperature, flows, pressure and levels)
- identify hazards and apply hazard control procedures
- complete workplace forms
- communicate with team and supervisors.

Knowledge Evidence

Evidence must be provided that demonstrates knowledge of:

- all items on a schematic of the controller and the function of each
- principles of operation and location of the process/production equipment
- specific plant process operations
- product specifications and tolerances
- systems operating parameters
- basis of control for the process
- emergency shutdown procedures
- process-specific science (physics, chemistry and biochemistry) to the level required to recognise and resolve routine problems

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- mathematics to the level required to interpret control data, recognise trends and take appropriate action
- process drawings, e.g. piping and instrumentation diagram (P&ID), process flow diagram (PFD) and cause and effect
- instrumentation and control systems, e.g. relevant primary sensing devices, final control elements, transducers/transmitters
- simple control loops, including proportional integral derivative (PID) control, set points, controlled variable and indicated variable
- organisation procedures
- hazards that may arise in the job/work environment, and:
  - their possible causes
  - potential consequences
  - appropriate risk controls.

Assessment Conditions

- The unit should be assessed holistically and the judgement of competence based on a holistic assessment of the evidence.
- It may be appropriate to assess this unit concurrently with units such as:
  - teamwork
  - communication
  - safety
- The collection of performance evidence:
  - should occur over a range of situations which include typical disruptions to normal, smooth operation of an operating plant
  - will typically include a supervisor/third-party report or other evidence, focusing on consistent performance and problem recognition and solving. A supervisor/third-party report must be prepared by someone who has a direct, relevant, current relationship with the person being assessed and who is in a position to form a judgement on workplace performance relevant to the unit of competency
  - may include the use of an appropriate local controller controlling an industrial plant requiring demonstration of operation, start-up and shutdown procedures and responding to problems
  - may use an appropriate local controller linked to a simulator which simulates an industrial plant requiring demonstration of operation, start-up and shutdown procedures and responding to problems
  - may use industry-based simulation for all or part of the unit particularly where safety, lack of opportunity or significant cost is an issue.
- Assessment should occur in operational workplace situations. Where this is not possible, or where personal safety or environmental damage are limiting factors, assessment must occur in a sufficiently rigorous simulated environment reflecting realistic operational workplace conditions. This must cover all aspects of workplace performance, including environment, task skills, task management skills, contingency management skills and job role environment skills.

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- Assessment in a simulated environment should use evidence collected from one or more of:
  - walk-throughs
  - pilot plant operation
  - demonstration of skills
  - industry-based case studies/scenarios
  - 'what ifs'.
- Knowledge evidence may be collected concurrently with performance evidence (provided a record is kept) or through an independent process, such as workbooks, written assessments or interviews (provided a record is kept).
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.
- Conditions for assessment must include access to all tools, equipment, materials and documentation required, including relevant workplace procedures, product and manufacturing specifications associated with this unit.
- The regulatory framework will be reflected in workplace policies and procedures and is not required to be independently assessed.
- Foundation skills are integral to competent performance of the unit and should not be assessed separately.
- Assessors must satisfy the assessor competency requirements that are in place at the time of the assessment as set by the VET regulator.
- In addition the assessor or anyone acting in subject matter expert role in assessment must demonstrate both technical competency and currency. If the assessor cannot demonstrate technical competency and currency they shall assess with a subject matter expert who does meet these requirements.
- Technical competence can be demonstrated through one or more of:
  - relevant VET or other qualification/Statement of Attainment
  - appropriate workplace experience undertaking the type of work being assessed under routine and non-routine conditions
  - appropriate workplace experience supervising/evaluating the type of work being assessed under routine and non-routine conditions.
- Current industry skills are the knowledge, skills and experience required by VET trainers and assessors and those who provide training and assessment under supervision to ensure that their training and assessment is based on current industry practices and meets the needs of industry.
- Current industry skills may be informed by consultations with industry and may include, but is not limited to:
  - having knowledge of and/or experience using the latest techniques and processes
  - possessing a high level of product knowledge
  - understanding and knowledge of legislation relevant to the industry and to employment and workplaces
  - being customer/client-oriented
- possessing formal industry and training qualifications

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training content that reflects current industry practice.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=9fc2cf53-e570-4e9f-ad6a-b228ffdb6875

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PMAOPS222 Operate and monitor pumping systems and equipment

Modification History

Release 1. Supersedes and is equivalent to PMAOPS222B Operate and monitor pumping systems and equipment

Application

This unit of competency covers the skills and knowledge required to operate pumping systems, which are driven by prime movers; and ancillary equipment.

The pumps covered by this unit of competency typically are used for hydrocarbon transmission lines.

This unit of competency applies to operators who are required to start up and shut down the equipment, monitor its performance, identify operational problems and take appropriate action.

This unit of competency applies to an individual who may work alone although under routine direction and supervision. They may work as part of a team or group and will work in liaison with other shift team members and the control room operator, as appropriate.

No licensing, legislative or certification requirements apply to this unit at the time of publication

Pre-requisite Unit

PMAOPS221 PMAOPS221 Operate and monitor prime movers OR

PMAOPS324 Operate a gas turbine

Competency Field

Operations

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Unit Sector

Elements and Performance Criteria

Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Prepare for work**	1.1	Receive and give shift handover
		1.2	Identify work requirements
		1.3	Identify and control hazards
		1.4	Coordinate with appropriate personnel
		1.5	Check for recent work undertaken on plant item
		1.6	Note any outstanding/incomplete work
		1.7	Check operational status of equipment
2	**Operate pumping systems in accordance with procedures**	2.1	Identify the type of pumping system and duty
		2.2	Operate ancillary equipment
		2.3	Adjust pumping system as appropriate to type and duty
		2.4	Complete routine checks, logs and paperwork, taking action on unexpected observations, readings and trends
		2.5	Verify the operational condition of all flanges, gaskets and seals to ensure that the operational integrity of these components is maintained within stated operational tolerances and to avoid any environmental damage
3	**Recognise and take action on abnormal situations in accordance with procedures**	3.1	Monitor pumping system, filter system and lubrication system frequently and critically throughout shift using measured/indicated data and senses
		3.2	Identify impacts of any changes upstream and downstream
		3.3	Recognise situations which may require action
		3.4	Resolve routine problems

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		3.5	Take actions on other abnormal situations to make safe and have the situation resolved
4	**Isolate and de-isolate equipment**	4.1	Complete any required pre-start checks
		4.2	Start up/shut down/changeover pumping system according to plant type and duty in liaison with other personnel
		4.3	Isolate pumping system
		4.4	Make safe for required work
		4.5	Check pumping system is ready to be returned to service
		4.6	De-isolate and prepare pumping system for return to service

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Regulatory framework

The latest version of all legislation, regulations, industry codes of practice and Australian/international standards, or the version specified by the local regulatory authority, must be used, and include one or more of the following:

- legislative requirements, including work health and safety (WHS)
- industry codes of practice and guidelines
- environmental regulations and guidelines
- Australian and other standards
- licence and certification requirements

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All operations to which this unit applies are subject to stringent health, safety and environment (HSE) requirements, which may be imposed through state/territory or federal legislation, and these must not be compromised at any time. Where there is an apparent conflict between performance criteria and HSE requirements, the HSE requirements take precedence.

Procedures

All operations must be performed in accordance with relevant procedures.

Procedures are written, verbal, visual, computer-based or in some other form, and include one or more of the following:

- emergency procedures
- work instructions
- standard operating procedures (SOPs)
- safe work method statements (SWMS)
- formulas/recipes
- batch sheets
- temporary instructions
- any similar instructions provided for the smooth running of the plant

Hazards

Hazards include one or more of the following:

- electricity
- gas
- gases and liquids under pressure
- structural hazards
- structural collapse
- equipment failures
- industrial (machinery, equipment and product)
- equipment or product mass
- noise, rotational equipment or vibration
- plant services (steam, condensate and cooling water)
- working at heights, in restricted or confined spaces, or in environments subjected to heat, noise, dusts or vapours
- flammability and explosivity
- hazardous products and materials
- unauthorised personnel
- sharp edges, protrusions or obstructions
- slippery surfaces, spills or leaks
- extreme weather
- other hazards that might arise

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Routine problems

Routine problems must be resolved by applying known solutions.

Routine problems are predictable and include one or more of the following:

- variation in feed
- vibration
- control of level, temperature, pressure and flow
- blockages
- overheating
- overloading

Known solutions are drawn from one or more of the following:

- procedures
- training
- remembered experience

Non-routine problems must be reported according to according to relevant procedures.

Action

Action in accordance with procedures includes the following:

- determining problems needing action
- determining possible fault causes
- rectifying problem using appropriate solution within area of responsibility
- following through items initiated until final resolution has occurred
- reporting problems outside area of responsibility to designated person

Operate

Operate is to monitor, adjust/change the plant item/unit/system to meet specifications, by one or more of the following:

- manually in the plant
- using local controller in the plant
- using the process control system in the control room

Start up/shut down as required

Start up/shut down as required includes the following:

- start up and shut down to/from normal operating conditions
- start up and shut down to/from isolated, cold or empty

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- start up and shut down to/from other conditions/situations experienced on the plant

Pumps

Pumps include one or more of the following:

- beam pumps
- electrical submersible pumps
- jet pumps
- centrifugal pumps
- positive displacement pumps (e.g. reciprocating pumps)

Ancillary equipment

Ancillary equipment includes one or more of the following:

- various drivers (e.g. diesel engine, electric motor and steam turbine)
- vibration monitors
- lubrication pumps and equipment
- gear boxes and barring gear instrumentation
- filters

Unit Mapping Information

Release 1. Supersedes and is equivalent to PMAOPS222B Operate and monitor pumping systems and equipment

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=9fc2cf53-e570-4e9f-ad6a-b228ffdb6875

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Assessment Requirements for PMAOPS222 Operate and monitor pumping systems and equipment

Modification History

Release 1. Supersedes and is equivalent to PMAOPS222B Operate and monitor pumping systems and equipment

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy the requirements of the elements and performance criteria, and include the ability to:

- start up and shut down pumping system
- monitor and operate equipment to meet specifications
- recognise early warning signs of equipment/processes needing attention or with potential problems
- determine the most likely cause of routine problems
- take appropriate action to ensure a timely return to full performance
- isolate and de-isolate equipment
- identify hazards and apply hazard control procedures.

Knowledge Evidence

Evidence must be provided that demonstrates knowledge of:

- pumping system/equipment operating parameters
- equipment terminology
- safety systems and procedures
- principles of operation of pump, ancillaries and components
- physics and chemistry relevant to the pump, ancillaries and the materials processed
- process parameters and limits, e.g. temperature, pressure, flow and pH
- relevant alarms and actions
- correct methods of starting, stopping, operating and controlling process
- function and troubleshooting of major components and their problems
- corrective action appropriate to the problem cause
- hierarchy of control
- hazards that may arise in the job/work environment, and:
  - their possible causes
  - potential consequences
  - appropriate risk controls.

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Assessment Conditions

- The unit should be assessed holistically and the judgement of competence based on a holistic assessment of the evidence.
- Where competency is also required and has not been achieved in
  - PMAOPS221 Operate and monitor prime movers OR
  - PMAOPS324A Operate a gas turbine
- It may be co-delivered and co-assessed.
- The collection of performance evidence:
  - should occur over a range of situations which include typical disruptions to normal, smooth operation of an operating plant
  - will typically include a supervisor/third-party report or other evidence, focusing on consistent performance and problem recognition and solving. A supervisor/third-party report must be prepared by someone who has a direct, relevant, current relationship with the person being assessed and who is in a position to form a judgement on workplace performance relevant to the unit of competency
  - must include the use of an industrial pump appropriate to this unit allowing demonstration of operation
  - may use industry-based simulation for part only of the unit where safety, lack of opportunity or significant cost is an issue.
- Assessment should occur in operational workplace situations. Where this is not possible, or where personal safety or environmental damage are limiting factors, assessment must occur in a sufficiently rigorous simulated environment reflecting realistic operational workplace conditions. This must cover all aspects of workplace performance, including environment, task skills, task management skills, contingency management skills and job role environment skills.
- Assessment in a simulated environment should use evidence collected from one or more of:
  - walk-throughs
  - pilot plant operation
  - demonstration of skills
  - industry-based case studies/scenarios
  - ‘what ifs’.
- Knowledge evidence may be collected concurrently with performance evidence (provided a record is kept) or through an independent process, such as workbooks, written assessments or interviews (provided a record is kept).
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.
- Conditions for assessment must include access to all tools, equipment, materials and documentation required, including relevant workplace procedures, product and manufacturing specifications associated with this unit.
- The regulatory framework will be reflected in workplace policies and procedures and is not required to be independently assessed.
- Foundation skills are integral to competent performance of the unit and should not be assessed separately.

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- Assessors must satisfy the assessor competency requirements that are in place at the time of the assessment as set by the VET regulator.
- In addition, the assessor or anyone acting in subject matter expert role in assessment must demonstrate both technical competency and currency. If the assessor cannot demonstrate technical competency and currency they must assess with a subject matter expert who does meet these requirements.
- Technical competence can be demonstrated through one or more of:
  - relevant VET or other qualification/Statement of Attainment
  - appropriate workplace experience undertaking the type of work being assessed under routine and non-routine conditions
  - appropriate workplace experience supervising/evaluating the type of work being assessed under routine and non-routine conditions
- Currency can be demonstrated through one or more of:
  - being currently employed undertaking the type of work being assessed
  - being employed by the organisation undertaking the type of work being assessed and having maintained currency in accordance with that organisation’s policies and procedures
  - having consulted/had contact with an organisation undertaking the type of work being assessed within the last twelve months, the consultation/contact being related to assessment
  - conducting on-the-job training/assessments of the type of work being assessed
  - being an active member of a relevant professional body and participating in activities relevant to the assessment of this type of work

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=9fc2cf53-e570-4e9f-ad6a-b228ffdb6875

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PMAOPS300 Operate a production unit

Modification History

Release 1. Supersedes and is equivalent to PMAOPS300B Operate a production unit

Application

This unit of competency covers the skills and knowledge required to operate an enterprise-specific unit of a production plant, which is not otherwise described by other units in this Training Package. The production unit operation will integrate several plant items (single unit operations). For the operation of a single unit operation refer to the relevant PMAOPS2## unit of competency.

This unit of competency applies to operations technicians who are required to demonstrate a significant understanding of the process and the equipment operation in order to identify and rectify operational problems, predict the potential impact of the production unit output on the operation of the whole plant, and facilitate output changes.

Operation of the production unit includes the operation of other plant items which are integral to the operation of the production unit.

This unit of competency applies to an individual operating independently in a plant with local control, or in liaison with the control room operator in a plant with a centralised control panel, such as distributed control system (DCS) type controls. In the case of large complex plant, the operations technician would be part of a team during start-up and shutdown procedures.

The operations technician is expected to be capable of performing all parts of this unit of competency. At all times they would be liaising and cooperating with other members of the team.

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

Pre-requisite Unit

Nil

Competency Field

Operations

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Unit Sector

Elements and Performance Criteria

Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Prepare for work**	1.1	Receive and give shift handover
		1.2	Identify work requirements
		1.3	Identify and control hazards
		1.4	Coordinate with appropriate personnel
		1.5	Check for recent work undertaken on the production unit
		1.6	Note any outstanding/incomplete work
		1.7	Check operational status of the production unit
2	**Operate production unit**	2.1	Describe the type of production unit, the component plant items and their duties
		2.2	Complete routine checks, logs and paperwork taking appropriate action on unexpected readings
		2.3	Change rate, grade or specification smoothly as required
		2.4	Adjust the production unit and its component plant items as appropriate to their type and duty to maximise performance
		2.5	Charge/discharge the production unit as required
3	**Diagnose and take appropriate action on abnormal situations**	3.1	Monitor the production unit and its component plant items frequently and critically throughout shift using measured/indicated data and senses as appropriate
		3.2	Describe impacts of any changes upstream and downstream
		3.3	Recognise actual and developing situations which may require action

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		3.4 Apply operational knowledge to resolve problems
		3.5 Take other appropriate actions on abnormal situations which cannot be resolved during the shift to ensure safety and the resolution of the situation
		3.6 Follow through items initiated until final resolution has occurred
4	**Isolate and de-isolate production unit and its component plant items**	4.1 Complete any required pre-start checks
		4.2 Start up/shut down production unit according to the production unit type and duty in liaison with other personnel
		4.3 Start up/shut down/changeover component plant items within the production unit according to their type and duty in liaison with other personnel
		4.4 Isolate entire production unit and/or any component plant item
		4.5 Make safe for required work
		4.6 Check production unit/plant item is ready to be returned to service
		4.7 De-isolate and prepare production unit/plant item for return to service

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of

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the candidate, accessibility of the item, and local industry and regional contexts) are included.

Regulatory framework

The latest version of all legislation, regulations, industry codes of practice and Australian/international standards, or the version specified by the local regulatory authority, must be used, and include one or more of the following:

- legislative requirements, including work health and safety (WHS)
- industry codes of practice and guidelines
- environmental regulations and guidelines
- Australian and other standards
- licence and certification requirements

All operations to which this unit applies are subject to stringent health, safety and environment (HSE) requirements, which may be imposed through state/territory or federal legislation, and these must not be compromised at any time. Where there is an apparent conflict between performance criteria and HSE requirements, the HSE requirements take precedence.

Hazards

Hazards include one or more of the following:

- smoke, darkness and heat
- heat, smoke, dust or other atmospheric hazards
- electricity
- gas
- gases and liquids under pressure
- structural hazards
- structural collapse
- equipment failures
- industrial (machinery, equipment and product)
- equipment or product mass
- noise, rotational equipment or vibration
- plant services (steam, condensate and cooling water)
- limited head spaces or overhangs
- working at heights, in restricted or confined spaces, or in environments subjected to heat, noise, dusts or vapours
- fire and explosion
- flammability and explosivity
- hazardous products and materials
- unauthorised personnel
- sharp edges, protrusions or obstructions
- slippery surfaces, spills or leaks
- extreme weather
- other hazards that might arise

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Non-routine problems

Non-routine problems must be resolved by applying operational knowledge to develop new solutions, either individually or in collaboration with relevant experts, to:

- determine problems needing action
- determine possible fault causes
- develop solutions to problems which do not have a known solution
- follow through items initiated until final resolution has occurred
- report problems outside area of responsibility to designated person

Non-routine problems are unexpected problems, or variations of previous problems and include one or more of the following:

- recognising and acting on unstable/sub-optimal operation
- control of critical variables and outputs
- variations in feed rates, quality, and so on
- unstable process variables, such as pressure, temperature, level and/or flow
- loss of utilities
- production unit trip, the trip of one or more component plant items
- emergency situations

Start up/shut down

Start up/shut down includes the following:

- start up and shut down to/from normal operating conditions
- start up and shut down to/from isolated, cold or empty
- start up and shut down to/from all other conditions experienced on the plant (i.e. from any condition to any condition experienced on the plant)

Procedures

All operations must be performed in accordance with relevant procedures.

Procedures are written, verbal, visual, computer-based or in some other form, include one or more of the following:

- emergency procedures
- work instructions
- standard operating procedures (SOPs)
- safe work method statements (SWMS)
- formulas/recipes
- batch sheets
- temporary instructions

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- any similar instructions provided for the smooth running of the plant

Operate Operate is to monitor, adjust/make change to the production unit and/or its component items to meet specifications, by one or more of the following:

- manually in the plant
- using local controller in the plant

This competency does not require the operation of a central control panel.

Product Product includes anything produced by a process step and so includes:

- intermediate products, such as the product from one process step, which then becomes the feed for another

Unit Mapping Information

Release 1. Supersedes and is equivalent to PMAOPS300B Operate a production unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=9fc2cf53-e570-4e9f-ad6a-b228ffdb6875

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Assessment Requirements for PMAOPS300 Operate a production unit

Modification History

Release 1. Supersedes and is equivalent to PMAOPS300B Operate a production unit

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy the requirements of the elements and performance criteria, and demonstrate the ability to:

- identify and control hazards
- use data and own senses to monitor plant and maximise performance
- isolate the causes of problems to an item of equipment within the production unit and to distinguish between causes of problems/alarm/fault indications, including:
  - process materials variations
  - instrument failure/wrong reading
  - electrical failure
  - mechanical failure
  - operational problem
- recognise early warning signs of equipment/processes needing attention or with potential problems
- take appropriate action to ensure a timely return to full performance
- perform pre-start checks, start-up/shutdown procedures and isolations and de-isolations
- complete written records
- communicate effectively with team or group, supervisors and other personnel
- identify and communicate information required by others.

Knowledge Evidence

Evidence must be provided that demonstrates knowledge of:

- organisation procedures
- hazards that may arise in the job/work environment, and:
  - their possible causes
  - potential consequences
  - appropriate risk controls
- all items on a schematic of the production unit and the function of each
- the basis of the process used in the production unit to transform the feed materials into the product

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- process-specific science (physics, chemistry and biochemistry) to the level of being able to interpret the science and extract factors controlling the process and product and by-product production rate and quality (e.g. for chemistry interpret the equation for factors controlling rate and yield and also interfering reactions, such as salts and hydrates)
- interactions between plant items/processes
- basic science of upstream and downstream processes
- product specifications and tolerances
- systems' operating parameters
- impact of external factors (e.g. variations in weather and feed)
- system integrity limits
- emergency shutdown procedures
- routine and non-routine problems that may arise, and the range of possible causes and processes to develop solutions
- methods of changing rate/grade/specification or feed and the advantages and disadvantages of each
- principles of operation of plant/equipment
- plant process idiosyncrasies
- correct methods of starting, stopping, operating and controlling
- isolation procedures
- process parameters and limits (e.g. temperature, pressure, flow, pH and amps)
- effects of variations in process conditions and materials
- required preparation and permits required for different types of work to be done on the production unit or its component items.

Assessment Conditions

- The unit should be assessed holistically and the judgement of competence based on a holistic assessment of the evidence.
- The collection of performance evidence:
  - should occur over a range of situations which include typical disruptions to normal, smooth operation of an operating plant
  - will typically include a supervisor/third-party report or other evidence, focusing on consistent performance and problem recognition and solving. A supervisor/third-party report must be prepared by someone who has a direct, relevant, current relationship with the person being assessed and who is in a position to form a judgement on workplace performance relevant to the unit of competency
  - must include the use of an appropriate industrial item of equipment requiring demonstration of operation, start-up and shutdown procedures and responding to problems
  - may use industry-based simulation for part only of the unit particularly where safety, lack of opportunity or significant cost is an issue.

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- Assessment should occur in operational workplace situations. Where this is not possible, or where personal safety or environmental damage are limiting factors, assessment must occur in a sufficiently rigorous simulated environment reflecting realistic operational workplace conditions. This must cover all aspects of workplace performance, including environment, task skills, task management skills, contingency management skills and job role environment skills.
- Assessment in a simulated environment should use evidence collected from one or more of:
  - walk-throughs
  - pilot plant operation
  - demonstration of skills
  - industry based case studies/scenarios
  - 'what ifs'.
- Knowledge evidence may be collected concurrently with performance evidence (provided a record is kept) or through an independent process, such as workbooks, written assessments or interviews (provided a record is kept).
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.
- Conditions for assessment must include access to all tools, equipment, materials and documentation required, including relevant workplace procedures, product and manufacturing specifications associated with this unit.
- The regulatory framework will be reflected in workplace policies and procedures and is not required to be independently assessed.
- Foundation skills are integral to competent performance of the unit and should not be assessed separately.
- Assessors must satisfy the assessor competency requirements that are in place at the time of the assessment as set by the VET regulator.
- In addition the assessor or anyone acting in subject matter expert role in assessment shall demonstrate both technical competency and currency. If the assessor cannot demonstrate technical competency and currency they shall assess with a subject matter expert who does meet these requirements.
- Technical competence can be demonstrated through one or more of:
  - relevant VET or other qualification/Statement of Attainment
  - appropriate workplace experience undertaking the type of work being assessed under routine and non-routine conditions
  - appropriate workplace experience supervising/ evaluating the type of work being assessed under routine and non-routine conditions.
- Currency can be demonstrated through one or more of:
  - being currently employed undertaking the type of work being assessed
  - being employed by the organisation undertaking the type of work being assessed and having maintained currency in accordance with that organisation's policies and procedures

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- having consulted/had contact with an organisation undertaking the type of work being assessed within the last twelve months, the consultation/contact being related to assessment
- conducting on-the-job training/assessments of the type of work being assessed
- being an active member of a relevant professional body and participating in activities relevant to the assessment of this type of work.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=9fc2cf53-e570-4e9f-ad6a-b228ffdb6875

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PMAOPS305 Operate process control systems

Modification History

Release 1. Supersedes and is equivalent to PMAOPS305B Operate process control systems

Application

This unit of competency covers the skills and knowledge required to operate and monitor the plant using a centralised control panel, such as distributed control system (DCS) type controls. The panel controls multiple vessels/plant items and or products. It will typically be located on-site but off plant in a control room, but may also be off-site.

This unit of competency applies to operations technicians who have overall responsibility for the operation of all units of equipment covered by the control system/portion of the control system they operate. They are required to identify, correct and report operational problems, operate, monitor and maintain equipment using relevant procedures, take appropriate action following an alarm or out-of-specification condition developing, and contribute to safe operations.

The control system will typically use a range of control algorithms and multiple control loops. The control system may include other local controllers which are integral to its operation.

This unit of competency applies to an individual operating as part of a team during start-up, shutdown and normal operating conditions. They would take a leading role in liaising and cooperating with other members of the team, including ‘outside operators’. However, this unit does not preclude the situation where the panel operator may also undertake 'outside' functions.

The operations technician is expected to be capable of performing all parts of this unit of competency.

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

Pre-requisite Unit

Nil

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Competency Field

Operations

Unit Sector

Elements and Performance Criteria

Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Prepare for work**	1.1	Receive and give shift handover
		1.2	Identify work requirements
		1.3	Identify and control hazards
		1.4	Coordinate with appropriate personnel
		1.5	Check for recent work undertaken on plant units being controlled
		1.6	Note any outstanding/incomplete work
		1.7	Check operational status of plant units being controlled
2	**Use operator interface**	2.1	Use human interface devices to access control system/panel
		2.2	Monitor the process using the operator interfaces
		2.3	Select appropriate controller modes
		2.4	Access historical data and information
		2.5	Acknowledge messages and alarms
3	**Access control information**	3.1	Obtain relevant data and information from the control system by applying systems knowledge
		3.2	Identify the status of individual pieces of equipment from the control panel and use information to identify potential faults
		3.3	Minimise fluctuations and variations in process through

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			the interpretation of existing trends and control schematics
		3.4	Record process variations/irregularities to procedures
4	**Control process variations and monitor operations**	4.1	Use historical data to assist the identification of problems
		4.2	Process available information to identify potential faults
		4.3	Undertake required set point/output changes to meet plant and process requirements
		4.4	Optimise plant operating conditions in accordance with guidelines
		4.5	Adjust production in response to test results and control panel information
		4.6	Monitor key process and environmental variables and take appropriate action
		4.7	Adjust controller settings in accordance with procedures
		4.8	Use fine tuning software as appropriate.
		4.9	Coordinate with upstream and downstream units as appropriate
		4.10	Record adjustments and variations to specifications/schedules
		4.11	Communicate to appropriate personnel as required
5	**Facilitate planned and unplanned process start-ups and shutdowns**	5.1	Select and apply procedures to planned start-up and shutdown processes
		5.2	Select and apply procedures to unplanned shutdown processes
		5.3	Implement all required emergency responses
		5.4	Communicate necessary information to all personnel affected by events
		5.5	Log all required information

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6	**Respond to alarms or out of specification conditions**	6.1	Identify system(s) affected by the alarm or condition
		6.2	Interpret alarms and prioritise actions to be taken
		6.3	Take appropriate action to respond to the alarm or incident
		6.4	Deal with any out-of-specification material in accordance with procedures
		6.5	Communicate the problem/solution to appropriate personnel
		6.6	Record the information as required
		6.7	Provide details of the alarm and action taken to the next shift at changeover

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Regulatory framework

The latest version of all legislation, regulations, industry codes of practice and Australian/international standards, or the version specified by the local regulatory authority, must be used, and include one or more of the following:

- legislative requirements, including work health and safety (WHS)
- industry codes of practice and guidelines
- environmental regulations and guidelines
- Australian and other standards
- licence and certification requirements

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All operations to which this unit applies are subject to stringent health, safety and environment (HSE) requirements, which may be imposed through state/territory or federal legislation, and these must not be compromised at any time. Where there is an apparent conflict between performance criteria and HSE requirements, the HSE requirements take precedence.

Hazards

Hazards include one or more of the following:

- electricity
- gas
- gases and liquids under pressure
- structural hazards
- structural collapse
- equipment failures
- industrial (machinery, equipment and product)
- equipment or product mass
- noise, rotational equipment or vibration
- plant services (steam, condensate and cooling water)
- working at heights, in restricted or confined spaces, or in environments subjected to heat, noise, dusts or vapours
- flammability and explosivity
- hazardous products and materials
- unauthorised personnel
- sharp edges, protrusions or obstructions
- slippery surfaces, spills or leaks
- extreme weather
- other hazards that might arise

Non-routine problems

Non-routine problems must be resolved by applying operational knowledge to develop new solutions, either individually or in collaboration with relevant experts, to:

- determine problems needing action
- determine possible fault causes
- develop solutions to problems which do not have a known solution
- follow through items initiated until final resolution has occurred
- report problems outside area of responsibility to designated person

Non-routine problems are unexpected problems, or variations of previous problems and include one or more of the following:

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- loss of power/utilities
- variation in feed rate, quality or loss of feed
- unstable control of pressure, temperature, level and/or flows
- unstable/suboptimal operation
- control equipment failure
- process plant trips
- change in atmospheric conditions (rain, temperature, wind and lightning)
- emergency situations

Procedures

All operations must be performed in accordance with relevant procedures.

Procedures are written, verbal, visual, computer-based or in some other form, include one or more of the following:

- emergency procedures
- work instructions
- standard operating procedures (SOPs)
- safe work method statements (SWMS)
- formulas/recipes
- batch sheets
- temporary instructions
- any similar instructions provided for the smooth running of the plant

Human interface devices

Human interface devices include one or more of the following:

- keyboards
- track ball/mouse
- touch screen
- monitor and/or
- standalone controllers

Alarms or abnormal conditions

Alarms or other abnormal conditions include the following:

- emergency, including emergency shut down
- partial or complete controller failure

Start up/shut down

Start up/shut down includes the following:

- start up and shut down to/from normal operating conditions
- start up and shut down to/from isolated, cold or empty

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- start up and shut down to/from all other conditions experienced on the plant (i.e. from any condition to any condition experienced on the plant)

Operate

Operate is to monitor, adjust/change the plant item/unit/system to meet specifications, by the following:

- using the process control system in the control room

This competency does not require operation other than through the control panel.

Product

Product includes anything produced by a process step and so includes:

- intermediate products, such as the product from one process step, which then becomes the feed for another

Unit Mapping Information

Release 1. Supersedes and is equivalent to PMAOPS305B Operate process control systems

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=9fc2cf53-e570-4e9f-ad6a-b228ffdb6875

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Assessment Requirements for PMAOPS305 Operate process control systems

Modification History

Release 1. Supersedes and is equivalent to PMAOPS305B Operate process control systems

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy the requirements of the elements and performance criteria, and demonstrate the ability to:

- identify and control hazards
- use schematics and data to monitor plant and optimise performance
- isolate the causes of problems and distinguish between causes of problems/alarm/fault indications, including:
  - instrument failure/malfunction
  - electrical failure/malfunction
  - mechanical failure/malfunction
  - equipment design deficiencies
  - product parameters (temperature, flows, pressure and levels)
  - process control system malfunction
  - power/utility failures
- communicate effectively with team, group, supervisors and other personnel
- recognise early warning signs of equipment/processes needing attention or with potential problems
- take appropriate action to ensure a timely return to full performance
- select and apply planned and unplanned start-up shutdown procedures
- identify and communicate information required by others
- complete written records.

Knowledge Evidence

Evidence must be provided that demonstrates knowledge of:

- organisation procedures
- hazards that may arise in the job/work environment, and:
  - their possible causes
  - potential consequences
  - appropriate risk controls
- the function and location of the process/production equipment
- interactions between plant items/processes
- product specifications and tolerances

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- systems' operating parameters
- impact of external factors (e.g. variations in weather and feed)
- system integrity limits
- process control philosophies and strategies
- emergency shutdown procedures
- specific plant process operations
- process-specific science (physics, chemistry and biochemistry) to the level of being able to interpret the science and extract factors controlling the process and product and by-product production rate and quality (e.g. for chemistry interpret the equation for factors controlling rate and yield and also interfering reactions, such as salts and hydrates)
- basic science of upstream and downstream processes
- emergency shutdown procedures
- process drawings, such as piping and instrumentation diagram (P&ID) and process flow diagram (PFD)
- cause and effect
- control system architecture
- basis of control for the plant/s
- types of instrumentation and control systems, including feed forward, feedback and open control
- types of instrumentation and control system components and their role, including primary sensing devices, final control elements and transducers/transmitters
- how control loops and their components, including PID control, set points, controlled variable, indicated variable operate to control the process, and their limitations
- interaction between multiple control loops, including cascade control
- impacts of changing controller settings and the limits within which changes can be made
- effective communication techniques
- uninterrupt power supplies (UPS) and its applications and use.

Assessment Conditions

- The unit should be assessed holistically and the judgement of competence based on a holistic assessment of the evidence.
- The collection of performance evidence:
  - should occur over a range of situations which include typical disruptions to normal, smooth operation of an operating plant
  - will typically include a supervisor/third-party report or other evidence focusing on consistent performance and problem recognition and solving. A supervisor/third-party report must be prepared by someone who has a direct, relevant, current relationship with the person being assessed and who is in a position to form a judgement on workplace performance relevant to the unit of competency
  - may include the use of an appropriate process control system controlling an industrial plant requiring demonstration of operation, start-up and shutdown procedures and responding to problems

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  - may use an appropriate process control system linked to a simulator which simulates an industrial plant requiring demonstration of operation, start-up and shutdown procedures and responding to problems
  - may use industry-based simulation for all or part of the unit particularly where safety, lack of opportunity or significant cost is an issue.
- Assessment should occur in operational workplace situations. Where this is not possible, or where personal safety or environmental damage are limiting factors, assessment must occur in a sufficiently rigorous simulated environment reflecting realistic operational workplace conditions. This must cover all aspects of workplace performance, including environment, task skills, task management skills, contingency management skills and job role environment skills.
- Assessment in a simulated environment should use evidence collected from one or more of:
  - simulator
  - walk-throughs
  - pilot plant operation
  - demonstration of skills
  - industry-based case studies/scenarios
  - ‘what ifs’.
- Knowledge evidence may be collected concurrently with performance evidence (provided a record is kept) or through an independent process, such as workbooks, written assessments or interviews (provided a record is kept).
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.
- Conditions for assessment must include access to all tools, equipment, materials and documentation required, including relevant workplace procedures, product and manufacturing specifications associated with this unit.
- The regulatory framework will be reflected in workplace policies and procedures and is not required to be independently assessed.
- Foundation skills are integral to competent performance of the unit and should not be assessed separately.
- Assessors must satisfy the assessor competency requirements that are in place at the time of the assessment as set by the VET regulator.
- In addition, the assessor or anyone acting in subject matter expert role in assessment must demonstrate both technical competency and currency. If the assessor cannot demonstrate technical competency and currency they must assess with a subject matter expert who does meet these requirements.
- Technical competence can be demonstrated through one or more of:
  - relevant VET or other qualification/Statement of Attainment
  - appropriate workplace experience undertaking the type of work being assessed under routine and non-routine conditions
  - appropriate workplace experience supervising/evaluating the type of work being assessed under routine and non-routine conditions
- Currency can be demonstrated through one or more of:

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- being currently employed undertaking the type of work being assessed
- being employed by the organisation undertaking the type of work being assessed and having maintained currency in accordance with that organisation's policies and procedures
- having consulted/had contact with an organisation undertaking the type of work being assessed within the last twelve months, the consultation/contact being related to assessment
- conducting on-the-job training/assessments of the type of work being assessed
- being an active member of a relevant professional body and participating in activities relevant to the assessment of this type of work.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=9fc2cf53-e570-4e9f-ad6a-b228ffdb6875

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PMAOPS307 Transfer bulk fluids into/out of storage facility

Modification History

Release 1. Supersedes and is equivalent to PMAOPS307B Transfer bulk fluids into/out of storage facility

Application

This unit of competency covers the skills and knowledge required to transfer bulk fluids into/out of storage facility. The storage facility may be a land-based tank farm or a tanker at sea. The storage facility will integrate several plant items (single unit operations). Operation of the storage facility includes the operation of ancillary equipment that is integral to the operation of the production unit, such as:

- pumps (e.g. transfer and circulation pumps, and stripping pumps)
- compressors (e.g. boil-off gas compressors)
- gauges
- deluge systems and other fire protection systems, such as flares, fire pumps, jockey pumps, fire monitors and sub-surface foam injection
- gas detection systems and equipment
- fire detection and reporting systems
- emergency shutdown systems
- tank dipping and measurement equipment
- instrumentation.

The unit of competency applies to storage facilities, such as:

- tanks, such as concrete bunded storage tanks, atmospheric pressure tanks, floating roof tanks, and temperature controlled tanks (heated, chilled and refrigerated)
- vessels (e.g. pressure storage vessels).

This unit of competency applies to operations technicians who are required to demonstrate a significant understanding of the process and the equipment operation in order to identify and rectify operational problems, prepare for and undertake load-out/transfer, and ensure effective safety and communications systems are applied.

In a typical scenario involving land-based tank farms or tankers at sea transferring liquefied gas, the control room operator, from the main panel, will monitor and control the transfer of product into storage facilities, including controlling product levels, flows, temperatures and pressures. The operations technician will also prepare and complete all necessary documentation for the control, transfer and calculation of product volumes.

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The storage facility or vessel will be monitored through the use of gas and fire detection (or other safety) equipment. Automatic sprinkler systems, deluges or other emergency response equipment will be activated in the event of fire/emergency detection and emergency shutdown systems will operate.

The equipment to be used in the transfer of product will be checked and tested before use. In some cases, before transferring, the circulation of product through pipelines will commence. This is usually for the purpose of pipeline chilldown and is required to minimise vapour pressure build-up in warm pipework.

A comprehensive fire water supply main may encompass the facility and/or be located on the vessel, and a suitable fire pump would be able to provide fire water requirements in emergencies.

This unit of competency applies to an individual operating independently in a plant with local control or in liaison with the control room operator in a plant with a centralised control panel such as distributed control system (DCS) type controls.

This unit of competency applies to an individual working alone or as part of a team or group and working in liaison with other shift team members and the control room operator, as appropriate.

This competency does not require the operation of a central control panel.

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

Pre-requisite Unit

Nil

Competency Field

Operations

Unit Sector

Elements and Performance Criteria

Elements describe the Performance criteria describe the performance needed to

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essential outcomes.		demonstrate achievement of the element.	
1	**Prepare for work**	1.1	Receive and give shift handover
		1.2	Identify work requirements
		1.3	Identify and control hazards
		1.4	Coordinate with appropriate personnel
		1.5	Check for recent work undertaken on storage/transfer facilities
		1.6	Note any outstanding/incomplete work
		1.7	Check operational status of storage/transfer facilities
2	**Prepare storage/transfer facilities**	2.1	Manage products within the tank farm or at the platform in accordance with the site/enterprise's storage types, products and locations
		2.2	Inspect storage and/or docking facilities for leaks or damage
		2.3	Check and test safety systems to verify their operational condition and status, and report on all equipment faults
		2.4	Conduct critical inspections of storage and tank farms (and ascertain seaworthiness of vessels at sea, if required) and transfer facilities ensuring areas are safe, clean and equipment can’t be compromised by debris
		2.5	Identify and report all equipment requiring maintenance, follow-up to satisfactory conclusion
3	**Monitor storage facilities**	3.1	Confirm tank mixes, capacities and quality, and determine if these are being maintained within the agreed product requirements prior to transfer
		3.2	Monitor gas detection/environmental/safety systems to ensure the storage area is a safe environment and that the safety of the area or vessel is not compromised
		3.3	Communicate storage conditions to transfer or other personnel to inform them of the operational condition and status of the storage facilities or vessel

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4	**Monitor load-out/transfer platform or facility in accordance with procedures**	4.1	Monitor load-out/transfer systems on the platform or in the terminal load-out/transfer area
		4.2	Monitor gas detection/environmental/safety systems to ensure the load-out/transfer area is a safe environment
		4.3	Inform appropriate personnel of the load-out/transfer area status, and conditions of the storage facilities
5	**Conduct load-out/transfer in accordance with procedures**	5.1	Communicate operational status to required personnel prior to loading
		5.2	Ensure that all start-up permissives have been satisfied and product is ready for transfer
		5.3	Set and adjust pump flow rates to keep within agreed capacities
		5.4	Monitor loading pump performance to keep within stated operational ranges and vibration is in limits
		5.5	Take and record product shipping/transfer samples if required
6	**Isolate and de-isolate plant**	6.1	Isolate storage/transfer facility or its component parts
		6.2	Make safe for required work
		6.3	Check storage/transfer facility/plant item is ready to be returned to service
		6.4	De-isolate and prepare plant for return to service
7	**Resolve problems**	7.1	Identify possible problems in equipment and process
		7.2	Determine problems needing action
		7.3	Determine possible fault causes
		7.4	Rectify problem using appropriate solution within area of responsibility

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7.5 Follow up items until resolved

7.6 Report problems outside area of responsibility to designated person

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Regulatory framework

The latest version of all legislation, regulations, industry codes of practice and Australian/international standards, or the version specified by the local regulatory authority, must be used, and include one or more of the following:

- legislative requirements, including work health and safety (WHS)
- industry codes of practice and guidelines
- environmental regulations and guidelines
- Australian and other standards
- licence and certification requirements

All operations to which this unit applies are subject to stringent health, safety and environment (HSE) requirements, which may be imposed through state/territory or federal legislation, and these must not be compromised at any time. Where there is an apparent conflict between performance criteria and HSE requirements, the HSE requirements take precedence.

Hazards

Hazards include one or more of the following:

- darkness, distance over which transfer must occur
- electricity
- gas
- gases and liquids under pressure

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- structural hazards
- structural collapse
- equipment failures
- industrial (machinery, equipment and product)
- equipment or product mass
- noise, rotational equipment or vibration
- plant services (steam, condensate and cooling water)
- working at heights, in restricted or confined spaces, or in environments subjected to heat, noise, dusts or vapours
- flammability and explosivity
- hazardous products and materials
- unauthorised personnel
- sharp edges, protrusions or obstructions
- slippery surfaces, spills or leaks
- extreme weather
- other hazards that might arise

Routine problems

Routine problems include one or more of the following:

- insufficient/inappropriate storage for product/material
- interruptions to loading through adverse weather conditions
- product surging
- control of temperature and pressure
- variations in feed
- vibration
- tank capacities and space

Non-routine problems

Non-routine problems are unexpected problems, or variations of previous problems and must be resolved by applying operational knowledge to develop new solutions, either individually or in collaboration with relevant experts, to:

- determine problems needing action
- determine possible fault causes
- develop solutions to problems which do not have a known solution
- follow through items initiated until final resolution has occurred
- report problems outside area of responsibility to designated person

Operational knowledge includes one or more of the following:

- procedures
- training
- technical information such as journals, engineering specifications

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- remembered experience
- relevant knowledge obtained from appropriate people

Start up/shut down

Start up/shut down includes the following:

- start up and shut down to/from normal operating conditions
- start up and shut down to/from isolated, cold or empty
- start up and shut down to/from other conditions/situations experienced on the plant

Permissive

A permissive is any and all permissions which are required and include one or more of the following:

- authorisation
- permit/clearance
- other permit sanctioned by procedures

Procedures

All operations must be performed in accordance with relevant procedures.

Procedures are written, verbal, visual, computer-based or in some other form, include one or more of the following:

- emergency procedures
- work instructions
- standard operating procedures (SOPs)
- safe work method statements (SWMS)
- formulas/recipes
- batch sheets
- temporary instructions
- any similar instructions provided for the smooth running of the plant

Operate

Operate is to monitor, adjust/make change to the production unit and/or its component items to meet specifications, by one or both of the following:

- manually in the plant
- using local controller in the plant

Monitor

Monitor means to continuously or frequently observe using data and/or senses.

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Product Product includes one or more of the following:

- hydrocarbons
- oil
- gas
- bulk liquid chemicals/petrochemicals

Unit Mapping Information

Release 1. Supersedes and is equivalent to PMAOPS307B Transfer bulk fluids into/out of storage facility

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=9fc2cf53-e570-4e9f-ad6a-b228ffdb6875

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Assessment Requirements for PMAOPS307 Transfer bulk fluids into/out of storage facility

Modification History

Release 1. Supersedes and is equivalent to PMAOPS307B Transfer bulk fluids into/out of storage facility

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy the requirements of the elements and performance criteria, and include the ability to:

- use data and own senses to monitor plant and maximise performance
- perform pre-start checks, inspections and tests, start-up/shutdown procedures, and isolations and de-isolations
- identify hazards and risks and apply risk control procedures
- identify early warning signs of equipment/processes needing attention or with potential problems and respond in accordance with procedures.

Knowledge Evidence

Evidence must be provided that demonstrates knowledge of:

- all items on a schematic of the storage/transfer system and functions of each
- interactions between plant items/processes
- process specific science (physics, chemistry and biochemistry) to the level of being able to interpret the science and extract factors controlling the process and product, causes of head loss in piping systems, including comparison of fittings using Le/d concept, fluid and pipe material properties, flow geometry and static electricity principles
- systems' operating parameters, integrity limits, product specifications and tolerances, tank and product mixes, flow rates and measures, tank capacities and percentages, process parameters and limits, including temperature, pressure, flow and pH
- function and troubleshooting of major components and their problems, such as impellors, seals or bearings
- hierarchy of control
- hazards that may arise in the job/work environment, and:
  - their possible causes
  - potential consequences
  - appropriate risk controls.

Assessment Conditions

- The unit should be assessed holistically and the judgement of competence based on a holistic assessment of the evidence.

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- Where competency is also required and has not already been achieved in
  - PMAOPS201 Operate fluid flow equipment or
  - PMAOPS221 Operate and monitor prime movers and/or
  - PMAOPS222 Operate and monitor pumping systems and equipment and/or
  - PMAOPS223 Operate and monitor valve systems

  they may be co-delivered and co-assessed.
- The collection of performance evidence:
  - should occur over a range of situations which include typical disruptions to normal, smooth operations
  - will typically include a supervisor/third-party report focusing on consistent performance and problem recognition and solving. A supervisor/third-party report must be prepared by someone who has a direct, relevant, current relationship with the person being assessed and who is in a position to form a judgement on workplace performance relevant to the unit of competency
  - must include the use of industrial scale storage and transfer facilities
  - may use industry-based simulation for part only of the unit particularly where safety, lack of opportunity or significant cost is an issue.
- Assessment should occur in operational workplace situations. Where this is not possible, or where personal safety or environmental damage are limiting factors, assessment must occur in a sufficiently rigorous simulated environment reflecting realistic operational workplace conditions. This must cover all aspects of workplace performance, including environment, task skills, task management skills, contingency management skills and job role environment skills.
- Assessment in a simulated environment should use evidence collected from one or more of:
  - walk-throughs
  - pilot plant operation
  - demonstration of skills
  - industry-based case studies/scenarios
  - ‘what ifs’.
- Knowledge evidence may be collected concurrently with performance evidence (provided a record is kept) or through an independent process, such as workbooks, written assessments or interviews (provided a record is kept).
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.
- Conditions for assessment must include access to all tools, equipment, materials and documentation required, including relevant workplace procedures, product and manufacturing specifications associated with this unit.
- The regulatory framework will be reflected in workplace policies and procedures and is not required to be independently assessed.
- Foundation skills are integral to competent performance of the unit and should not be assessed separately.

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- Assessors must satisfy the assessor competency requirements that are in place at the time of the assessment as set by the VET regulator.
- In addition, the assessor or anyone acting in subject matter expert role in assessment must demonstrate both technical competency and currency. If the assessor cannot demonstrate technical competency and currency they must assess with a subject matter expert who does meet these requirements.
- Technical competence can be demonstrated through one or more of:
  - relevant VET or other qualification/Statement of Attainment
  - appropriate workplace experience undertaking the type of work being assessed under routine and non-routine conditions
  - appropriate workplace experience supervising/evaluating the type of work being assessed under routine and non-routine conditions
- Currency can be demonstrated through one or more of:
  - being currently employed undertaking the type of work being assessed
  - being employed by the organisation undertaking the type of work being assessed and having maintained currency in accordance with that organisation’s policies and procedures
  - having consulted/had contact with an organisation undertaking the type of work being assessed within the last twelve months, the consultation/contact being related to assessment
  - conducting on-the-job training/assessments of the type of work being assessed
  - being an active member of a relevant professional body and participating in activities relevant to the assessment of this type of work.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=9fc2cf53-e570-4e9f-ad6a-b228ffdb6875

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PMAOPS410 Operate remote production facilities

Modification History

Release 1. Supersedes and is equivalent to PMAOPS410B Monitor remote production facilities

Application

This unit of competency covers the skills and knowledge required to operate and monitor remote process/plant, including production facilities and its associated ancillary equipment and services, from a remote, off-site control system using ground based, satellite or other communications systems. It applies to remote facilities, such as wellheads, separation facilities, utility systems, compressor/pumping stations, treatment stations and satellite processes.

This unit of competency applies to senior technicians or similar roles who are required to apply in depth knowledge of process and plant to in order to operate, monitor and optimise the remote facility, perform tests and isolations, solve process problems and liaise with other plants and facilities.

This unit of competency would typically require the use of a control system, such as a distributed control systems (DCS) or supervisory control and data acquisition (SCADA).

It is not expected that there would be a ‘field operator’ available full time at the remote facility and arranging for one to attend could be part of the role.

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

Pre-requisite Unit

Nil

Competency Field

Operations

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Unit Sector

Elements and Performance Criteria

Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Prepare for operation of remote facility**	1.1	Receive and give shift handover
		1.2	Identify work requirements
		1.3	Identify and control remote facility hazards
		1.4	Check for recent work undertaken on remote facility
		1.5	Note any outstanding/incomplete work
		1.6	Check operational status of remote facility
		1.7	Liaise with field operator and other personnel responsible for remote facility confirming expected attendance time and work to be performed
2	**Operate the remote facility**	2.1	Monitor the remote facility, its component plant items, utilities and environment frequently and critically throughout shift using measured/ indicated data
		2.2	Describe impacts of any environmental changes and changes upstream and downstream
		2.3	Recognise actual and developing situations which may require action
		2.4	Apply operational knowledge to resolve problems
		2.5	Take other actions on abnormal situations which cannot be resolved during the shift to ensure safety and the resolution of the situation
		2.6	Follow through items initiated until final resolution has occurred
3	**Recover and measure product**	3.1	Monitor quality and quantity of products and wastes generated

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		3.2	Maximise recovery of product and transfer in accordance with procedures
		3.3	Ensure all waste is treated in accordance with procedures and waste disposed of is within environmental/licence limits
		3.4	Ensure measuring, sampling, testing and data logging is occurring to schedule
4	**Organise required onsite activities**	4.1	Identify job scope and timing of required on-site work from monitored data, job schedules and observations of remote facility operations
		4.2	Arrange for appropriate personnel to attend remote site within the required timeframe
		4.3	Liaise with personnel attending site from their departure for remote site, their activities on remote site and their return to base
		4.4	Check effectiveness of on-site work before personnel leave remote site
5	**Isolate and de-isolate remote facility**	5.1	Arrange to have personnel on site in accordance with procedures
		5.2	Complete any required pre-start checks
		5.3	Start up/shut down remote facility according to the type and duty in liaison with other personnel
		5.4	Start up/shut down/changeover component plant items within unit according to their type and duty in liaison with other personnel
		5.5	Isolate entire remote facility and/or any component plant item
		5.6	Make safe for required work
		5.7	Check remote facility/plant item is ready to be returned to service
		5.8	De-isolate and prepare remote facility/plant item for

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return to service

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Regulatory framework

The latest version of all legislation, regulations, industry codes of practice and Australian/international standards, or the version specified by the local regulatory authority, must be used, and include one or more of the following:

- legislative requirements, including work health and safety (WHS)
- industry codes of practice and guidelines
- environmental regulations and guidelines
- Australian and other standards
- licence and certification requirements

All operations to which this unit applies are subject to stringent health, safety and environment (HSE) requirements, which may be imposed through state/territory or federal legislation, and these must not be compromised at any time. Where there is an apparent conflict between performance criteria and HSE requirements, the HSE requirements take precedence.

Hazards

Hazards include one or more of the following:

- remoteness/single operator
- electricity
- gases and liquids under pressure
- structural hazards
- structural collapse
- equipment failures
- industrial (machinery, equipment and product)

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- equipment or product mass
- noise, rotational equipment or vibration
- working at heights, in restricted or confined spaces, or in environments subjected to heat, dusts or vapours
- flammability and explosivity
- hazardous products and materials
- unauthorised personnel
- sharp edges, protrusions or obstructions
- slippery surfaces, spills or leaks
- extreme weather
- other hazards that might arise

Procedures

All operations must be performed in accordance with relevant procedures.

Procedures are written, verbal, visual, computer-based or in some other form, include one or more of the following:

- emergency procedures
- work instructions
- standard operating procedures (SOPs)
- safe work method statements (SWMS)
- formulas/recipes
- batch sheets
- temporary instructions
- any similar instructions provided for the smooth running of the plant

Routine problems

Routine problems are predictable problems with known solutions and include one or more of the following:

- variations in feed
- contamination of product
- control of temperature and pressure
- variations in waste
- equipment malfunction
- vibration

Non-routine problems

Non-routine problems are unexpected problems, or variations of previous problems and must be resolved by applying operational knowledge to develop new solutions, either individually or in collaboration with relevant experts, to:

- determine problems needing action

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- determine possible fault causes
- develop solutions to problems which do not have a known solution
- follow through items initiated until final resolution has occurred
- report problems outside area of responsibility to designated person

Operational knowledge includes one or more of the following:

- procedures
- training
- technical information, such as journals and engineering specifications
- remembered experience
- relevant knowledge obtained from appropriate people

Remote production facility

This unit of competency includes all such items of equipment and unit operations which form part of the remote production facility, including as appropriate to the facility, one or more of the following:

- valves
- pumps
- prime movers
- compressors
- separators
- instrumentation
- storage tanks, ponds and dams
- filters
- wellheads
- hydraulic well control panels
- fire and gas safety systems

Unit Mapping Information

Release 1. Supersedes and is equivalent to PMAOPS410B Monitor remote production facilities

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=9fc2cf53-e570-4e9f-ad6a-b228ffdb6875

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Assessment Requirements for PMAOPS410 Operate remote production facilities

Modification History

Release 1. Supersedes and is equivalent to PMAOPS410B Monitor remote production facilities

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy the requirements of the elements and performance criteria, and include the ability to:

- interpret and respond to panel messages and alarms
- obtain and interpret data from the control system to minimise variation and maximise performance
- predict impact of a change in one unit/area on other plant units/areas and take action
- apply process knowledge to monitor and predict the need for adjustments to system components
- identify early warning signs of equipment/processes needing attention or with potential problems and take action
- identify hazards and risks and apply risk control procedures.

Knowledge Evidence

Evidence must be provided that demonstrates knowledge of:

- all items on a schematic of the remote system and the function of each
- remote terminal unit, functions, operation and problems
- nature/condition of materials entering and leaving each stage of the process
- changes which have occurred in that stage and why they have occurred
- methods of changing production rates and the advantages and disadvantages of each
- effect of specific climatic and environmental factors
- process parameters and limits (e.g. temperature, pressure, flow and pH)
- principles of operation of plant/equipment
- physics and chemistry relevant to the process unit and the fluids involved
- local lease and well operations requirements and constraints
- corrective action appropriate to the problem cause
- function and troubleshooting of major components and their problems
- hierarchy of control
- hazards that may arise in the job/work environment, and:
  - their possible causes
  - potential consequences
  - appropriate risk controls.

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Assessment Conditions

- The unit should be assessed holistically and the judgement of competence based on a holistic assessment of the evidence.
- The collection of performance evidence:
  - should occur over a range of situations which include typical disruptions to normal, smooth operations
  - will typically include a supervisor/third-party report focusing on consistent performance and problem recognition and solving. A supervisor/third-party report must be prepared by someone who has a direct, relevant, current relationship with the person being assessed and who is in a position to form a judgement on workplace performance relevant to the unit of competency
  - must include the use of industrial type remote facilities allowing operation
  - may use industry-based simulation for all of the unit particularly where safety, lack of opportunity or significant cost is an issue.
- Assessment should occur in operational workplace situations. Where this is not possible, or where personal safety or environmental damage are limiting factors, assessment must occur in a sufficiently rigorous simulated environment reflecting realistic operational workplace conditions. This must cover all aspects of workplace performance, including environment, task skills, task management skills, contingency management skills and job role environment skills.
- Assessment in a simulated environment should use evidence collected from one or more of:
  - walk-throughs
  - pilot plant operation
  - demonstration of skills
  - industry-based case studies/scenarios
  - ‘what ifs’.
- Knowledge evidence may be collected concurrently with performance evidence (provided a record is kept) or through an independent process, such as workbooks, written assessments or interviews (provided a record is kept).
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.
- Conditions for assessment must include access to all tools, equipment, materials and documentation required, including relevant workplace procedures, product and manufacturing specifications associated with this unit.
- The regulatory framework will be reflected in workplace policies and procedures and is not required to be independently assessed.
- Foundation skills are integral to competent performance of the unit and should not be assessed separately.
- Assessors must satisfy the assessor competency requirements that are in place at the time of the assessment as set by the VET regulator.

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- In addition, the assessor or anyone acting in subject matter expert role in assessment must demonstrate both technical competency and currency. If the assessor cannot demonstrate technical competency and currency they must assess with a subject matter expert who does meet these requirements.
- Technical competence can be demonstrated through one or more of:
  - relevant VET or other qualification/Statement of Attainment
  - appropriate workplace experience undertaking the type of work being assessed under routine and non-routine conditions
  - appropriate workplace experience supervising/evaluating the type of work being assessed under routine and non-routine conditions
- Currency can be demonstrated through one or more of:
  - being currently employed undertaking the type of work being assessed
  - being employed by the organisation undertaking the type of work being assessed and having maintained currency in accordance with that organisation's policies and procedures
  - having consulted/had contact with an organisation undertaking the type of work being assessed within the last twelve months, the consultation/contact being related to assessment
  - conducting on-the-job training/assessments of the type of work being assessed
  - being an active member of a relevant professional body and participating in activities relevant to the assessment of this type of work.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=9fc2cf53-e570-4e9f-ad6a-b228ffdb6875

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PMAOPS411 Manage plant shutdown and restart

Modification History

Release 1. Supersedes and is equivalent to PMAOPS411B Manage plant shutdown and restart

Application

This unit of competency covers the skills and knowledge required to manage the shutdown and restart of a complex and integrated plant. It applies to planned, shutdowns and start-ups, but may also be applied to unplanned and emergency shutdowns (ESD). It does not apply to plant trips.

This unit of competency applies to senior technicians, panel technicians, outside technicians and those in similar roles who are required to apply in-depth knowledge of process and plant to in order to adapt normal practice, within the overall guidelines, to the situation; balance the varying requirements to ensure the shutdown occurs with maximum safety to personnel, plant, the environment and the business's productivity (in that order); and coordinate all personnel involved in the shutdown to ensure it happens in as orderly a fashion as possible and that the plant is left in the best condition possible for a quick restart.

This unit of competency does not apply to individual plant operators shutting down individual production units or following directions during a shutdown; these are included in the unit of competency for operating a particular production unit.

The individual will be liaising and communicating with all internal and external stakeholders.

No licensing, legislative or certification requirements apply to this unit at the time of publication

Pre-requisite Unit

Nil

Competency Field

Operations

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Unit Sector

Elements and Performance Criteria

Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Manage shutdown sequence**	1.1	Check and verify safety systems to ensure that the unit has been made safe
		1.2	Identify the reason for, or cause of, the shutdown by troubleshooting the system and by utilising all available data and information systems
		1.3	Obtain confirmation of the identified shutdown from field-based operators to verify both the nature and the reliability of the shutdown
		1.4	Rectify or initiate procedures to rectify the fault or shutdown cause through either repair of the operational fault or readjustment before returning the system to start-up status
2	**Conduct start-up process**	2.1	Satisfy all start-up permissives prior to start-up process being commenced
		2.2	Identify hazards and check that hazard controls are operational and effective
		2.3	Conduct start-up according to procedures and in a safe and efficient manner, ensuring a return to steady state operation is achieved
3	**Document shutdown and start-up process**	3.1	Complete all logs and workplace documentation relating to the shutdown/start-up process, ensuring all details, actions and responses are accurately recorded
		3.2	Record any further ongoing production problems and report to appropriate persons or authority

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Regulatory framework

The latest version of all legislation, regulations, industry codes of practice and Australian/international standards, or the version specified by the local regulatory authority, must be used, and include one or more of the following:

- legislative requirements, including work health and safety (WHS)
- industry codes of practice and guidelines
- environmental regulations and guidelines
- Australian and other standards
- licence and certification requirements

All operations to which this unit applies are subject to stringent health, safety and environment (HSE) requirements, which may be imposed through state/territory or federal legislation, and these must not be compromised at any time. Where there is an apparent conflict between performance criteria and HSE requirements, the HSE requirements take precedence.

Hazards

Hazards include one or more of the following:

- electricity
- gases and liquids under pressure
- structural hazards
- structural collapse
- equipment failures
- industrial (machinery, equipment and product)
- equipment or product mass
- noise, rotational equipment or vibration
- plant services (steam, condensate and cooling water)
- working at heights, in restricted or confined spaces, or in environments subjected to heat, dusts or vapours
- flammability and explosivity

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- hazardous products and materials
- unauthorised personnel
- sharp edges, protrusions or obstructions
- slippery surfaces, spills or leaks
- extreme weather
- other hazards that might arise

Procedures All operations must be performed in accordance with relevant procedures.

Procedures are written, verbal, visual, computer-based or in some other form, include one or more of the following:

- emergency procedures
- work instructions
- standard operating procedures (SOPs)
- safe work method statements (SWMS)
- formulas/recipes
- batch sheets
- temporary instructions
- any similar instructions provided for the smooth running of the plant

Unit Mapping Information

Release 1. Supersedes and is equivalent to PMAOPS411B Manage plant shutdown and restart

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=9fc2cf53-e570-4e9f-ad6a-b228ffdb6875

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Assessment Requirements for PMAOPS411 Manage plant shutdown and restart

Modification History

Release 1. Supersedes and is equivalent to PMAOPS411B Manage plant shutdown and restart

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy the requirements of the elements and performance criteria and include the ability to:

- interpret and analyse data to decide on type of shutdown required
- plan for efficient shutdown to:
  - cold
  - warm
  - hot
- use data to identify reason for/cause of shutdown and determine action to be taken
- select and apply procedures for planned and unplanned start-up/shutdown
- ensure all safety, permit and system preparations are in place as required for shutdown and start-up
- identify hazards and risks and apply risk control procedures.

Knowledge Evidence

- Evidence must be provided that demonstrates knowledge of:
- shutdown/start-up philosophy and procedures
- correct methods of starting, stopping, operating and controlling process
- emergency shutdown (ESD) procedures
- required state of plant and equipment to allow for a restart
- hierarchy of control
- hazards that may arise in the job/work environment, and:
  - their possible causes
  - potential consequences
  - appropriate risk controls.

Assessment Conditions

- The unit should be assessed holistically and the judgement of competence based on a holistic assessment of the evidence.
- The collection of performance evidence:
  - should occur over a range of situations which include typical disruptions to normal, smooth operations

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  - will typically include a supervisor/third-party report focusing on consistent performance and problem recognition and solving. A supervisor/third-party report must be prepared by someone who has a direct, relevant, current relationship with the person being assessed and who is in a position to form a judgement on workplace performance relevant to the unit of competency
  - must include the use of an industrial plant allowing demonstration of shutdown and restart
  - may use industry-based simulation for all or part of the unit particularly where safety, lack of opportunity or significant cost is an issue.
- Assessment should occur in operational workplace situations. Where this is not possible, or where personal safety or environmental damage are limiting factors, assessment must occur in a sufficiently rigorous simulated environment reflecting realistic operational workplace conditions. This must cover all aspects of workplace performance, including environment, task skills, task management skills, contingency management skills and job role environment skills.
- Assessment in a simulated environment should use evidence collected from one or more of:
  - walk-throughs
  - demonstration of skills
  - industry-based case studies/scenarios
  - ‘what ifs’.
- Knowledge evidence may be collected concurrently with performance evidence (provided a record is kept) or through an independent process, such as workbooks, written assessments or interviews (provided a record is kept).
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.
- Conditions for assessment must include access to all tools, equipment, materials and documentation required, including relevant workplace procedures, product and manufacturing specifications associated with this unit.
- The regulatory framework will be reflected in workplace policies and procedures and is not required to be independently assessed.
- Foundation skills are integral to competent performance of the unit and should not be assessed separately.
- Assessors must satisfy the assessor competency requirements that are in place at the time of the assessment as set by the VET regulator.
- In addition, the assessor or anyone acting in subject matter expert role in assessment must demonstrate both technical competency and currency. If the assessor cannot demonstrate technical competency and currency they must assess with a subject matter expert who does meet these requirements.
- Technical competence can be demonstrated through one or more of:
  - relevant VET or other qualification/Statement of Attainment
  - appropriate workplace experience undertaking the type of work being assessed under routine and non-routine conditions
  - appropriate workplace experience supervising/evaluating the type of work being assessed under routine and non-routine conditions

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- Currency can be demonstrated through one or more of:
  - being currently employed undertaking the type of work being assessed
  - being employed by the organisation undertaking the type of work being assessed and having maintained currency in accordance with that organisation's policies and procedures
  - having consulted/had contact with an organisation undertaking the type of work being assessed within the last twelve months, the consultation/contact being related to assessment
  - conducting on-the-job training/assessments of the type of work being assessed
  - being an active member of a relevant professional body and participating in activities relevant to the assessment of this type of work.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=9fc2cf53-e570-4e9f-ad6a-b228ffdb6875

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PMASUP440 Commission/recommission plant

Modification History

Release 1. Supersedes and is equivalent to PMASUP440B Commission/recommission plant

Application

This unit of competency covers the skills and knowledge required to commission new plant/pipeline or recommission significantly modified plant/pipeline. It applies to plant/pipeline, such as on or offshore plant, wellheads, transmission pipelines or similar.

Commissioning refers to the start-up of a new plant or plant unit and the associated equipment for the first time. Recommissioning refers to the start-up of an existing plant following major modifications, rebuild or reconfiguration.

This unit of competency applies to senior technicians and those in similar roles who are required to apply in-depth knowledge of process and plant in order to ensure design of new/modified plant meets safety and operability requirements, plan and coordinate commissioning/recommissioning, and complete required documentation. The technician would not normally have a 'hands on' operating role for all items of equipment, but may have a 'hands on' role for major items of equipment; however this is not required as part of this competency.

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

Pre-requisite Unit

Nil

Competency Field

Support

Unit Sector

Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1	**Contribute to/review the design of plant/ equipment**	1.1	Apply process understanding to the design process
		1.2	Identify the role and purpose of the plant and equipment
		1.3	Ensure design meets the identified need
		1.4	Identify process conditions and apply to hazard and operability studies (HAZOP)
		1.5	Undertake investigations following hazard studies
		1.6	Record and report findings
2	**Take part in commissioning planning**	2.1	Ensure the work is coordinated effectively with others involved on the work site
		2.2	Obtain materials necessary to complete the work and check against job requirements
		2.3	Obtain tools and equipment necessary to carry out the work and check for correct operation and safety
		2.4	Prepare plans to ensure that procedures are performed in the correct sequence
		2.5	Obtain approvals, where necessary, from appropriate authorities
3	**Participate in acceptance of plant/ equipment**	3.1	Undertake pre-commissioning activities
		3.2	Complete safety acceptance documentation
		3.3	Identify, record and report problems or non-conformance
		3.4	Conduct trials/test runs
		3.5	Record and report performance data
4	**Commission system**	4.1	Bring the plant/plant systems/pipeline online
		4.2	Make and report adjustments
		4.3	Prepare reports in accordance with legislative and

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			company requirements to maintain the historical record
5	**Evaluate results and identify modifications**	5.1	Identify modifications and improvements required
		5.2	Check specifications, procedures and training material match the final system/procedures
		5.3	Complete documentation and report to appropriate personnel

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Regulatory framework

The latest version of all legislation, regulations, industry codes of practice and Australian/international standards, or the version specified by the local regulatory authority, must be used, and include one or more of the following:

- legislative requirements, including work health and safety (WHS)
- industry codes of practice and guidelines
- environmental regulations and guidelines
- Australian and other standards
- licence and certification requirements

All operations to which this unit applies are subject to stringent health, safety and environment (HSE) requirements, which may be imposed through state/territory or federal legislation, and these must not be compromised at any time. Where there is an apparent conflict between performance criteria and HSE requirements, the HSE requirements take precedence.

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Hazards

Hazards include one or more of the following:

- electricity
- gas
- gases and liquids under pressure
- structural hazards
- structural collapse
- equipment failures
- industrial (machinery, equipment and product)
- equipment or product mass
- noise, rotational equipment or vibration
- plant services (steam, condensate and cooling water)
- limited head spaces or overhangs
- working at heights, in restricted or confined spaces, or in environments subjected to heat, noise, dusts or vapours
- flammability and explosivity
- hazardous products and materials
- unauthorised personnel
- sharp edges, protrusions or obstructions
- slippery surfaces, spills or leaks
- extreme weather
- other hazards that might arise

Procedures

All operations must be performed in accordance with relevant procedures.

Procedures are written, verbal, visual, computer-based or in some other form, include one or more of the following:

- emergency procedures
- work instructions
- standard operating procedures (SOPs)
- safe work method statements (SWMS)
- formulas/recipes
- batch sheets
- temporary instructions
- any similar instructions provided for the smooth running of the plant

Documentation

Documentation includes one or more of the following:

- operating procedures
- work health and safety (WHS) and environmental legislative

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requirements
- manufacturer specifications
- appropriate authority approvals (e.g. local councils, road authority, sewerage, stormwater, electricity, water and telephone)
- quality assurance inspection and test reports

Plant/pipeline systems

This unit of competency includes all items of equipment and unit operations which form part of the pipeline system including, as relevant to a particular plant/pipeline:

- pipes
- valves
- operating units
- electrical and electronic components
- programmable logic controllers (PLCs)/distributed control system (DCS) or other plant controls
- cathodic protection (CP)
- pressure/flow/temperature, regulation and meters

Tools, materials and equipment

Tools, materials and equipment include one or more of the following:

- hand tools,
- power operated tools
- plant
- emergency equipment
- electrical and electronic test equipment
- gas detectors
- air compressor
- water pump

Unit Mapping Information

Release 1. Supersedes and is equivalent to PMASUP440B Commission/recommission plant

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=9fc2cf53-e570-4e9f-ad6a-b228ffdb6875

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Assessment Requirements for PMASUP440 Commission/recommission plant

Modification History

Release 1. Supersedes and is equivalent to PMASUP440B Commission/recommission plant

Performance Evidence

- Evidence required to demonstrate competence in this unit must be relevant to and satisfy the requirements of the elements and performance criteria, and include the ability to:
- plan, coordinate and monitor pre-commissioning, commissioning/recommissioning activities
- arrange resources as required
- communicate effectively with stakeholders, including manufacturers, engineering personnel, designers, contractors and maintenance and other company personnel
- participate in and/or review hazard and operability studies (HAZOP), hazard analysis studies (HAZAN) or similar techniques
- participate in and/or review design or modification plans
- identify hazards and risks and apply risk control procedures

complete written/electronic documentation.

Knowledge Evidence

- Evidence must be provided that demonstrates knowledge of:
- all items on a schematic of the system and functions of each
- principles of operation of items of equipment in the system
- principles of operation of instrumentation
- principles of basic control systems
- process control philosophies and strategies
- interactions between plant items/processes
- systems' operating parameters
- system integrity limits
- product tolerances, limitations and specifications
- types and purpose of typical pre-commissioning activities, including:
  - checking plant is built to design
  - ensuring plant is safe to operate
  - ensuring plant area and plant internals are clean and clear of debris
  - functional checking of equipment and ancillaries
- types and purpose of typical commissioning/recommissioning activities, including:
  - trial running of equipment
  - use of trial materials in plant

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  - safe introduction of process materials to plant
  - producing product within specification
  - bringing plant to design rates
  - solving operational problems
  - disposal of waste generated in the start-up
- science (e.g. physics, chemistry and biochemistry) relevant to process and materials
- process parameters and limits (e.g. temperature, pressure, flow and pH)
- correct methods of starting, stopping, operating and controlling plant
- routine and non-routine problems that may arise, the range of possible causes and processes to develop solutions.

Assessment Conditions

- The unit should be assessed holistically and the judgement of competence based on a holistic assessment of the evidence.
- The collection of performance evidence is best done from a report and/or folio of evidence drawn from:
  - a single project which provides sufficient evidence of the requirements of all the elements and performance criteria
  - multiple smaller projects which together provide sufficient evidence of the requirements of all the elements and performance criteria.
- A third-party report, or similar, may be needed to testify to the work done by the individual, particularly when the project has been done as part of a project team.
- Assessment should use a real project in an operational workplace. Where this is not possible or practical, assessment must occur using a sufficiently rigorous simulated environment reflecting realistic operational workplace conditions. This must cover all aspects of workplace performance, including environment, task skills, task management skills, contingency management skills and job role environment skills.
- Knowledge evidence may be collected concurrently with performance evidence or through an independent process, such as workbooks, written assessments or interviews (provided a record is kept).
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.
- Conditions for assessment must include access to all tools, equipment, materials and documentation required, including relevant workplace procedures, product and manufacturing specifications associated with this unit.
- The regulatory framework will be reflected in workplace policies and procedures and is not required to be independently assessed.
- Foundation skills are integral to competent performance of the unit and should not be assessed separately.
- Assessors must satisfy the assessor competency requirements that are in place at the time of the assessment as set by the VET regulator.

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- In addition, the assessor or anyone acting in subject matter expert role in assessment must demonstrate both technical competency and currency. If the assessor cannot demonstrate technical competency and currency they must assess with a subject matter expert who does meet these requirements.
- Technical competence can be demonstrated through one or more of:
  - relevant VET or other qualification/Statement of Attainment
  - appropriate workplace experience undertaking the type of work being assessed under routine and non-routine conditions
  - appropriate workplace experience supervising/evaluating the type of work being assessed under routine and non-routine conditions
- Currency can be demonstrated through one or more of:
  - being currently employed undertaking the type of work being assessed
  - being employed by the organisation undertaking the type of work being assessed and having maintained currency in accordance with that organisation's policies and procedures
  - having consulted/had contact with an organisation undertaking the type of work being assessed within the last twelve months, the consultation/contact being related to assessment
  - conducting on-the-job training/assessments of the type of work being assessed
  - being an active member of a relevant professional body and participating in activities relevant to the assessment of this type of work.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=9fc2cf53-e570-4e9f-ad6a-b228ffdb6875

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PMASUP540 Analyse equipment performance

Modification History

Release 1. Supersedes and is equivalent to PMASUP540B Analyse equipment performance

Application

This unit of competency covers the skills and knowledge required to analyse performance of plant, equipment and equipment components and recommend improvements. It applies to all work environments and sectors within the chemical, hydrocarbons and refining industry.

This unit of competency applies to senior technicians or those in similar roles who are required to apply in-depth knowledge of process and plant in order to calculate the theoretical performance of an item of equipment, gather data to determine the actual performance of the item of equipment, calculate actual versus theoretical performance, and make recommendations based on the performance verification results.

The technician will have detailed operational and process knowledge but is not required to demonstrate 'hands on' operation of equipment as part of this unit of competency.

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

Pre-requisite Unit

Nil

Competency Field

Support

Unit Sector

Elements and Performance Criteria

Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Determine**	1.1	Identify item of plant or equipment to be analysed

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	theoretical performance	1.2	Locate and interpret design specification
		1.3	Identify process materials being, or to be, processed during verification trial
		1.4	Determine process material properties under process conditions
		1.5	Calculate theoretical performance of components with that material under those conditions
2	**Conduct trial**	2.1	Design verification trial to be compatible with theoretical analysis
		2.2	Determine measurements needed from trial to yield required data
		2.3	Select equipment suitable to give required measurements
		2.4	Arrange for verification trial with relevant process personnel
		2.5	Set up required measurement equipment
		2.6	Supervise trial and ensure trial conditions are appropriate
		2.7	Collect trial data for analysis
3	**Verify performance of plant/equipment**	3.1	Compare theoretical with actual performance
		3.2	Determine significance of variation between theoretical and actual performance
		3.3	Investigate any suspicious results and take action
4	**Recommend required action**	4.1	Determine action to bring performance to desired level
		4.2	Initiate the corrective action in accordance with company procedures
		4.3	Determine measures to increase equipment productivity
		4.4	Re-check performance after corrective action is

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implemented

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Regulatory framework

The latest version of all legislation, regulations, industry codes of practice and Australian/international standards, or the version specified by the local regulatory authority, must be used, and include one or more of the following:

- legislative requirements, including work health and safety (WHS)
- industry codes of practice and guidelines
- environmental regulations and guidelines
- Australian and other standards
- licence and certification requirements

All operations to which this unit applies are subject to stringent health, safety and environment (HSE) requirements, which may be imposed through state/territory or federal legislation, and these must not be compromised at any time. Where there is an apparent conflict between performance criteria and HSE requirements, the HSE requirements take precedence.

Procedures

All operations must be performed in accordance with relevant procedures.

Procedures are written, verbal, visual, computer-based or in some other form, include one or more of the following:

- emergency procedures
- work instructions
- standard operating procedures (SOPs)
- safe work method statements (SWMS)

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- formulas/recipes
- batch sheets
- temporary instructions
- any similar instructions provided for the smooth running of the plant

Unit Mapping Information

Release 1. Supersedes and is equivalent to PMASUP540B Analyse equipment performance

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=9fc2cf53-e570-4e9f-ad6a-b228ffdb6875

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Assessment Requirements for PMASUP540 Analyse equipment performance

Modification History

Release 1. Supersedes and is equivalent to PMASUP540B Analyse equipment performance

Performance Evidence

- Evidence required to demonstrate competence in this unit must be relevant to and satisfy the requirements of the elements and performance criteria, and include the ability to:
- design and implement verification trial appropriate to the plant/equipment, theoretical analysis and required data
- undertake theoretical/mathematical and practical analysis of the process
- recommended changes that are justified based on the comparison of trial and theoretical data
- calculate equipment and component performance from the design specification
- determine equipment and design performance from practical trials
- determine the 'limiting component' in the performance of an item of equipment or a process
- determine possible performance of an item of equipment/process if practical improvements were made to the 'limiting item'

predict interactions between materials, equipment and process and their impacts on performance.

Knowledge Evidence

Evidence must be provided that demonstrates sufficient knowledge to interact with relevant personnel and be able to analyse equipment performance, including knowledge of:

- methods of identifying and calculating theoretical performance
- ways of trialling, trial design and implementation
- methods of data analysis to determine trial outcomes
- methods of interpreting information deduced from trial data
- all items on a schematic (e.g. piping and instrumentation diagrams (P&IDs) and process flow diagrams (PFDs) of the system and the function and principles of operation of each
- systems operating parameters
- system integrity limits
- process control philosophies and strategies
- process parameters and limits
- product specifications and tolerances
- principles of operation of plant/equipment
- science (e.g. physics, chemistry and biochemistry) relevant to process and materials

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- organisation procedures
- duty of care obligations
- hierarchy of control.

Assessment Conditions

- The unit should be assessed holistically and the judgement of competence based on a holistic assessment of the evidence.
- The collection of performance evidence is best done from a report and/or folio of evidence drawn from:
  - a single project which provides sufficient evidence of the requirements of all the elements and performance criteria
  - multiple smaller projects which together provide sufficient evidence of the requirements of all the elements and performance criteria.
- A third-party report, or similar, may be needed to testify to the work done by the individual, particularly when the project has been done as part of a project team.
- Assessment should use a real project in an operational workplace. Where this is not possible or practical, assessment must occur using a sufficiently rigorous simulated environment reflecting realistic operational workplace conditions. This must cover all aspects of workplace performance, including environment, task skills, task management skills, contingency management skills and job role environment skills.
- Simulation may be used for part only of this unit.
- Knowledge evidence may be collected concurrently with performance evidence or through an independent process, such as workbooks, written assessments or interviews (provided a record is kept).
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.
- Conditions for assessment must include access to all tools, equipment, materials and documentation required, including relevant workplace procedures, product and manufacturing specifications associated with this unit.
- The regulatory framework will be reflected in workplace policies and procedures and is not required to be independently assessed.
- Foundation skills are integral to competent performance of the unit and should not be assessed separately.
- Assessors must satisfy the assessor competency requirements that are in place at the time of the assessment as set by the VET regulator.
- In addition, the assessor or anyone acting in subject matter expert role in assessment must demonstrate both technical competency and currency. If the assessor cannot demonstrate technical competency and currency they must assess with a subject matter expert who does meet these requirements.
- Technical competence can be demonstrated through one or more of:
  - relevant VET or other qualification/Statement of Attainment
  - appropriate workplace experience undertaking the type of work being assessed under routine and non-routine conditions

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    - appropriate workplace experience supervising/evaluating the type of work being assessed under routine and non-routine conditions
- Currency can be demonstrated through one or more of:
    - being currently employed undertaking the type of work being assessed
    - being employed by the organisation undertaking the type of work being assessed and having maintained currency in accordance with that organisation's policies and procedures
    - having consulted/had contact with an organisation undertaking the type of work being assessed within the last twelve months, the consultation/contact being related to assessment
    - conducting on-the-job training/assessments of the type of work being assessed
    - being an active member of a relevant professional body and participating in activities relevant to the assessment of this type of work.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=9fc2cf53-e570-4e9f-ad6a-b228ffdb6875

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PMAWHS310 Investigate incidents

Modification History

Release 1. Supersedes and is equivalent to PMAOHS310B Investigate incidents

Application

This unit of competency covers the skills and knowledge required to investigate incidents in the workplace. These incidents can vary from large to small, completely internal or partially externally coordinated. They include all types of incidents and emergencies (e.g. process, work health and safety (WHS), and environmental).

An incident is an event which causes, or could have caused, injury or illness; damage to plant, material or the environment; disruption to production or public alarm.

An incident is an unintended event, or an unintended consequence of an intended event, such as:

- fire and explosion
- loss of containment
- excursions above/below acceptable limits for emissions or plant conditions
- excursions above occupational hygiene or biological exposure limits
- non-compliance with regulatory requirements
- security breaches
- failure to follow procedures
- complaints
- vehicle incidents
- on/off-site incidents.

This unit of competency applies to operators who are required to secure the incident site, identify and examine a range of evidence to determine likely cause of incident, record evidence and analyse results to identify improvements to procedures/processes.

This unit of competency applies to experienced operators, technicians, supervisors, and those in similar roles who undertake internal investigations of minor incidents and/or who assist in external investigations of more major incidents.

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The exact definition of the scope of responsibility will depend on company policy, as will the level of the person undertaking these investigations. These investigations will be in accordance with company procedures for such investigations which will be consistent with any relevant regulations.

This unit of competency applies to an individual working alone or as part of a team or group and working in liaison with other shift team members.

This unit of competency applies to all work environments and sectors within the industry.

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

Pre-requisite Unit

Nil

Competency Field

Work health and safety

Unit Sector

Elements and Performance Criteria

Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Review incident**	1.1	Undertake site inspections of incident scene
		1.2	Communicate with relevant personnel regarding specific aspects of the incident
		1.3	Monitor corrective action procedures
		1.4	Communicate changes to the situation to appropriate personnel
2	**Record investigation**	2.1	Establish and secure boundaries of the incident scene to prevent contamination of prospective evidence/exhibits.

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	process and results	2.2	Identify and interview persons relevant to the incident
		2.3	Identify and record evidence/exhibits at the scene prior to examination to ensure continuity
		2.4	Assess relevant information, documentation and evidence/exhibits
		2.5	Determine point of origin and most likely cause of incident
		2.6	Determine risk factors affecting the incident
		2.7	Identify and analyse a range of other possible causes
		2.8	Identify and utilise support services to investigate the incident scene
		2.9	Process, record and communicate information/evidence/exhibits, forms and documents to appropriate personnel following enterprise policies and procedures
3	**Make suggestions to improve incident handling and prevention**	3.1	Identify and assess tactical factors and resulting priorities occurring during the incident
		3.2	Formulate appropriate suggestions to improve handling of similar incidents based upon information available
		3.3	Identify incident cause and make recommendations to prevent a recurrence

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

This field allows for different work environments and conditions that may affect performance.

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Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Regulatory framework

The latest version of all legislation, regulations, industry codes of practice and Australian/international standards, or the version specified by the local regulatory authority, must be used, and include one or more of the following:

- legislative requirements, including work health and safety (WHS)
- industry codes of practice and guidelines
- environmental regulations and guidelines
- Australian and other standards
- licence and certification requirements

All operations to which this unit applies are subject to stringent health, safety and environment (HSE) requirements, which may be imposed through state/territory or federal legislation, and these must not be compromised at any time. Where there is an apparent conflict between performance criteria and HSE requirements, the HSE requirements take precedence.

Procedures

All operations must be performed in accordance with relevant procedures.

Procedures are written, verbal, visual, computer-based or in some other form, include one or more of the following:

- job safety analysis (JSA) methods
- risk analysis/risk management procedures
- environmental risk/environmental management procedures
- personal protective equipment (PPE) and procedures
- emergency, fire and accident procedures
- hazard policies and procedures
- emergency procedures
- work instructions
- standard operating procedures SOPs)
- safe work method statements (SWMS)
- formulas/recipes
- batch sheets
- temporary instructions
- any similar instructions provided for the smooth running of the plant

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Hazards and risks

Hazards and risk factors must be analysed in order to identify possible and likely causes of incidents.

Identifying hazards requires consideration of one or more of the following:

- hazards remaining from the original cause of the incident
- hazards arising from conducting an incident investigation
- hazards arising from working in conjunction with incident response personnel.

Identifying risks requires consideration of specific hazards, including the following:

- what level of harm can occur
- how harm can occur (various chains of events that could result in harm from the hazard)
- the likelihood that harm will occur

Evidence gained

Evidence gained as a result of investigations include one or more of the following:

- video tapes
- audio tapes
- drawings
- photographs
- plans
- manifests
- relevant documents
- records of interview
- personal notes
- physical evidence/materials
- debris
- soil

Support services

Support services include one or more of the following:

- pathologists
- forensic investigators
- coroner
- government medical officers
- interpreters
- technical services

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- legal officers
- undertakers
- forensic accountants
- information technology consultants
- document examiners
- handwriting experts
- financial organisations
- external law enforcement agencies

Interview strategies

The purpose of the interview is to establish what happened, not who is to blame. Interviews must be planned and require consideration of the following:

- location
- timing
- method (direct questioning and empathetic questioning)
- strategies for developing rapport
- who is being interviewed
- legal and policy requirements that might apply
- exclusion of leading questions
- avoidance of cross-examination

Legal and policy requirements might apply according to the status of the person being interviewed. Requirements include one or more of the following:

- the presence of a solicitor, independent person, family member or interpreter
- special consideration that applies because of disability, child, parent, age, gender, ethnicity and race

Post-investigation documentation

Post-investigation documentation include one or more of the following:

- statements
- proformas
- photographs
- tape/video recordings

Relevant personnel

The relevant personnel for incident investigation referrals will depend on the type of information being conveyed and the enterprise policies and procedures. Typically they will include one or more of the

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following:

- employer
- personnel directly involved in responding to the incident, including:
  - first response personnel
  - emergency response team members
  - emergency team leader
  - first aid officers
- other personnel with emergency team leader responsibilities

Unit Mapping Information

Release 1. Supersedes and is equivalent to PMAOHS310B Investigate incidents

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=9fc2cf53-e570-4e9f-ad6a-b228ffdb6875

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Assessment Requirements for PMAWHS310 Investigate incidents

Modification History

Release 1. Supersedes and is equivalent to PMAOHS310B Investigate incidents

Performance Evidence

- Evidence required to demonstrate competence in this unit must be relevant to and satisfy the requirements of the elements and performance criteria, and include the ability to:
- recognise and analyse potential situations requiring action and implement corrective action
- secure incident site and collect and preserve evidence and records in accordance with legislative requirements
- analyse information and evidence to determine:
  - possible and likely causes of incident
  - improvements to emergency procedures
- plan and undertake interviews using appropriate communication (listening and questioning) and negotiation techniques
- demonstrate ethical behaviour and cultural awareness in undertaking investigation
- identify and liaise with specialists and support services
- complete forms and records

read and interpret procedures, reports, evidence and statements.

Knowledge Evidence

Evidence must be provided that demonstrates knowledge of:

- organisational procedures, including those covering:
  - safety, hazards and hazard control
  - incident, fire and accident reporting and investigation
  - environmental protection
  - risk assessment/risk management
  - record keeping
- hazards that may arise in the job/work environment, and:
  - their possible causes
  - potential consequences
  - risks
  - appropriate risk controls
- factors affecting incident initiation and development for predictable incident types for that plant
- scope and limitations of own role and responsibilities

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- appropriate personnel for referral and reporting.

Assessment Conditions

- The unit should be assessed holistically and the judgement of competence based on a holistic assessment of the evidence.
- The collection of performance evidence:
  - should occur in an operational environment while conducting an incident investigation
  - will typically include a supervisor/third-party report focusing on consistent performance and problem recognition and solving. A supervisor/third-party report must be prepared by someone who has a direct, relevant, current relationship with the person being assessed and who is in a position to form a judgement on workplace performance relevant to the unit of competency
  - must include an incident investigation using appropriate tools, equipment and safety gear
  - may use industry-based simulation for all or part of the unit particularly where, lack of opportunity is an issue. If simulation is the major source of evidence, then the simulation must replicate or enhance the situation of a real investigation.
- Assessment should occur in operational workplace situations. Where this is not possible or where personal safety or environmental damage are limiting factors assessment must occur in a sufficiently rigorous simulated environment reflecting realistic operational workplace conditions. This must cover all aspects of workplace performance, including environment, task skills, task management skills, contingency management skills and job role environment skills.
- Assessment in a simulated environment should use evidence collected from one or more of:
  - demonstration of skills
  - industry-based case studies/scenarios
  - ‘what ifs’.
- Knowledge evidence may be collected concurrently with performance evidence (provided a record is kept) or through an independent process, such as workbooks, written assessments or interviews (provided a record is kept).
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.
- Conditions for assessment must include access to all tools, equipment, materials and documentation required, including relevant workplace procedures, product and manufacturing specifications associated with this unit.
- The regulatory framework will be reflected in workplace policies and procedures and is not required to be independently assessed.
- Foundation skills are integral to competent performance of the unit and should not be assessed separately.
- Assessors must satisfy the assessor competency requirements that are in place at the time of the assessment as set by the VET regulator.

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- In addition, the assessor or anyone acting in subject matter expert role in assessment must demonstrate both technical competency and currency. If the assessor cannot demonstrate technical competency and currency they must assess with a subject matter expert who does meet these requirements.
- Technical competence can be demonstrated through one or more of:
  - relevant VET or other qualification/Statement of Attainment
  - appropriate workplace experience undertaking the type of work being assessed under routine and non-routine conditions
  - appropriate workplace experience supervising/evaluating the type of work being assessed under routine and non-routine conditions
- Currency can be demonstrated through one or more of:
  - being currently employed undertaking the type of work being assessed
  - being employed by the organisation undertaking the type of work being assessed and having maintained currency in accordance with that organisation's policies and procedures
  - having consulted/had contact with an organisation undertaking the type of work being assessed within the last twelve months, the consultation/contact being related to assessment
  - conducting on-the-job training/assessments of the type of work being assessed
  - being an active member of a relevant professional body and participating in activities relevant to the assessment of this type of work.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=9fc2cf53-e570-4e9f-ad6a-b228ffdb6875

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POLFOR024 Detect, record and collect forensic evidence

Modification History

Release	Comments
1	This unit was released in POL Police Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to PUAPOLFC003B Detect, record and collect physical evidence. • Content and formatting updated to comply with new standards • Unit recoded POL • Title updated • Elements 1 and 2 all PC revised • PC 3.1 and 3.2 revised

Application

This unit describes the skills required to detect, record and collect forensic evidence in order to maximise the potential evidentiary value of exhibits. This may be applied in the field at incident/crime scenes or in a laboratory.

This unit applies to those working as police staff involved in forensic examination.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to, particularly those related to work health and safety (WHS).

Those undertaking this role would work autonomously while remaining responsible for reporting to senior staff. They would demonstrate adaptability across a broad range of contexts while performing a range of complex tasks.

No licensing, legislative or certification requirements apply to unit at the time of publication.

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Competency Field

Forensics

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Detect physical evidence	1.1 Apply search methods, observation techniques and technical methods to detect forensic evidence. 1.2 Apply screening techniques to assist in locating forensic evidence. 1.3 Assess forensic evidence to identify potential contamination or loss. 1.4 Preserve forensic evidence to maximise evidentiary value. 1.5 Assess evidence to determine suitability for recording and collection.
2. Record physical evidence	2.1 Identify recording methods to document forensic evidence and scene. 2.2 Apply enhancement techniques to assist in recording forensic evidence. 2.3 Document details of scene and evidence using note-taking techniques. 2.4 Sketch scene and physical evidence for recording purposes. 2.5 Photograph details of scene and evidence for recording purposes. 2.6 Select markers and scales to accurately represent characteristics and information of the scene.
3. Collect physical evidence	3.1 Apply swab, lifting and hand picking techniques to gather evidence and reference samples. 3.2 Gather impression evidence using photography, casting and lifting techniques. 3.3 Gather exhibits for further forensic examination.
4. Package forensic evidence	4.1 Select packaging technique to prevent degradation or contamination. 4.2 Label items to ensure easy identification. 4.3 Seal items to maintain integrity and prevent contamination. 4.4 Assess items to determine if aeration is required. 4.5 Store items to maintain integrity and continuity and to prevent degradation.

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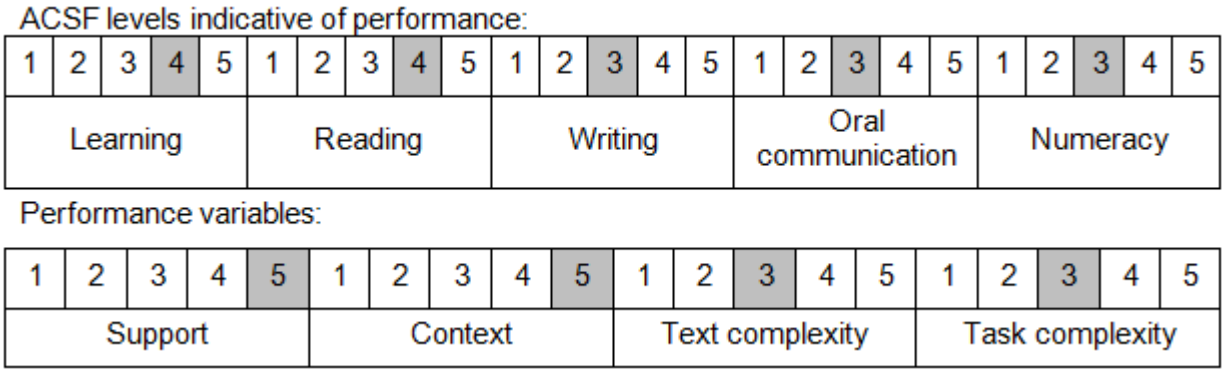
	4.6 Record details of evidence to enter into case notes and/or exhibit register and to maintain continuity.

Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.



Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

Unit Mapping Information

This unit supersedes and is equivalent to PUAPOLFC003B Detect, record and collect physical evidence.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=98c3984e-2cf1-48a8-8ed1-85e4b92e7351

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Assessment Requirements for POLFOR024 Detect, record and collect forensic evidence

Modification History

Release	Comments
1	These Assessment Requirements were released in POL Police Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- detecting forensic evidence using search methods, observation techniques, technical methods and screening techniques
- identifying collection, recording, and packaging requirements in accordance with evidence type
- recording details of scene and physical evidence using notes, sketches and photographs
- collecting, packaging and preserving different evidence types
- handling exhibits to preserve continuity of evidence
- maintaining records of forensic evidence using jurisdictional information management systems

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- jurisdictional legislation, policies and procedures relating to forensic examination, workplace health and safety, quality systems, exhibit handling, and intimate samples and authorisations
- potential risks associated with a range of field and laboratory activities
- techniques for the recording, collection, packaging and preserving of evidence
- application and potential limitation of forensic examination techniques
- role and function of other forensic disciplines in the recording, collection and preservation of forensic evidence

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Assessment Conditions

This unit contains no specific industry-mandated assessment conditions. Guidance on suggested and recommended conditions and methods can be found in the Implementation Guide.

Consideration must be given to practical assessment for this unit. Refer to advice in the companion volumes.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=98c3984e-2cf1-48a8-8ed1-85e4b92e7351

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=98c3984e-2cf1-48a8-8ed1-85e4b92e7351

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PSPETH002 Uphold and support the values and principles of public service

Modification History

Release	Comments
1	This unit was released in PSP Public Sector Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to PSPETHC401A Uphold and support the values and principles of public service. • Unit code updated • Content and formatting updated to comply with new standards • All PC transitioned from passive to active voice

Application

This unit describes the skills required to contribute to an ethical workplace and participate in ethical decision making.

This unit applies to those working in public sector roles but may be applied to anyone working in a similar organisational context.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would generally work independently and as part of a team, where they may have some supervisory responsibilities. They would perform complex tasks in a range of familiar contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

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Competency Field

Ethics

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Contribute to an ethical workplace	1.1 Access, interpret and apply information on ethical values. 1.2 Discuss and confirm application of ethical values and principle with senior management and colleagues to ensure common understanding and application. 1.3 Assist others to access and use public sector ethics legislation and guidelines to ensure compliance with requirements. 1.4 Explain the differences between ethics and personal beliefs to others to encourage understanding and compliance with the principles of procedural fairness. 1.5 Identify and discuss with work colleagues hypothetical work practices that would constitute unethical conduct including strategies to avoid or deal with them.
2. Participate in ethical decision-making	2.1 Identify real and potential ethical problems, and the decision-making processes used to resolve or refer them. 2.2 Monitor and access information to ensure currency in ethical knowledge. 2.3 Develop judgment through involvement in workplace discussions or ongoing professional development related to ethical standards and practices. 2.4 Support staff to contribute to ethical discussions and problem-solving. 2.5 Use processes for preventing and reporting unethical conduct and assist others in their application.

Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

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ACSF levels indicative of performance :

1	2	3	**4**	5	1	2	3	**4**	5	1	2	3	**4**	5	1	2	3	**4**	5	1	2	3	4	5
Learning					Reading					Writing					Oral communication					Numeracy NA					

Performance variables:

1	2	**3**	4	5	1	2	3	**4**	5	1	2	3	**4**	5	1	2	3	**4**	5
Support					Context					Text complexity					Task complexity				

Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

Unit Mapping Information

This unit supersedes and is equivalent to PSPETHC401A Uphold and support the values and principles of public service.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

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Assessment Requirements for PSPETH002 Uphold and support the values and principles of public service

Modification History

Release	Comments
1	These Assessment Requirements were released in PSP Public Sector Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. The candidate must demonstrate evidence of performance of the following on at least one occasion:

- accessing legislation and codes of ethics electronically or in hard copy
- applying objective and impartial evaluation of ethical problems
- preparing written reports that contain information that is impartial, substantiated, accurate and complete
- adjusting communication methods to suit different audiences

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- the nature of public sector ethics and ethical values as opposed to personal beliefs/value systems
- fundamental ethical principles including at least one of:
  - natural justice
  - procedural fairness
  - respect for persons
  - responsible care
- equal employment opportunity, equity and diversity principles
- procedures and protocols for reporting unethical conduct

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Assessment Conditions

This unit contains no specific industry-mandated assessment conditions. Guidance on suggested and recommended conditions and methods can be found in the Implementation Guide.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

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PSPGEN001 Work in a public sector environment

Modification History

Release	Comments
1	This unit was released in PSP Public Sector Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to PSPGOV201B Work in a public sector environment. • Unit code updated • Content and formatting updated to comply with new standards • All PC transitioned from passive to active voice

Application

This unit describes the skills required to work as a trainee or new employee in the public sector. It includes accessing and using legislation, guidelines and organisational information, working with a diverse range of people and investigating career options.

This unit applies to those commencing work in generalist or specialist roles across the public sector.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work as part of a team under supervision, performing routine tasks in familiar contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Competency Field

General

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Access and use legislation and guidelines	1.1 Access the range of legislation and guidelines common to employment in a public sector organisation. 1.2 Identify the key principles contained in the legislation and guidelines. 1.3 Clarify information in order to confirm own understanding. 1.4 Apply the principles contained in legislation and guidelines to individual workplace practice.
2. Access and use organisational information	2.1 Identify the staffing and organisational structure. 2.2 Identify and clarify procedures for dealing with staff at all levels of the organisation. 2.3 Identify procedures for dealing with clients. 2.4 Identify sources of assistance and types of assistance available from each source.
3. Work with diversity	3.1 Demonstrate appreciation of the differences between colleagues through workplace behaviour. 3.2 Use effective communication styles to take account of workplace diversity and reflect the principles of emotional intelligence. 3.3 Make contribution to the workgroup to utilise personal strengths and take any opportunities provided to develop new competencies. 3.4 Meet the requirements of multicultural awareness and anti discrimination legislation.
4. Investigate career options	4.1 Identify personal working and learning styles, values and attitudes and weigh against the requirements of current and potential work opportunities. 4.2 Identify and prioritise personal work goals. 4.3 Seek advice on future work/career options. 4.4 Identify a range of possible career paths and undertake initial planning to map out broad competency areas and experiences required to pursue them. 4.5 Plan personal development to prepare for career options. 4.6 Seek and access learning opportunities in line with personal work goals.

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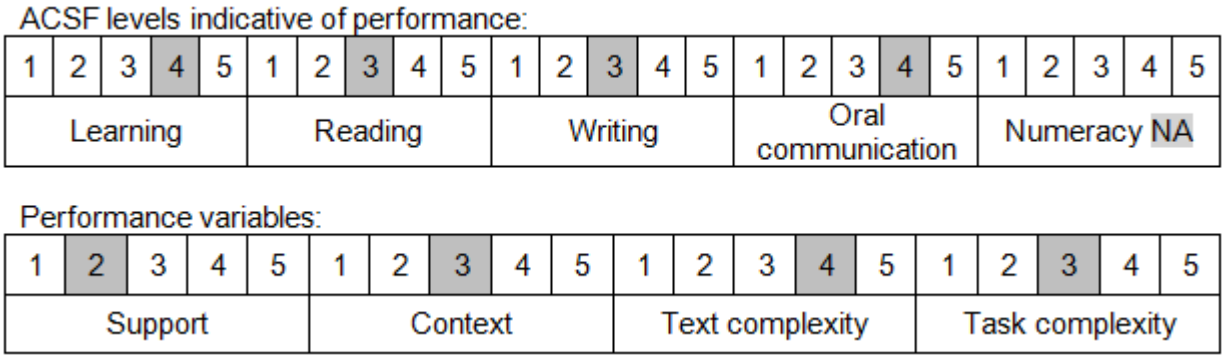
Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.



Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

Unit Mapping Information

This unit supersedes and is equivalent to PSPGOV201B Work in a public sector environment.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

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Assessment Requirements for PSPGEN001 Work in a public sector environment

Modification History

Release	Comments
1	These Assessment Requirements were released in PSP Public Sector Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- accessing and identifying information
- scanning techniques to locate main ideas
- reading written materials, including manuals and codes of practice
- using interpersonal communication including negotiating strategies to clarify understanding
- recognising own and others' emotions in the workplace

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- public sector legislation, regulations and guidelines
- organisation guidelines and procedures
- principles of cultural awareness, workplace diversity and emotional intelligence and their application in the workplace
- codes of conduct
- principles of personal career planning

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Assessment Conditions

This unit contains no specific industry-mandated assessment conditions. Guidance on suggested and recommended conditions and methods can be found in the Implementation Guide.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

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PSPGEN003 Deliver a service to clients

Modification History

Release	Comments
1	This unit was released in PSP Public Sector Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to PSPGOV203B Deliver a service to clients. • Unit code updated • Content and formatting updated to comply with new standards • All PC transitioned from passive to active voice

Application

This unit describes the skills required to provide service to clients within a prescribed framework. It includes matching client service to needs and delivering client service.

This unit applies to those working as generalist or specialist public sector workers but may be applied to other similar roles.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work under supervision and in a team environment while performing routine tasks in mostly familiar contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Competency Field

General

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Match service to client needs	1.1 Access and obtain information on the client base. 1.2 Use information on the client base and its needs to match services to clients. 1.3 Identify particular needs of clients to enable targeted service delivery. 1.4 Match requests from clients to the appropriate service from a defined range of options. 1.5 Report problems in matching service delivery to clients to supervisor.
2. Deliver client service	2.1 Provide client service that meets client needs within the limitations of resources. 2.2 Respond to client enquiries promptly and in accordance with accepted practice and standards of the organisation. 2.3 Tailor service and communication techniques to the specific needs of clients. 2.4 Deal with complaints from clients and difficult situations. 2.5 Maintain client confidentiality as part of service delivery where required. 2.6 Collect data to assist in evaluating whether client needs have been met.

Foundation Skills

Foundation skills are embedded within the elements and performance criteria of this unit.

Unit Mapping Information

This unit supersedes and is equivalent to PSPGOV203B Deliver a service to clients.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

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Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

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Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

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Assessment Requirements for PSPGEN003 Deliver a service to clients

Modification History

Release	Comments
1	These Assessment Requirements were released in PSP Public Sector Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- communicating with a diverse range of internal and external clients including negotiating, explaining and clarifying
- solving problems
- tailoring delivery to meet specific client needs

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- public sector policies, procedures and guidelines related to client service delivery
- current practice in client service delivery in the public sector
- organisational client service charter, standards and procedures
- limitations of resources for service delivery
- public sector legislation, including work health and safety and environment in the context of client service delivery

Assessment Conditions

This unit contains no specific industry-mandated assessment conditions. Guidance on suggested and recommended conditions and methods can be found in the Implementation Guide.

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Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

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PSPGEN007 Use technology in the workplace

Modification History

Release	Comments
1	This unit was released in PSP Public Sector Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to PSPGOV207B Use technology in the workplace. • Unit code updated • Content and formatting updated to comply with new standards • All PC transitioned from passive to active voice

Application

This unit describes the skills required to perform various applications of technology and their use to achieve work outcomes. It includes selecting, using and maintaining technology.

This unit applies to those working in generalist or specialist roles within the public sector.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work in teams or autonomously, performing routine tasks in a familiar context.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Competency Field

General

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Select and use technology	1.1 Assess the technology requirements of tasks and select technology and/or software applications in accordance with task requirements and available workplace resources. 1.2 Adjust work area and use furniture and equipment in accordance with ergonomic requirements. 1.3 Use manuals, training booklets, online or telephone assistance or help desks to overcome basic difficulties with technology, and refer more complex problems for assistance. 1.4 Secure technology and data.
2. Maintain technology	2.1 Carry out and/or arrange routine maintenance to ensure that technology is maintained in accordance with manufacturers' instructions. 2.2 Correct or report equipment faults in accordance with manufacturers' instructions and service agreements. 2.3 Replace technology consumables as they are used in accordance with manufacturers' instructions. 2.4 Use technology and dispose of used consumables in accordance with government and organisational environmental policies.

Foundation Skills

Foundation skills are embedded within the elements and performance criteria of this unit.

Unit Mapping Information

This unit supersedes and is equivalent to PSPGOV207B Use technology in the workplace.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

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Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

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Assessment Requirements for PSPGEN007 Use technology in the workplace

Modification History

Release	Comments
1	These Assessment Requirements were released in PSP Public Sector Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- planning technology use
- identifying work requirements and selecting the equipment and software application of best fit in terms of timeliness, cost effectiveness and occupational health and safety conditions
- using a keyboard
- using communication to request advice, receive feedback and work with others
- applying problem solving in relation to routine problems
- following manufacturers' instructions

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- legislation, procedures and guidelines relating to the use of technology in the workplace
- work health and safety procedures and regulations
- logon, backup, virus protection and shutdown procedures for computer equipment
- basic technical terminology in relation to reading manuals and help files
- methods of detecting faults in and solving problems with business technology

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Assessment Conditions

This unit contains no specific industry-mandated assessment conditions. Guidance on suggested and recommended conditions and methods can be found in the Implementation Guide.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

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PSPGEN009 Work effectively in the organisation

Modification History

Release	Comments
1	This unit was released in PSP Public Sector Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to PSPGOV301B Work effectively in the organisation. • Unit code updated • Content and formatting updated to comply with new standards • All PC transitioned from passive to active voice

Application

This unit describes the skills required to work effectively in a public sector organisation with a focus on self-management. It includes evaluating and developing your own expertise, identifying career options, working within the organisational structure and culture, and managing your own work.

This unit applies to those working in generalist and specialist roles within the public sector.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work in teams or autonomously, performing routine tasks in familiar contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Competency Field

General

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Evaluate and develop own expertise	1.1 Make self-assessment of work-related competencies by reflecting on own workplace experience and training, and from monitoring feedback on performance in the workplace. 1.2 Undertake research to identify possible careers and compare the requirements of these careers with current skill base and development opportunities available within the organisation and across the public sector. 1.3 Identify areas requiring competency development by comparing current competencies with the competency requirements of current or anticipated duties. 1.4 Set personal learning goals and monitor progress towards them. 1.5 Identify and access potential competency recognition or development opportunities. 1.6 Maintain records of competency development and convey work-related competencies and experience to relevant people as required.
2. Work within the organisational structure and context	2.1 Develop and use a comprehensive knowledge of the organisation's structure and function. 2.2 Develop and use an understanding of the organisation's context. 2.3 Identify the work unit's position in the organisational structure, examine its relationship with other organisational work units and determine any protocols, difficulties or special requirements. 2.4 Identify and confirm the contribution of the work role and the work unit to the organisation's vision, goals and outcomes. 2.5 Undertake work in a manner that has regard for the workgroup position and the organisation's structure, functioning, culture and vision.
3. Manage own work	3.1 Identify, clarify and prioritise individual work goals. 3.2 Identify and manage risks to the achievement of personal work outcomes in accordance with organisational risk management requirements. 3.3 Select work strategies with regard to applicable work parameters. 3.4 Monitor progress with work against set goals, strategies and outcomes. 3.5 Achieve work goals and revise work plans to attend to ongoing or new responsibilities.

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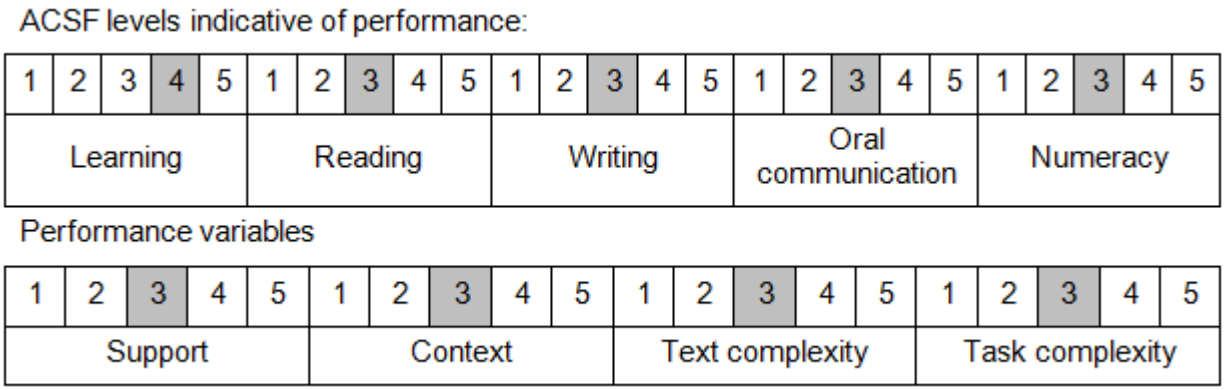
Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.



Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

Unit Mapping Information

This unit supersedes and is equivalent to PSPGOV301B Work effectively in the organisation.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

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Assessment Requirements for PSPGEN009 Work effectively in the organisation

Modification History

Release	Comments
1	These Assessment Requirements were released in PSP Public Sector Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- undertaking self-reflection
- communicating with diverse audiences including discussion of competency recognition or development needs
- presenting/reporting information to others
- writing including work plans, curriculum vitae, records, reports, referrals
- reading and interpreting organisational materials
- planning and time management
- using numeracy skills to manage time and undertake mathematical tasks embedded in information or instructions

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- public sector legislation including work health and safety and environment, regulations, policies, procedures and guidelines relating to work in the public sector
- competency requirements of current duties
- principles of career planning/development and taking responsibility for own learning and development
- self-assessment techniques
- alternative work strategies

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- range of learning and development strategies
- the organisation's risk management procedures

Assessment Conditions

This unit contains no specific industry-mandated assessment conditions. Guidance on suggested and recommended conditions and methods can be found in the Implementation Guide.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

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PSPGEN011 Build and maintain internal networks

Modification History

Release	Comments
1	This unit was released in PSP Public Sector Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to PSPGOV303B Build and maintain internal networks. • Unit code updated • Content and formatting updated to comply with new standards • All PC transitioned from passive to active voice

Application

This unit describes the skills required to build and maintain internal networks. It includes identifying key internal stakeholders, building network links and participating in internal networks.

This unit applies to those working in a role where the exchange of information between workgroups depends on building and maintaining good internal networks.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit will be working independently where some support is available from a mentor, performing routine tasks in a familiar context.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Competency Field

General

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Identify key internal stakeholders	1.1 Identify key internal stakeholders and their needs, expectations and roles. 1.2 Identify organisational synergies of networking with key internal stakeholders.
2. Build network links with key internal stakeholders	2.1 Establish and use effective new network links between self and key internal stakeholders. 2.2 Identify and maintain existing effective links between key internal stakeholders and identify and initiate strategies to expand them. 2.3 Use networking strategies to maintain internal networks.
3. Participate in internal networks	3.1 Provide information to internal stakeholders to ensure an understanding of own role and to exchange information to increase workgroup effectiveness. 3.2 Obtain and assess internal stakeholder input and feedback and act upon if necessary. 3.3 Seek assistance to deal with any misunderstandings or conflict situations that arise within internal networks.

Foundation Skills

Foundation skills are embedded within the elements and performance criteria of this unit.

Unit Mapping Information

This unit supersedes and is equivalent to PSPGOV303B Build and maintain internal networks.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

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Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

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Assessment Requirements for PSPGEN011 Build and maintain internal networks

Modification History

Release	Comments
1	These Assessment Requirements were released in PSP Public Sector Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- applying legislation, regulations and policies relating to public sector environment
- using interpersonal and group communication, including negotiation and consultation, within diverse internal networks using formal and informal organisational channels
- identifying and obtaining assistance to resolve conflicts in a networking context

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- public sector legislation including work health and safety and environment, regulations, policies, procedures and guidelines relating to work in a public sector environment
- organisational structure and protocols
- principles of interpersonal, group, system and organisational communication
- principles of conflict resolution

Assessment Conditions

This unit contains no specific industry-mandated assessment conditions. Guidance on suggested and recommended conditions and methods can be found in the Implementation Guide.

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Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

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PSPGEN014 Organise workplace information

Modification History

Release	Comments
1	This unit was released in PSP Public Sector Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to PSPGOV307B Organise workplace information. • Unit code updated • Content and formatting updated to comply with the new standards • All PC transitioned from passive to active voice

Application

This unit describes the skills required to organise information in the workplace. It includes collecting, assessing, organising and disseminating information.

This unit applies to those working in an environment where they are required to manage information as part of their role.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit will be working as part of a team or independently where support is available for more complex situations. They will perform routine tasks in a range of familiar and unfamiliar contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Competency Field

General

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Collect and assess information	1.1 Gather and record information within specified timeframes. 1.2 Check information for accuracy. 1.3 Follow confidentiality and privacy procedures.
2. Organise and provide information	2.1 Store and organise information and materials. 2.2 Maintain accurate, up-to-date records in an approved organisational format. 2.3 Organise information following security procedures for access by relevant staff. 2.4 Sort, distribute and communicate incoming information and materials within the area of responsibility and within appropriate timeframes.

Foundation Skills

Foundation skills are embedded within the elements and performance criteria of this unit.

Unit Mapping Information

This unit supersedes and is equivalent to PSPGOV307B Organise workplace information.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

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Assessment Requirements for PSPGEN014 Organise workplace information

Modification History

Release	Comments
1	These Assessment Requirements were released in PSP Public Sector Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- establishing and maintaining filing systems
- applying computer technology to data storage, security, retrieval and presentation
- undertaking basic statistical and numerical manipulation
- problem-solving and referring problems if required

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- public sector legislation including work health and safety and environment
- policies, procedures and guidelines relating to information handling in the public sector, including confidentiality, privacy, security and freedom of information
- organisational information handling and storage procedures
- electronic and manual filing systems

Assessment Conditions

This unit contains no specific industry-mandated assessment conditions. Guidance on suggested and recommended conditions and methods can be found in the Implementation Guide.

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Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

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PSPGEN023 Deliver and monitor service to clients

Modification History

Release	Comments
1	This unit was released in PSP Public Sector Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to PSPGOV402B Deliver and monitor service to clients. • Unit code updated • Content and formatting updated to comply with the new standards • All PC transitioned from passive to active voice

Application

This unit describes the skills required to identify client needs, deliver a service, monitor through feedback and then review the service.

This unit applies to those working in public sector roles but may be applied to anyone working in a similar organisational context.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would be working under supervision, performing routine tasks in a range of familiar contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Competency Field

General

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Identify and define client needs	1.1 Identify services required by client, ensuring needs of clients are recognised and addressed. 1.2 Identify potential difficulties and address or refer for recommended action.
2. Deliver client service	2.1 Respond to client enquiries. 2.2 Tailor communication to the situation and the client's specific needs. 2.3 Negotiate or use conflict resolution techniques to resolve difficult situations, or refer where appropriate. 2.4 Undertake remedial actions for clients with specific needs or in potential areas of difficulty. 2.5 Use accountability measures, including the organisational client service charter, client service records, grievance procedures and/or external review.
3. Monitor and improve client service delivery	3.1 Monitor service delivery and use feedback to and from colleagues to improve personal service. 3.2 Convey changes in policies and procedures that impact upon client relations. 3.3 Seek advice and assistance where necessary, to deal with client service issues, meeting changing needs and achieving service potential.
4. Review client service	4.1 Monitor procedural aspects of service delivery and maintain records. 4.2 Seek client feedback and propose changes in response to feedback on service development and delivery. 4.3 Carry out modifications to client service within limits and area of responsibility.

Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

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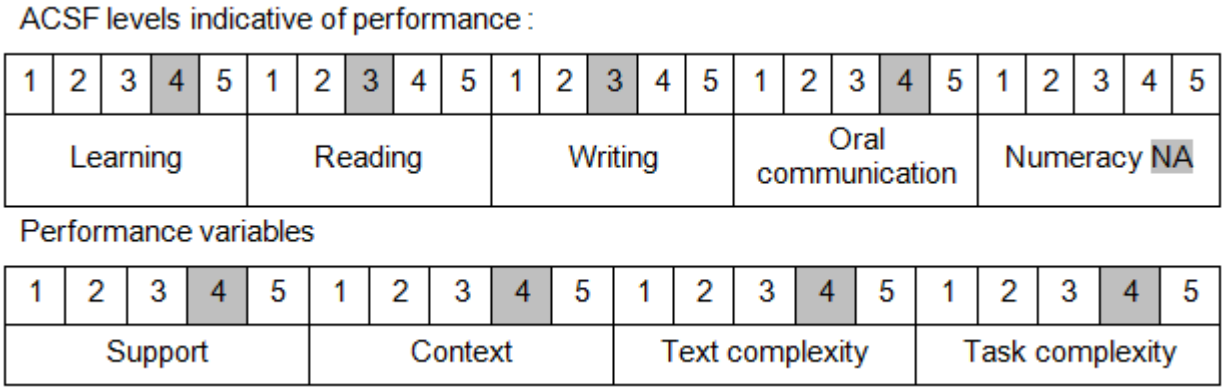

Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

Unit Mapping Information

This unit supersedes and is equivalent to PSPGOV402B Deliver and monitor service to clients.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

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Assessment Requirements for PSPGEN023 Deliver and monitor service to clients

Modification History

Release	Comments
1	These Assessment Requirements were released in PSP Public Sector Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- applying legislation, regulations and policies relating to client service
- using communication methods with a diverse range of clients including negotiation and problem solving
- using a variety of words and language structures to explain sometimes complex ideas to different audiences
- analysing feedback on client service delivery
- recommending improvements to client service delivery within organisational constraints

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- legislation, policies, procedures, standards and guidelines relating to client service
- principles of effective client service delivery
- client services provided by the organisation
- limitations of resources for service delivery

Assessment Conditions

This unit contains no specific industry-mandated assessment conditions. Guidance on suggested and recommended conditions and methods can be found in the Implementation Guide.

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Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

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PSPGEN024 Use resources to achieve work unit goals

Modification History

Release	Comments
1	This unit was released in PSP Public Sector Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to PSPGOV403B Use resources to achieve work unit goals. • Unit code updated • Content and formatting updated to comply with the new standards • All PC transitioned from passive to active voice

Application

This unit describes the skills required to organise available resources at a senior operative level to facilitate achievement of work unit objectives. It includes acquiring and applying available resources, monitoring and reporting on resource usage and maintaining resources.

This unit applies to those working in senior roles within the public sector.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work autonomously, supervising others performing complex tasks in a range of familiar contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Competency Field

General

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Acquire and apply available resources	1.1 Identify available resources and fill gaps in accordance with work unit plans. 1.2 Apply procedures that promote efficient, economical and effective allocation and distribution of resources. 1.3 Handle resources in accordance with established work practices and guidelines.
2. Monitor and report on resource usage	2.1 Monitor and report on trends in resource usage. 2.2 Maintain records of resource usage. 2.3 Operate relevant financial and resource management systems. 2.4 Identify resource shortfalls and make recommendations to address these.
3. Maintain resources	3.1 Maintain resources in accordance with manufacturers' guidelines and service contracts. 3.2 Organise maintenance of resources to facilitate work practices and outcomes. 3.3 Develop contingency plans to ensure operational continuity.

Foundation Skills

Foundation skills are embedded within the elements and performance criteria of this unit.

Unit Mapping Information

This unit supersedes and is equivalent to PSPGOV403B Use resources to achieve work unit goals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

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Assessment Requirements for PSPGEN024 Use resources to achieve work unit goals

Modification History

Release	Comments
1	These Assessment Requirements were released in PSP Public Sector Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- applying legislation, policy and guidelines relating to resource usage, storage and maintenance
- communicating with diverse people on resource related matters, including maintenance contractors, work unit members, managers
- monitoring outcomes

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- legislation including WHS and environment and sustainability, regulations, policies, procedures and guidelines relating to resource usage
- operational procedures for accessing, storing, maintaining and using resources
- security and fraud control guidelines
- stock handling procedures

Assessment Conditions

This unit contains no specific industry-mandated assessment conditions. Guidance on suggested and recommended conditions and methods can be found in the Implementation Guide.

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Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

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PSPGEN027 Gather and analyse information

Modification History

Release	Comments
1	This unit was released in PSP Public Sector Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to PSPGOV406B Gather and analyse information. • Unit code updated • Content and formatting updated to comply with the new standards • All PC transitioned from passive to active voice

Application

This unit describes the skills required to collect and analyse information to achieve work unit objectives and meet client needs. It includes identifying and collecting information, analysing and interpreting information, developing and applying workable solutions, presenting information and maintaining information.

This unit applies to those working in public sector roles but may be applied to anyone working in a similar organisational context.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work independently, performing complex tasks in a range of familiar contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

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Competency Field

General

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Identify and collect information	1.1 Identify nature, extent and purpose of required information. 1.2 Identify and access internal and external sources to produce required information. 1.3 Collect, organise, record and report information. 1.4 Organise information collected in a way that enables easy access and retrieval by other staff.
2. Analyse and interpret information	2.1 Evaluate information and its sources for relevance and validity to business and/or client requirements. 2.2 Analyse information as required to identify key issues. 2.3 Carry out detailed analysis of information as required using relevant techniques including mathematical calculations.
3. Develop and apply workable solutions	3.1 Develop workable solutions to business and/or client requirements. 3.2 Communicate or implement proposed solutions as required. 3.3 Report and present information in required medium using relevant technology.
4. Maintain information	4.1 Maintain information and records to ensure data and system integrity using a range of standard and complex information systems and operations. 4.2 Reconcile routine data and records as required. 4.3 Identify and correct inadequacies in system/s relating to information retrieval or reported to relevant staff as required.

Foundation Skills

Foundation skills are embedded within the elements and performance criteria of this unit.

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Unit Mapping Information

This unit supersedes and is equivalent to PSPGOV406B Gather and analyse information.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

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Assessment Requirements for PSPGEN027 Gather and analyse information

Modification History

Release	Comments
1	These Assessment Requirements were released in PSP Public Sector Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- accessing and using information ethically and legally
- using manual and computerised techniques for information management
- applying computer technology to data storage, security, retrieval and presentation
- using basic statistical and numerical manipulation
- using critical analysis techniques
- communicating with colleagues and supervisors
- presenting information in different ways
- using problem solving techniques and referring problems as required

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- public sector legislation including WHS and environment
- policies, procedures and guidelines relating to information handling in the public sector, including confidentiality, privacy, security, freedom of information
- data collection and management procedures
- organisational information handling and storage procedures
- cultural aspects of information and meaning
- sources of public sector work-related information
- economic, legal, security and social issues surrounding the use of information

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- public sector standards
- electronic and manual filing systems
- databases and data storage systems

Assessment Conditions

This unit contains no specific industry-mandated assessment conditions. Guidance on suggested and recommended conditions and methods can be found in the Implementation Guide.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

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PSPGEN033 Use advanced workplace communication strategies

Modification History

Release	Comments
1	This unit was released in PSP Public Sector Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to PSPGOV412A Use advanced workplace communication strategies. • Unit code updated • Content and formatting updated to comply with the new standards • All PC transitioned from passive to active voice

Application

This unit describes the skills required to use advanced workplace communication strategies. It includes dealing with complex enquiries and/or complaints, giving directions, managing meetings and giving presentations.

This unit applies to those working in public sector roles but may be applied to anyone working in a similar organisational context.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit will be working independently, with possible supervisory responsibilities, performing complex task in a range of familiar and unfamiliar contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Competency Field

General

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Deal with complex enquiries and/or complaints	1.1 Establish relationship with the client by displaying understanding towards client needs, and the nature of complaint and/or enquiry by listening, questioning and confirming. 1.2 Record complaint and/or enquiry, and verify with the client. 1.3 Obtain documentation to support complaint and/or enquiry if required. 1.4 Identify action available under organisational policies, and follow procedures to respond to and resolve complaint and/or enquiry. 1.5 Identify and refer complaints and/or enquiries that require other personnel or external organisations' input to resolve. 1.6 Advise client of action taken to resolve the complaint and/or enquiry and record.
2. Give directions	2.1 Give ethical, lawful and reasonable directions to others, and protect staff from reprisals for refusing directions to act unethically. 2.2 Give directions and confirm understanding of directions. 2.3 Resolve problems or refer if required. 2.4 Provide feedback on implementation.
3. Manage meetings	3.1 Clarify purpose of each meeting and develop the agenda in consultation with participants. 3.2 Select procedure for each meeting and style of facilitating. 3.3 Chair meetings in accordance with agreed conventions for the type of meeting and legal and ethical requirements. 3.4 Ensure meetings are focused on the objectives of the meeting and are time efficient. 3.5 Enable participation, discussion, problem solving and resolution of issues by all those present. 3.6 Summarise decisions and recommendations, check for accuracy and record as required.
4. Make presentations	4.1 Make presentations to a range of audiences. 4.2 Structure presentations logically and ensure they contain relevant information to meet the purpose of the presentation. 4.3 Create, organise and select supporting materials and presentation aids to enhance audience understanding of key concepts and ideas.

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	4.4 Choose presentation strategies to match the characteristics of the target audience, the location, the resources and the personnel needed. 4.5 Evaluate effectiveness of the presentation formally and informally for the purpose of continuously improving future presentations.

Foundation Skills

Foundation skills are embedded within the elements and performance criteria of this unit.

Unit Mapping Information

This unit supersedes and is equivalent to PSPGOV412A Use advanced workplace communication strategies.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

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Assessment Requirements for PSPGEN033 Use advanced workplace communication strategies

Modification History

Release	Comments
1	These Assessment Requirements were released in PSP Public Sector Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- speaking and listening relating to sustained and sometimes complex communication exchanges
- taking part in interpersonal exchanges of information, with a flexible use of register and strategies for interaction
- dealing with complaints, clarifying meaning, exploring issues and using problem solving or referral
- deriving meaning from sustained oral discussions
- using observation to read non-verbal cues, especially those relating to culture, ethnicity, emotional state
- using presentation software

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- public sector legislation including WHS and environment, regulations, policies, procedures and guidelines relating to workplace communication
- complaints procedures
- conflict resolution techniques
- knowledge of organisation processes and hierarchy
- official communication channels
- organisational protocols and etiquette for oral communication

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- meeting formats and facilitation/chairing requirements to suit
- presentation styles to suit different audiences

Assessment Conditions

This unit contains no specific industry-mandated assessment conditions. Guidance on suggested and recommended conditions and methods can be found in the Implementation Guide.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

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PSPGEN034 Compose complex workplace documents

Modification History

Release	Comments
1	This unit was released in PSP Public Sector Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to PSPGOV413A Compose complex workplace documents. • Unit code updated • Content and formatting updated to comply with the new standards • All PC transitioned from passive to active voice

Application

This unit describes the skills required to compose written complex workplace documents. It includes interpreting and evaluating workplace information and editing.

This unit applies to those working in generalist and specialist roles within the public sector.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work independently performing complex tasks in a range of contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Competency Field

General

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Interpret and evaluate workplace information	1.1 Seek information from inside and outside the organisation and analyse sources for reliability. 1.2 Distinguish cultural context of the information and use to aid in interpretation. 1.3 Analyse information for relevance to own work and seek assistance with interpretation of complex materials. 1.4 Identify assumed prior knowledge underpinning workplace information and gather additional information if necessary. 1.5 Advise implications of information to relevant personnel.
2. Compose complex written materials	2.1 Determine the purpose, objectives and format for the materials. 2.2 Seek, collate and assess information to inform the document. 2.3 Determine content, structure and sequencing of materials in line with the purpose and intended audience. 2.4 Consider options for inclusion. 2.5 Assess possible impact on the target audience and counter potential criticism where necessary. 2.6 Review composed material to confirm objectives, organisational and legislative requirements are met, and submit materials within required timeframes.
3. Edit written material	3.1 Confirm intent of the communication. 3.2 Check content and proofread for grammar, spelling and punctuation. 3.3 Assess communication in light of the needs of the intended audience. 3.4 Make recommendations for improvement if necessary and record. 3.5 Amend information if required, and submit for approval.

Foundation Skills

Foundation skills are embedded within the elements and performance criteria of this unit.

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Unit Mapping Information

This unit supersedes and is equivalent to PSPGOV413A Compose complex workplace documents.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

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Assessment Requirements for PSPGEN034 Compose complex workplace documents

Modification History

Release	Comments
1	These Assessment Requirements were released in PSP Public Sector Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- integrating information from a diverse number of sources in order to generate meaning
- writing and sequencing abstract concepts according to the required purpose of written material
- linking complex ideas in written material through selection and use of words, grammatical structures, headings and punctuation appropriate to the purpose

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- public sector legislation including WHS and environment
- regulations, policies, procedures and guidelines relating to written communication in the public sector, including privacy, freedom of information, information security, confidentiality and copyright
- principles of effective written communication at a high level of complexity
- differences in register/style between workplace communication for different purposes
- government style manual
- organisation protocols for complex written communication
- channels of communication and processes for obtaining advice and approvals
- organisational policy for recordkeeping – paper-based and electronic

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Assessment Conditions

This unit contains no specific industry-mandated assessment conditions. Guidance on suggested and recommended conditions and methods can be found in the Implementation Guide.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

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PSPGEN035 Provide workplace mentoring

Modification History

Release	Comments
1	This unit was released in PSP Public Sector Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to PSPGOV414A Provide workplace mentoring. • Unit code updated • Content and formatting updated to comply with the new standards • All PC transitioned from passive to active voice

Application

This unit describes the skills required to establish and develop a professional mentoring relationship. It includes establishing the need for mentoring, developing a mentoring plan, facilitating the mentoring relationship, terminating the mentoring arrangement, and evaluating the effectiveness of mentoring.

This unit applies to those working in generalist and specialist roles within the public sector.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work independently, performing complex tasks in a range of familiar and unfamiliar contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Competency Field

General

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Establish the need for mentoring	1.1 Identify purpose of the mentoring relationship. 1.2 Clarify expectations and goals of the mentoring relationship with the other party. 1.3 Identify and confirm skill sets that may be shared within the objectives of the mentoring relationship. 1.4 Negotiate and agree upon a mentoring agreement in accordance with the identified need, personal expectations and cultural or other considerations.
2. Develop a mentoring plan	2.1 Identify the scope and boundaries of the mentoring relationship. 2.2 Establish ground rules and negotiate realistic expectations. 2.3 Establish and maintain confidentiality of the relationship. 2.4 Manage the perceptions of others outside the mentoring relationship.
3. Facilitate mentoring relationship	3.1 Share personal experiences and knowledge with the person being mentored, in accordance with agreed objectives. 3.2 Support the person being mentored to develop skills in problem solving and decision making. 3.3 Use personal and professional networks to assist the person being mentored. 3.4 Assist the person being mentored to identify and access opportunities for development. 3.5 Use techniques for resolving differences without damaging the relationship, or seek assistance.
4. Monitor mentoring relationship	4.1 Provide planning assistance and guidance as requested. 4.2 Provide feedback on progress towards achieving the expectations and goals of the mentoring process. 4.3 Recognise and discuss changes in the mentoring relationship. 4.4 Negotiate and manage closure of the mentoring arrangement.
5. Evaluate effectiveness of mentoring	5.1 Establish and discuss benefits gained from the mentoring process. 5.2 Identify and report the benefits and outcomes of the mentoring arrangement for the organisation.

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Foundation Skills

Foundation skills are embedded within the elements and performance criteria of this unit.

Unit Mapping Information

This unit supersedes and is equivalent to PSPGOV414A Provide workplace mentoring.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

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Assessment Requirements for PSPGEN035 Provide workplace mentoring

Modification History

Release	Comments
1	These Assessment Requirements were released in PSP Public Sector Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- setting goals
- engaging in relationship building including trust, confidentiality and rapport building
- using communication strategies, including listening, questioning, giving and receiving feedback

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- public sector legislation including WHS and environment, regulations, policies, procedures and guidelines relating to the provision of workplace mentoring in the public sector
- cultural diversity related to mentoring
- codes of conduct
- codes of ethics
- learning styles
- mentoring methodologies and strategies
- acceptable behaviour in the mentoring relationship

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Assessment Conditions

This unit contains no specific industry-mandated assessment conditions. Guidance on suggested and recommended conditions and methods can be found in the Implementation Guide.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

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PSPGEN038 Identify and treat risks

Modification History

Release	Comments
1	This unit was released in PSP Public Sector Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to PSPGOV417A Identify and treat risks. • Unit code updated • Content and formatting updated to comply with the new standards • All PC transitioned from passive to active voice

Application

This unit describes the skills required to identify and treat risk using the organisation's risk management procedures and treatments. It applies to the risks inherent in all aspects of everyday work in the public sector as well as to specific functional activities and projects related to the particular mandate of the organisation. It includes establishing the risk context, analysing and evaluating risks and monitoring and reviewing the risk treatment plan.

This unit applies to those working in generalist or specialist roles within the public sector.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work independently, performing complex tasks in a range of familiar and unfamiliar contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Competency Field

General

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Establish the risk context	1.1 Establish the nature and extent of the work activity within the broader organisational context. 1.2 Identify and document outcomes to be achieved. 1.3 Analyse relationship between the activity and its environment and identify critical factors in the environment that may impact on the achievement of outcomes. 1.4 Identify and consult stakeholders to understand their opinions, concerns and needs. 1.5 Determine risk evaluation criteria for the activity.
2. Identify risks	2.1 Select method/s for identifying risks in accordance with risk management policy and procedures, budgetary and time constraints relative to the type of activity to be undertaken. 2.2 Identify and document sources of risk as required. 2.3 Identify and record risk events related to each source of risk. 2.4 Undertake consultation to ensure all possible risks are identified.
3. Analyse risks	3.1 Analyse and rate the probability of identified risks occurring and consequences. 3.2 Consider current control measures for any of the identified risks in the risk analysis, and analyse and include residual risks if necessary. 3.3 Determine levels of risk in accordance with risk matrix used by the organisation. 3.4 Consult as required to confirm risk levels, and document analysis.
4. Evaluate risks	4.1 Evaluate risks by comparing the level of risk with risk evaluation criteria established at the beginning of the risk management process. 4.2 Consider the importance of the activity, its outcomes and the degree of control over the risks. 4.3 Consider potential and actual losses which may arise from the risk. 4.4 Take into account benefits and opportunities presented by the risk. 4.5 Identify risks as acceptable or unacceptable in accordance with risk evaluation criteria, and obtain approval. 4.6 Prioritise unacceptable risks and document the reason/s for

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	acceptance of risks.
5. Treat risks	5.1 Determine options for treating risks. 5.2 Select the best treatment option and undertake a cost-benefit analysis. 5.3 Prepare, approve and communicate a risk treatment plan to those who will be involved in implementation. 5.4 Negotiate changes required to operational structure, procedures or staffing in order to implement risk treatments. 5.5 Organise resources and implement risk treatment plan.
6. Monitor and review risk treatment plan	6.1 Monitor changes in the organisational environment and factors impacting on the organisation for their impact on risks and existing risk treatments. 6.2 Monitor and adjust risk treatments for unacceptable risks as required. 6.3 Monitor acceptable risks to ensure these risk levels do not increase over time. 6.4 Consult and collect, analyse and use data relating to risks and risk treatments to improve risk management in own area of operation. 6.5 Review risk treatment plan in accordance with timetable for review of plan and updated as required. 6.6 Provide input into formal reviews of risk in the organisation to improve risk management outcomes.

Foundation Skills

Foundation skills are embedded within the elements and performance criteria of this unit.

Unit Mapping Information

This unit supersedes and is equivalent to PSPGOV417A Identify and treat risks.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

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Assessment Requirements for PSPGEN038 Identify and treat risks

Modification History

Release	Comments
1	These Assessment Requirements were released in PSP Public Sector Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- applying legislation, regulations and policies relating to risk management
- researching and analysing the wider context affecting the organisation
- communicating and consulting with a diverse range of stakeholders
- estimating and arranging resources needed for implementation of risk treatments

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- public sector legislation including WHS and environment, regulations, policies, procedures and guidelines relating to risk management
- AS/NZS ISO 31000:2009 risk management – principles and guidelines
- HB 436:2004 (guidelines to AS/NZS 4360:2004) Risk Management Guidelines Companion to AS/NZS 4360:2004
- the organisation's risk management framework
- the relationship of risk to context – how the context may define the risks
- the importance of consultation and communication at every stage of the risk management cycle
- risk management as a core activity of everyday work in the public sector
- the diversity of risks in the public sector

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Assessment Conditions

This unit contains no specific industry-mandated assessment conditions. Guidance on suggested and recommended conditions and methods can be found in the Implementation Guide.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

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PSPGEN039 Develop internal and external networks

Modification History

Release	Comments
1	This unit was released in PSP Public Sector Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to PSPGOV418A Develop internal and external networks. • Unit code updated • Content and formatting updated to comply with the new standards • All PC transitioned from passive to active voice

Application

This unit describes the skills required to develop and maintain effective workplace relationships and networks. It includes establishing and maintaining working relationships, and representing and promoting the organisation.

This unit applies to those working in generalist and specialist roles within the public sector.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work independently performing complex tasks in a range of familiar contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Competency Field

General

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Build and maintain networks	1.1 Identify networking opportunities and pursue to maximise a range of personal industry contacts. 1.2 Communicate information regarding new network opportunities to inform colleagues and managers of the potential benefits to the organisation of involvement. 1.3 Assess the level of usefulness of existing networks against current involvement, and make adjustments to improve or downgrade relationships. 1.4 Maintain participation in professional networks and associations to obtain and maintain personal knowledge and skills.
2. Establish and maintain working relationships	2.1 Use networking strategies to establish and maintain working relationships that promote benefits consistent with organisational objectives. 2.2 Gain and maintain trust and confidence of key stakeholders through high standards of ethical practice. 2.3 Use negotiation and collaborative problem solving to achieve positive outcomes when difficult situations arise. 2.4 Establish and maintain formal and informal communication channels to exchange information and ideas. 2.5 Incorporate networking into professional and organisational planning regimes to maximise its usefulness to the organisation.
3. Represent and promote the organisation	3.1 Represent and promote the organisation’s interests and requirements using a range of strategies tailored to diverse participants in the networks. 3.2 Provide information on organisational issues, policies and practices authorised for public presentation orally and in writing in accordance with network requirements. 3.3 Seek feedback from stakeholders to identify and develop ways to improve promotional activities within available resources.

Foundation Skills

Foundation skills are embedded within the elements and performance criteria of this unit.

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Unit Mapping Information

This unit supersedes and is equivalent to PSPGOV418A Develop internal and external networks.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

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Assessment Requirements for PSPGEN039 Develop internal and external networks

Modification History

Release	Comments
1	These Assessment Requirements were released in PSP Public Sector Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- demonstrating leadership to gain the trust and confidence of clients and colleagues
- using communication strategies, including giving and receiving feedback, reporting, maintaining effective relationships, and managing conflict
- using problem solving and negotiation to manage contingencies and achieve mutually acceptable outcomes
- reading and understanding a variety of texts
- preparing general information and papers according to target audiences
- proofreading and editing to ensure clarity of meaning and conformity to organisational requirements, checking for accuracy and consistency of information

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- public sector legislation including WHS and environment, regulations, policies, procedures and guidelines relating to the public sector environment
- organisational policies, plans and procedures
- principles and operations of networks
- principles of effective communication in relation to listening, questioning and non-verbal communication
- techniques for building relationships of trust including those with people from different cultures

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- techniques for facilitating mutually acceptable outcomes
- methods and techniques to prepare and present information to promote the organisation
- related organisations, agencies and networks

Assessment Conditions

This unit contains no specific industry-mandated assessment conditions. Guidance on suggested and recommended conditions and methods can be found in the Implementation Guide.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

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PSPGEN044 Develop client services

Modification History

Release	Comments
1	This unit was released in PSP Public Sector Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to PSPGOV502B Develop client services. • Unit code updated • Content and formatting updated to comply with the new standards • All PC transitioned from passive to active voice

Application

This unit describes the skills required to develop client services. It includes analysing client needs and reviewing, promoting and enhancing client service.

This unit applies to those working in generalist and specialist roles within the public sector.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work independently performing complex tasks in a range of familiar and unfamiliar contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Competency Field

General

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Analyse client needs	1.1 Gather information on the client group from a range of sources. 1.2 Use information on the client group to target service provision for clients. 1.3 Identify clients and their specific needs to enable the service to be provided and expanded in order to respond to changing needs. 1.4 Seek and consider client feedback in order to respond to changing needs.
2. Review client service	2.1 Record, maintain, share and use client information to ensure future client dealings and service developments are well informed. 2.2 Use client feedback on service delivery to refine the service. 2.3 Undertake client service delivery in a manner that upholds and enhances the reputation of the organisation. 2.4 Identify and address individual differences of clients. 2.5 Identify significant problems in addressing client needs and refer to appropriate staff.
3. Promote client services	3.1 Promote services to existing and/or potential clients to ensure that the benefits and costs of the service are clearly understood. 3.2 Promote a range of service options for clients. 3.3 Assist clients, using a range of communication techniques, to identify their needs and select the best available service. 3.4 Negotiate and use conflict resolution techniques to resolve difficult situations, or refer.
4. Develop and enhance client service	4.1 Ensure improvements to client service are within policy and budgetary frameworks. 4.2 Establish and implement appropriate strategies for meeting changing client needs. 4.3 Use information on the product and/or service to match client needs with service delivery. 4.4 Modify specified aspects of the service or service delivery to meet changing client and service requirements. 4.5 Adapt client service within procedural and legislative requirements to maintain high standards of delivery.

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Foundation Skills

Foundation skills are embedded within the elements and performance criteria of this unit.

Unit Mapping Information

This unit supersedes and is equivalent to PSPGOV502B Develop client services.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

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Assessment Requirements for PSPGEN044 Develop client services

Modification History

Release	Comments
1	These Assessment Requirements were released in PSP Public Sector Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- applying legislation, regulations and policies relating to client service
- recordkeeping and interpreting records
- monitoring and evaluation
- communicating with a diverse range of clients, including through negotiation and problem-solving
- using a variety of words and language structures to explain sometimes complex ideas to different audiences
- analysing feedback on client service delivery

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- public sector legislation including WHS and environment, policies, procedures, standards and guidelines relating to client service
- principles of client service delivery in the public sector
- organisation specific client services available
- organisation client service standards
- client services provided by the organisation
- organisational goals and processes
- government processes
- limitations of resources for service delivery

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Assessment Conditions

This unit contains no specific industry-mandated assessment conditions. Guidance on suggested and recommended conditions and methods can be found in the Implementation Guide.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

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PSPGEN045 Coordinate resource allocation and usage

Modification History

Release	Comments
1	This unit was released in PSP Public Sector Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to PSPGOV503B Coordinate resource allocation and usage. • Unit code updated • Content and formatting updated to comply with the new standards • All PC transitioned from passive to active voice

Application

This unit describes the skills required to coordinate and monitor available resources to achieve work unit outcomes. It includes allocating available resources, monitoring and evaluation of resource usage and reporting on resource usage.

This unit applies to those working in generalist and specialist roles within the public sector.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work independently performing complex tasks in a range of familiar and unfamiliar contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Competency Field

General

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Monitor and evaluate resource usage	1.1 Identify, seek and allocate required resources to enable achievement of work unit objectives. 1.2 Implement systems to enable monitoring and evaluation of resource usage against targets and organisational standards. 1.3 Maintain records of resource allocation and usage. 1.4 Identify, analyse and address resource usage issues within limits of individual delegation or refer. 1.5 Allocate replacements or additional resources as required.
2. Report on resource usage	2.1 Report resource usage in required format and on a regular basis. 2.2 Complete reports to indicate the level of performance achieved and any follow up action. 2.3 Apply technology to resource management systems.

Foundation Skills

Foundation skills are embedded within the elements and performance criteria of this unit.

Unit Mapping Information

This unit supersedes and is equivalent to PSPGOV503B Coordinate resource allocation and usage.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

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Assessment Requirements for PSPGEN045 Coordinate resource allocation and usage

Modification History

Release	Comments
1	These Assessment Requirements were released in PSP Public Sector Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- accessing and using legislation and guidelines relating to resource allocation and usage
- meeting organisational reporting requirements
- recordkeeping in relation to resource allocation and usage
- accessing and using information systems in the context of resource allocation and usage

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- public sector legislation including WHS and environment, policy and guidelines relating to resource allocation and usage
- operational procedures for accessing, storing, maintaining and using resources
- stock handling procedures
- financial management principles and procedures
- budget processes
- fraud control guidelines
- government security procedures relating to resources

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Assessment Conditions

This unit contains no specific industry-mandated assessment conditions. Guidance on suggested and recommended conditions and methods can be found in the Implementation Guide.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

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PSPGEN046 Undertake research and analysis

Modification History

Release	Comments
1	This unit was released in PSP Public Sector Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to PSPGOV504B Undertake research and analysis. • Unit code updated • Content and formatting updated to comply with the new standards • All PC transitioned from passive to active voice

Application

This unit describes the skills required to undertake research and analysis. It includes identifying and analysing information, applying the results and maintaining and compiling reports from information systems.

This unit applies to those working in generalist and specialist roles within the public sector.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work performing complex tasks in a range of familiar contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Competency Field

General

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Identify and undertake research	1.1 Define information needs based on work objectives and client and organisation requirements. 1.2 Evaluate and select potential sources of information and the format in which they are presented in line with the purpose and audience for the research. 1.3 Develop strategies to acquire required information. 1.4 Research information in a thorough way and within resource allocation. 1.5 Assess quantity, quality and relevance of initial search results and fill gaps using the same or adjusted research strategies. 1.6 Communicate the methods and outcomes of research, and the criteria used to make information decisions and choices.
2. Analyse information and apply the results of analysis	2.1 Examine, compare and evaluate information from various sources for content, structure and logic. 2.2 Select analytical techniques and processes in line with defined objectives. 2.3 Collate, consolidate and analyse information and advise senior staff of outcomes. 2.4 Identify facts, issues, patterns, interrelationships and trends through analysis in accordance with research aims. 2.5 Meet agreed project timelines and the defined standards of the organisation.
3. Maintain information systems	3.1 Maintain, validate and reconcile information systems so that data and system integrity are assured. 3.2 Maintain a range of standard and complex information systems and applications. 3.3 Review and update information systems as necessary.
4. Compile reports from information systems	4.1 Use the findings from analysing information to meet client and/or organisational needs and organisation standards. 4.2 Determine and organise content of reports in a manner that supports the purposes and format of the organisation and audience. 4.3 Sequence the reporting of results and ensure it includes predictions, assumptions and constraints where relevant.

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Foundation Skills

Foundation skills are embedded within the elements and performance criteria of this unit.

Unit Mapping Information

This unit supersedes and is equivalent to PSPGOV504B Undertake research and analysis.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

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Assessment Requirements for PSPGEN046 Undertake research and analysis

Modification History

Release	Comments
1	These Assessment Requirements were released in PSP Public Sector Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- accessing and using information ethically and legally
- using manual and computerised techniques for information management
- applying computer technology to data storage, security, retrieval and presentation
- undertaking statistical analysis
- using critical analysis techniques
- communicating with colleagues and supervisors
- presenting information in different ways
- applying problem solving and referring problems as required

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- public sector legislation including WHS and environment, policies, procedures and guidelines relating to information handling in the public sector, including confidentiality, privacy, security, freedom of information
- data collection and management procedures
- organisational information handling and storage procedures
- cultural aspects of information and meaning
- sources of public sector work-related information
- economic, legal and social issues surrounding the use of information

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- public sector standards
- standard reporting procedures
- electronic and manual filing systems
- databases and data storage systems

Assessment Conditions

This unit contains no specific industry-mandated assessment conditions. Guidance on suggested and recommended conditions and methods can be found in the Implementation Guide.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

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PSPGEN048 Support workplace coaching and mentoring

Modification History

Release	Comments
1	This unit was released in PSP Public Sector Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to PSPGOV506A Support workplace coaching and mentoring. • Unit code updated • Content and formatting updated to comply with the new standards • All PC transitioned from passive to active voice

Application

This unit describes the skills required to promote and support coaching and mentoring in the organisation. It includes developing a coaching and/or mentoring strategy, establishing a coaching/mentoring framework, implementing and supporting coaching/mentoring, monitoring coaching/mentoring arrangements and consolidating opportunities for further coaching/mentoring.

This unit applies to those working in generalist and specialist roles within the public sector.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work independently performing complex tasks in a range of familiar contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

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Competency Field

General

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Develop coaching/ mentoring strategy	1.1 Research the potential for coaching and mentoring within the organisation. 1.2 Implement and promote a coaching and mentoring framework, linked to other human resource strategies in the organisation. 1.3 Outline benefits to all parties involved in coaching and mentoring, ensuring consistency with the organisation's philosophy and goals. 1.4 Establish ground rules for coaching and mentoring in the organisation. 1.5 Develop timelines for the implementation of the strategy with key stakeholders. 1.6 Seek organisational support and resources for the strategy.
2. Establish a coaching/ mentoring framework	2.1 Identify a range of coaching/mentoring models to suit the organisation's needs. 2.2 Arrange training for those interested in being coaches, coached, mentors and/or mentored. 2.3 Develop and monitor the requirements of coaching and mentoring contracts/agreements in accordance with the strategy. 2.4 Identify the range of stages in coaching and mentoring relationships and ensure flexibility in the framework. 2.5 Formalise protocols for matching participants and dealing with difficulties, disputes and grievances.
3. Implement and support coaching and mentoring	3.1 Promote the value of coaching and mentoring at all levels of the organisation. 3.2 Identify opportunities for mentoring and coaching and communicate to interested parties. 3.3 Use internal and external networks to support coaching and mentoring. 3.4 Suggest techniques and practices for resolving differences without damaging relationships, or provide assistance.
4. Monitor coaching and	4.1 Encourage people involved in coaching and mentoring to reflect on organisational processes, organisational support and their

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mentoring arrangements	activities to identify opportunities for improvement and innovation. 4.2 Evaluate and implement recommendations made for improvements in the coaching/mentoring strategy as necessary.
5. Consolidate opportunities for further coaching and mentoring	5.1 Recognise and acknowledge positive contributions of individuals to coaching and mentoring arrangements. 5.2 Celebrate and reward positive changes created through coaching and mentoring arrangements. 5.3 Identify and promote ongoing opportunities for coaching and mentoring.

Foundation Skills

Foundation skills are embedded within the elements and performance criteria of this unit.

Unit Mapping Information

This unit supersedes and is equivalent to PSPGOV506A Support workplace coaching and mentoring.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

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Assessment Requirements for PSPGEN048 Support workplace coaching and mentoring

Modification History

Release	Comments
1	These Assessment Requirements were released in PSP Public Sector Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- applying legislation, regulations and policies relating to workplace coaching and mentoring
- undertaking research and analysis
- using effective communication with a diverse workforce including active listening, giving and receiving feedback

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- public sector legislation including WHS and environment, regulations, policies, procedures and guidelines relating to workplace coaching and mentoring including privacy and freedom of information
- codes of ethics
- code of conduct
- policy and procedures for specific environment
- human resource strategies that link to a coaching/mentoring strategy
- strategic goals and direction/plan
- principles and practices of coaching and mentoring that need to be addressed in the organisational strategy
- coaching/mentoring methodologies and strategies

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Assessment Conditions

This unit contains no specific industry-mandated assessment conditions. Guidance on suggested and recommended conditions and methods can be found in the Implementation Guide.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

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PSPGEN049 Undertake negotiations

Modification History

Release	Comments
1	This unit was released in PSP Public Sector Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to PSPGOV507A Undertake negotiations. • Unit code updated • Content and formatting updated to comply with the new standards • All PC transitioned from passive to active voice

Application

This unit describes the skills required to undertake negotiations. It includes planning and finalising negotiation outcomes.

This unit applies to those working in generalist and specialist roles within the public sector.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work independently performing complex tasks in a range of familiar and unfamiliar contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Competency Field

General

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Plan for negotiation	1.1 Clarify the purpose of the negotiation and the issue/s under consideration with affected personnel and through analysis of all related information. 1.2 Identify primary needs and desired outcomes of all parties. 1.3 Determine the organisation's position in consultation with senior personnel, and devise a negotiation approach based on an analysis of the strengths and weaknesses of the position. 1.4 Collect, analyse and organise information relating to the negotiation, including any precedents. 1.5 Agree upon timeframe and logistics, develop a negotiation plan and communicate to other staff, if any, involved in the negotiation team.
2. Conduct negotiation	2.1 Agree upon the issue/s under consideration and the negotiation process to be used with all parties and document. 2.2 Use negotiation techniques to persuade the other party of the strength of the argument in favour of the organisation's position. 2.3 Modify the negotiation plan if necessary to respond to contingencies. 2.4 Select and use techniques for dealing with conflict or deadlocks in accordance with the negotiation plan and the progress of the negotiation. 2.5 Discuss options for resolving the issue and determine the acceptability of these to the parties.
3. Finalise negotiation outcomes	3.1 Reach an agreed conclusion, document and obtain sign-off by the parties. 3.2 Report negotiation outcomes and debrief stakeholders if required. 3.3 Determine any further action required as a result of agreement and action. 3.4 Review the negotiation process and outcomes, and document lessons learnt for future use.

Foundation Skills

Foundation skills are embedded within the elements and performance criteria of this unit.

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Unit Mapping Information

This unit supersedes and is equivalent to PSPGOV507A Undertake negotiations.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

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Assessment Requirements for PSPGEN049 Undertake negotiations

Modification History

Release	Comments
1	These Assessment Requirements were released in PSP Public Sector Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- applying legislation, regulations and policies relating to negotiating in the public sector
- communicating with diverse stakeholders including the other party, team members and senior management
- communicating by listening, questioning, establishing rapport and responding
- applying decision making and problem-solving
- adjusting quickly to new information or unexpected questions and attitudes

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- legislation, regulations, policies, procedures and guidelines relating to negotiations in the public sector
- sources of organisational information
- delegations and lines of authority
- decision making
- negotiation techniques
- conflict resolution
- recordkeeping requirements for negotiations

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Assessment Conditions

This unit contains no specific industry-mandated assessment conditions. Guidance on suggested and recommended conditions and methods can be found in the Implementation Guide.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

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PSPGEN053 Provide leadership

Modification History

Release	Comments
1	This unit was released in PSP Public Sector Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to PSPGOV511A Provide leadership. • Unit code updated • Content and formatting updated to comply with new standards • All PC transitioned from passive to active voice

Application

This unit describes the skills required to achieve operational results and effective working relationships through leadership, feedback and support of individuals in a workgroup that may exist in the workplace, be formed for a special purpose or project, or consist of community members, volunteers and/or interagency members. It includes facilitating commitment to objectives and required standards, contributing to the development of a cooperative, high performance workgroup, giving and receiving feedback on performance, supporting and participating in development activities, and providing leadership, direction and guidance in the workgroup.

This unit applies to those working in generalist and specialist roles within the public sector.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work autonomously with management responsibilities performing complex tasks in a range of familiar and unfamiliar contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

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Competency Field

General

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Facilitate commitment to objectives and required standards	1.1 Discuss and clarify the organisation's vision, strategic objectives and required standards of performance with others in accordance with the needs, communication and learning styles of workgroup members. 1.2 Establish the purpose, objectives, roles and responsibilities in the workgroup. 1.3 Model commitment to objectives and standards to provide leadership and develop workgroup commitment. 1.4 Model and promote equal employment opportunity, workplace health and safety, diversity management and participative work practices within the workgroup.
2. Contribute to the development of a cooperative, high performance workgroup	2.1 Encourage, acknowledge and consider work contributions or suggestions. 2.2 Support workgroup members to use, share and develop their skills according to work requirements. 2.3 Facilitate work allocation within the group on the basis of current skills and development needs. 2.4 Consult with workgroup members in the implementation of new work practices. 2.5 Resolve conflict and other issues which affect performance within the workgroup wherever possible, or refer.
3. Give and receive feedback on performance	3.1 Seek feedback from others outside the workgroup on personal and workgroup performance, and give open and constructive responses to feedback. 3.2 Gather and provide regular constructive feedback on all aspects of work performance from and to the workgroup. 3.3 Assess and address performance and recognise and/or reward notable performance. 3.4 Address under performance of self and others. 3.5 Use feedback to continuously improve performance and outcomes.
4. Support and	4.1 Develop, agree upon and implement an action plan to meet

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participate in development activities	individual and group learning and development needs. 4.2 Support individuals to identify their specific learning and/or development needs. 4.3 Encourage and support workgroup members to take advantage of development opportunities in accordance with their needs. 4.4 Access learning and development opportunities to continuously improve own leadership skills and other identified development needs. 4.5 Provide on-the-job learning opportunities in accordance with individual needs and to the required standard. 4.6 Encourage and support workgroup members in applying new skills and knowledge in the workplace.
5. Provide leadership, direction and guidance in the workgroup	5.1 Use participative decision making in developing, implementing and reviewing the work of the group and the distribution of responsibilities, where appropriate. 5.2 Give opportunities and encouragement to workgroup members to develop new and innovative work practices and strategies. 5.3 Provide workgroup members with the support, leadership, advice and policy direction necessary to perform work. 5.4 Allocate tasks in accordance with the competencies of workgroup members, and delegate autonomy and authority as appropriate. 5.5 Vary leadership and guidance strategies to meet changing priorities and situations, and take into account the differing needs and skills of individuals and the requirements of the tasks and workplace.

Foundation Skills

Foundation skills are embedded within the elements and performance criteria of this unit.

Unit Mapping Information

This unit supersedes and is equivalent to PSPGOV511A Provide leadership.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

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Assessment Requirements for PSPGEN053 Provide leadership

Modification History

Release	Comments
1	These Assessment Requirements were released in PSP Public Sector Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- applying legislation, regulations, policies, procedures and guidelines
- undertaking problem solving in a team environment
- using transparent decision making
- communicating with a diverse workplace including listening, facilitating, negotiating, mentoring

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- public sector legislation including WHS and environment, regulations, policies, procedures and guidelines relating to the public sector
- principles of effective team operation
- principles of facilitation and empowerment
- group processes
- group dynamics
- range of leadership styles and the application of these to suit different groups and tasks
- learning and development in the workplace

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Assessment Conditions

This unit contains no specific industry-mandated assessment conditions. Guidance on suggested and recommended conditions and methods can be found in the Implementation Guide.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

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PSPGEN054 Use complex workplace communication strategies

Modification History

Release	Comments
1	This unit was released in PSP Public Sector Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to PSPGOV512A Use complex workplace communication strategies. • Unit code updated • Content and formatting updated to comply with new standards • All PC transitioned from passive to active voice

Application

This unit describes the skills required to use complex workplace communication for working at middle management level with internal and external clients, colleagues and other staff. It includes preparing for complex communication, analysing and responding to opinions, presenting a convincing argument, and developing a range of communication strategies.

This unit applies to those working in generalist and specialist roles within the public sector.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work autonomously with management responsibilities performing complex tasks, in a range of familiar contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Competency Field

General

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Prepare for complex communication	1.1 Clarify communication objectives, confirm those to be present and identify the communication mode. 1.2 Undertake analysis to anticipate the likely positions to be taken by those present on the matters under discussion. 1.3 Research and organise subject matter, identify and record key points to be conveyed, and summarise information to counter other positions. 1.4 Identify and incorporate requirements of legislation, policy and guidelines relevant to the discussion.
2. Analyse and respond to opinions	2.1 Evaluate discussion to identify impartiality, bias or unsupported argument. 2.2 Record points of view of other speakers and present information to counter opposing views. 2.3 Analyse reaction to speakers and their point of view to identify and manage emotional reactions and maintain objectivity. 2.4 Examine opposing or challenging views for their value in achieving the same ends. 2.5 Use active listening and questioning to clarify own understanding, challenge or justify other points of view.
3. Present a convincing argument	3.1 Choose communication approach to suit the given audience. 3.2 Assert prepared position with conviction and purpose. 3.3 Adjust verbal and non-verbal behaviour to maintain listener interest if the audience is unresponsive. 3.4 Use questions to elicit feedback and check audience understanding. 3.5 Respond to audience questions and arguments and support answers by reasoned explanation. 3.6 Negotiate agreement where possible, concluding with a summary of agreed items.
4. Develop a range of communication strategies	4.1 Seek feedback from others and assess the outcomes of communication. 4.2 Record and use lessons learnt to underpin future interactions. 4.3 Develop and practise language structures and features that influence audiences to a preferred point of view. 4.4 Explore and practise communication strategies for a range of

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	workplace applications.

Foundation Skills

Foundation skills are embedded within the elements and performance criteria of this unit.

Unit Mapping Information

This unit supersedes and is equivalent to PSPGOV512A Use complex workplace communication strategies.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

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Assessment Requirements for PSPGEN054 Use complex workplace communication strategies

Modification History

Release	Comments
1	These Assessment Requirements were released in PSP Public Sector Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- applying legislation, regulations and policies relating to communication in the public sector
- analysing and using language structures and features that influence the interpretation of spoken communication
- interacting confidently with groups on familiar topics in formal and informal workplace situations
- clarifying meaning, exploring issues and problem solving

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- public sector legislation including WHS and environment, regulations, policies, procedures and guidelines relating to communication in the public sector
- the power and effect of spoken language
- knowledge of organisation processes and hierarchy
- techniques to deal with opposing views and positions
- emotional intelligence techniques
- organisational protocols and etiquette for communication in meetings
- communication strategies to suit different audiences
- ways to influence the interpretation of spoken communication

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Assessment Conditions

This unit contains no specific industry-mandated assessment conditions. Guidance on suggested and recommended conditions and methods can be found in the Implementation Guide.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

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PSPGEN055 Refine complex workplace documents

Modification History

Release	Comments
1	This unit was released in PSP Public Sector Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to PSPGOV513A Refine complex workplace documents. • Unit code updated • Content and formatting updated to comply with new standards • All PC transitioned from passive to active voice

Application

This unit describes the skills required to refine complex written workplace communication at a level where preliminary research or documents may have been prepared by others as input, and final documents are being prepared. It includes critical analysis of workplace information, composition, revision and refinement to meet workplace requirements.

This unit applies to those working in generalist and specialist roles within the public sector.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work autonomously performing complex tasks in a range of familiar and unfamiliar contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Competency Field

General

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Analyse information	1.1 Test information for relevance, reliability, consistency and usefulness to the task. 1.2 Separate fact from opinion and identify underlying values and beliefs. 1.3 Take into account cultural context of the information in the analysis. 1.4 Recognise stereotypes, bias, prejudice and motive. 1.5 Draw conclusions and prepare and submit a critical analysis with supporting evidence.
2. Refine complex documents	2.1 Confirm the purpose, audience and objectives of complex documents. 2.2 Approve structure and content of document in line with the purpose and intended audience. 2.3 Undertake a risk assessment and implement risk management in relation to document preparation and content, in accordance with the nature and classification of the material. 2.4 Analyse information and/or documents provided by others for bias, gaps, the influence of values, attitudes and context, conflicting advice and/or evidence and political implications. 2.5 Synthesise information and prepare and submit documents. 2.6 Provide feedback to contributors of documents to improve future input.

Foundation Skills

Foundation skills are embedded within the elements and performance criteria of this unit.

Unit Mapping Information

This unit supersedes and is equivalent to PSPGOV513A Refine complex workplace documents.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

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Assessment Requirements for PSPGEN055 Refine complex workplace documents

Modification History

Release	Comments
1	These Assessment Requirements were released in PSP Public Sector Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- reading and writing at a level to cope with complex and sensitive workplace materials
- using spelling, punctuation and grammar for workplace documents at an experienced level
- providing feedback on other people's work in ways suited to the diversity of the workplace, including creation of learning opportunities to improve research/document input
- implementing ergonomic requirements for office work

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- public sector legislation including WHS and environment
- regulations, policies, procedures and guidelines relating to written communication in the public sector, including privacy, freedom of information, information security, confidentiality, copyright and intellectual property
- critical analysis of complex information
- politically and culturally sensitive documents
- organisational requirements for complex written documents
- government style manual requirements

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Assessment Conditions

This unit contains no specific industry-mandated assessment conditions. Guidance on suggested and recommended conditions and methods can be found in the Implementation Guide.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

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PSPGEN057 Develop and use political nous

Modification History

Release	Comments
1	This unit was released in PSP Public Sector Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to PSPGOV515A Develop and use political nous. • Unit code updated • Content and formatting updated to comply with new standards • All PC transitioned from passive to active voice

Application

This unit describes the skills required to develop and use political nous to navigate and succeed in the political environment of the public sector. It includes identifying the political terrain, evaluating the political environment, forming alliances, and bargaining and negotiating to achieve outcomes.

This unit applies to those working in public sector roles but may be applied to anyone working in a similar organisational context.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work independently, while performing complex tasks in a familiar context.

No licensing, legislative or certification requirements apply to unit at the time of publication.

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Competency Field

General

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Identify the political terrain	1.1 Identify and take into account stakeholder positions. 1.2 Analyse corporate politics to identify agendas and players. 1.3 Develop and utilise awareness of political agendas, both open and hidden. 1.4 Locate the current agenda in the wider context to appreciate the big picture and provide more than one perspective. 1.5 Identify and confirm the impact of the agenda on the work area.
2. Evaluate the political environment	2.1 Source information from inside and outside the organisation, and confirm its authenticity and reliability. 2.2 Analyse the political, social and economic environment and take into account emerging trends and current and possible future goals of the organisation.
3. Form alliances	3.1 Identify power structure and sources of power in the organisation and the wider public sector. 3.2 Identify people prepared to trade mutual support and assess the benefits. 3.3 Weigh the risks and benefits of possible alliances. 3.4 Lobby interested groups and/or individuals to gain support and acceptance of ideas and/or courses of action. 3.5 Build influence with key policy makers, decision makers and key influencers.
4. Bargain and negotiate to achieve outcomes	4.1 Develop sound positions with supporting arguments. 4.2 Formulate responses to possible contradictory positions. 4.3 Negotiate and refine positions with feedback from the negotiation process. 4.4 Achieve consensus with others for one’s position. 4.5 Implement outcomes.

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Foundation Skills

Foundation skills are embedded within the elements and performance criteria of this unit.

Unit Mapping Information

This unit supersedes and is equivalent to PSPGOV515A Develop and use political nous.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

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Assessment Requirements for PSPGEN057 Develop and use political nous

Modification History

Release	Comments
1	These Assessment Requirements were released in PSP Public Sector Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- undertaking research and analysis
- participating in communication activities, including negotiating, consulting, influencing, bargaining, resolving conflict and networking
- applying risk management strategies

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- public sector legislation including WHS and environment, regulations, policies, procedures and guidelines relating to the public sector environment
- organisational policies and procedures
- organisational and public sector power structures and sources of power
- macro view of agendas, positions, and power
- government directions and agendas

Assessment Conditions

This unit contains no specific industry-mandated assessment conditions. Guidance on suggested and recommended conditions and methods can be found in the Implementation Guide.

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Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

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PSPGEN070 Persuade and influence opinion

Modification History

Release	Comments
1	This unit was released in PSP Public Sector Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to PSPGOV605A Persuade and influence opinion. • Unit code updated • Content and formatting updated to comply with new standards • All PC transitioned from passive to active voice

Application

This unit describes the skills required to persuade and influence opinion in high-level workplace communication for working at a senior level with internal and external clients, colleagues and other staff. It includes preparing for high-level communication, critically analysing and responding to opinions, persuading and influencing others, and reflecting on and honing communication strategies.

This unit applies to those working in generalist and specialist roles within the public sector.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work autonomously consulting others as required, performing sophisticated tasks in a range of contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

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Competency Field

General

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Prepare for high-level communication	1.1 Clarify communication objectives, confirm those to be present and identify communication mode. 1.2 Anticipate the likely attitudes of and positions to be taken by those present on the matters under discussion. 1.3 Consider communication styles of those to be present and assess their effect on the tone and likely progress of the discussion. 1.4 Undertake critical self-evaluation of communication strengths and vulnerabilities and compare with other participants' in planned encounters. 1.5 Research and organise subject matter, identify key messages and plan tactics to use personal strengths and maximise outcomes.
2. Critically analyse and respond to opinions	2.1 Listen to others critically and responsively to evaluate complex levels of meaning in spoken communication and to identify bias or unsupported argument. 2.2 Note tone, style, non-verbal elements and points of view of speakers and consider their use in influencing and affecting particular outcomes. 2.3 Analyse reaction to speakers and their point of view to identify and manage emotional triggers and maintain objectivity. 2.4 Welcome opposing or challenging views and examine them for their value in achieving the same ends. 2.5 Examine communication for subtext, significant inclusions and exclusions, socio-cultural values, attitudes and assumptions. 2.6 Explore complex concepts and ideas to clarify understanding, and to challenge and justify interpretations based on underlying assumptions, beliefs and values.
3. Persuade and influence others	3.1 Choose a communication approach to maximise effect with the given audience. 3.2 Assert sustained points of view with determination and conviction. 3.3 Modify content and approach when speaking to an unresponsive audience, and handle diversions and unexpected questions

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	confidently. 3.4 Use a variety of verbal and non-verbal behaviour to explain abstract ideas and expand on complex issues. 3.5 Respond to complex questions and arguments with reasoned explanation. 3.6 Handle disagreements or conflicting personalities objectively and negotiate agreements where possible, concluding with positive summaries of achievement.
4. Reflect on and hone communication strategies	4.1 Seek feedback from others, assess outcomes and analyse underlying interactions and motivations. 4.2 Analyse own vulnerability to emotional and other seductive appeals dispassionately. 4.3 Articulate and use lessons learnt to underpin future interactions. 4.4 Develop and practise sophisticated language structures and features that influence audiences. 4.5 Explore and practise creative and innovative communication strategies for a range of workplace applications.

Foundation Skills

Foundation skills are embedded within the elements and performance criteria of this unit.

Unit Mapping Information

This unit supersedes and is equivalent to PSPGOV605A Persuade and influence opinion.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

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Assessment Requirements for PSPGEN070 Persuade and influence opinion

Modification History

Release	Comments
1	These Assessment Requirements were released in PSP Public Sector Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified, the candidate must demonstrate evidence of performance of the following on at least one occasion.

- applying legislation, regulations and policies relating to communication in the public sector
- analysing and using language structures and features that influence the interpretation of spoken communication
- interacting responsively, critically and confidently with both familiar and unfamiliar groups on specialised topics in formal and informal workplace situations
- speaking with confidence and listening critically

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified, the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- public sector legislation including WHS and environment, regulations, policies, procedures and guidelines relating to communication in the public sector
- the power and effect of spoken language
- stylistic devices and their ethical use for calculated effect
- the ways in which socio-cultural factors, language features and structures, and non-verbal elements combine to influence the interpretation of spoken communication

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Assessment Conditions

This unit contains no specific industry-mandated assessment conditions. Guidance on suggested and recommended conditions and methods can be found in the Implementation Guide.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

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PSPGEN077 Apply public sector financial policies and processes

Modification History

Release	Comments
1	This unit was released in PSP Public Sector Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to PSPFIN501A Apply public sector financial policies and processes. • Unit code updated • Content and formatting updated to comply with new standards • All PC transitioned from passive to active voice

Application

This unit describes the skills required to have detailed knowledge of the public sector financial framework, a working knowledge of external requirements and the application of these to work in a specialist finance role in the public sector. It includes identifying and implementing public sector requirements for financial services.

This unit applies to those working in the public sector with specialist knowledge of public sector financial framework and its applications.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work autonomously with some supervision of others, performing complex tasks in a familiar context.

No licensing, legislative or certification requirements apply to unit at the time of publication.

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Competency Field

General

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Identify public sector requirements for financial management	1.1 Identify the elements of the public sector financial management compliance framework as these relate to the organisation and confirm requirements regarding the application of them. 1.2 Identify delegation requirements relating to work functions throughout the organisation. 1.3 Identify and clarify internal financial control principles and operational mechanisms within the organisation with senior finance staff. 1.4 Locate public sector financial policies and procedures relating to the work role and the organisation and identify the requirements of them.
2. Implement public sector financial management requirements	2.1 Provide financial services. 2.2 Provide advice, within the limits of responsibility, regarding public sector financial policies and procedures and accounting standards. 2.3 Develop and review organisational procedures to reflect the requirements of public sector financial policy, guidelines and procedures. 2.4 Differentiate levels of delegation, assess work situations and explain and implement delegation requirements relating to functions. 2.5 Apply internal control mechanisms within an organisational context.

Foundation Skills

Foundation skills are embedded within the elements and performance criteria of this unit.

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Unit Mapping Information

This unit supersedes and is equivalent to PSPFIN501A Apply public sector financial policies and processes.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

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Assessment Requirements for PSPGEN077 Apply public sector financial policies and processes

Modification History

Release	Comments
1	These Assessment Requirements were released in PSP Public Sector Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- reading complex and formal documents, including legislation, policies, procedures, and accounting standards, and providing advice on their interpretation and application
- adjusting communication to suit different audiences
- using financial applications for entering data and preparing reports requiring accuracy of expression
- applying delegations
- working in accordance with public sector industry benchmarks
- accessing information and legislation electronically or in hard copy
- applying environmental and work health and safety procedures relating to working in the public sector
- applying numeracy skills and reading and interpreting financial information

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- public sector legislation including work health and safety and environment, policies and processes relating to public sector finance
- public sector financial management compliance framework (detailed knowledge) and the relationship of the elements of the framework
- documents that make up the financial management compliance framework
- delegations and why the public sector uses them

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- internal controls, mechanisms for internal controls and why these are used
- separation of duties
- corporate governance requirements/relationship of financial management compliance framework to organisational structures
- service level agreements
- accrual accounting principles
- ethics/code of conduct

Assessment Conditions

This unit contains no specific industry-mandated assessment conditions. Guidance on suggested and recommended conditions and methods can be found in the Implementation Guide.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

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PSPGEN082 Coordinate public affairs events and activities

Modification History

Release	Comments
1	This unit was released in PSP Public Sector Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to PSPPA502A Coordinate public affairs events and activities. • Unit code updated • Content and formatting updated to comply with new standards • All PC transitioned from passive to active voice

Application

This unit describes the skills required to coordinate public affairs events and activities. It includes planning and implementing events and activities, and evaluating implementation and outcomes.

This unit applies to those working in public affairs, managing relationships with the media.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work independently in consultation with others, performing complex tasks in a range of familiar contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Competency Field

General

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Plan events and activities	1.1 Analyse broad public affairs objectives for the organisation to ensure that events and activities advance those objectives. 1.2 Determine the range and types of public affairs events or activities in line with broad public affairs objectives, and obtain approvals. 1.3 Determine objectives and target audience/s for each event and activity in line with organisational requirements. 1.4 Develop project plans to identify the requirements for all aspects of events and activities and to assign responsibilities. 1.5 Assess risks and likely contingencies and address their management in project plans. 1.6 Develop criteria and measures to monitor progress and evaluate achievement of objectives.
2. Implement events and activities	2.1 Obtain resources and implement plans. 2.2 Brief personnel to be involved and coordinate speeches as required. 2.3 Coordinate events and activities. 2.4 Handle contingencies in accordance with organisational risk management arrangements identified in the planning for events or activities.
3. Evaluate implementation and outcomes	3.1 Evaluate coordination and planning of individual events and activities, and document lessons learned to improve future planning. 3.2 Assess events and activities in terms of their effectiveness in reaching the target audience/s and achieving desired target audience response. 3.3 Assess implementation in terms of achieving individual objectives and meeting criteria for each event or activity. 3.4 Assess the outcomes of events or activities in terms of achieving broad public affairs objectives for the organisation.

Foundation Skills

Foundation skills are embedded within the elements and performance criteria of this unit.

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Unit Mapping Information

This unit supersedes and is equivalent to PSPPA502A Coordinate public affairs events and activities.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

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Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

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Assessment Requirements for PSPGEN082 Coordinate public affairs events and activities

Modification History

Release	Comments
1	These Assessment Requirements were released in PSP Public Sector Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- applying legislation, regulations and policies relating to public affairs
- planning and coordinating events/activities for different audiences
- publicising events and activities to encourage public participation
- preparing speeches
- applying procedures relating to work health and safety and the environment and sustainability in the context of public affairs

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- public sector legislation including work health and safety and the environment, regulations, policies, procedures and guidelines in the context of public affairs
- event planning and coordination
- using the mass media
- evaluation in the context of public affairs events and activities

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Assessment Conditions

This unit contains no specific industry-mandated assessment conditions. Guidance on suggested and recommended conditions and methods can be found in the Implementation Guide.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

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PSPGEN083 Manage public affairs

Modification History

Release	Comments
1	This unit was released in PSP Public Sector Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to PSPPA601A Manage public affairs. • Unit code updated • Content and formatting updated to comply with new standards • All PC transitioned from passive to active voice

Application

This unit describes the skills required to manage public affairs. It includes contributing to public affairs scope and direction, planning and managing public affairs programs, developing crisis management strategies and handling high-profile events.

This unit applies to those working in the public sector managing public affairs.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work independently supervising others, while performing complex tasks in a range of contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Competency Field

General

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Contribute to public affairs scope and direction	1.1 Conduct an environmental scan to identify public affairs issues and needs for the organisation. 1.2 Identify target audiences for public affairs action. 1.3 Develop public affairs objectives and programs in line with the organisation's business and strategic plans. 1.4 Develop criteria and measures for assessing objectives. 1.5 Identify resourcing requirements and negotiate the scope of public affairs activities in accordance with organisational priorities and resource constraints.
2. Plan and manage public affairs program	2.1 Develop operational plan for public affairs to integrate strategies and coordinate communications and activities. 2.2 Develop schedules for communications and activities that are flexible enough to provide for contingencies and emerging issues. 2.3 Define responsibilities and accountabilities, and identify reporting requirements and benchmarks for monitoring the program. 2.4 Implement and monitor public affairs program to ensure progress or make changes to achieve the program objectives. 2.5 Evaluate results in terms of media coverage, penetration and desired audience response, identify reasons for variations and make changes to improve results.
3. Develop crisis management communication strategies	3.1 Assess organisational activities and operations to identify potential crisis factors and evaluate risk management strategies. 3.2 Explore and determine the composition of a crisis communication team in terms of required specialist knowledge and guidance. 3.3 Identify training needs for potential spokespersons and organise media training. 3.4 Identify individuals and groups who must be contacted in crisis situations, establish lines of communication and confirm their roles and responsibilities. 3.5 Develop crisis management action plan and submit for approval.
4. Handle high-profile events	4.1 Undertake public affairs strategic planning for high-profile events. 4.2 Involve outside groups, partners, the media and business in sponsoring/supporting special events as required. 4.3 Apply and explain protocol standards to others as required to

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	ensure a positive organisational outcome from high-profile events. 4.4 Oversee and support the involvement of managers, staff and government representatives in high-profile events. 4.5 Prepare speeches and statements for management and other officials for special events or in times of crisis.

Foundation Skills

Foundation skills are embedded within the elements and performance criteria of this unit.

Unit Mapping Information

This unit supersedes and is equivalent to PSPPA601A Manage public affairs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

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Assessment Requirements for PSPGEN083 Manage public affairs

Modification History

Release	Comments
1	These Assessment Requirements were released in PSP Public Sector Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified, the candidate must demonstrate evidence of performance of the following on at least one occasion.

- applying legislation, regulations and policies relating to public affairs
- planning and setting objectives
- undertaking strategy development
- documenting crisis management communication strategies and protocols, including post crisis communication to inform crisis management action plans
- establishing and maintaining relationships inside and outside the organisation
- communication including consulting, negotiating and liaising with diverse groups
- applying procedures relating to work health and safety and the environment in the context of public affairs

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified, the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- public sector legislation including work health and safety and the environment, regulations, policies, procedures and guidelines relating to public affairs
- public affairs capability and how this relates to organisational objectives
- event management
- requirements of crisis management communication strategies

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Assessment Conditions

This unit contains no specific industry-mandated assessment conditions. Guidance on suggested and recommended conditions and methods can be found in the Implementation Guide.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

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PSPGEN084 Provide public affairs advisory service

Modification History

Release	Comments
1	This unit was released in PSP Public Sector Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to PSPPA602A Provide public affairs advisory service. • Unit code updated • Content and formatting updated to comply with new standards • All PC transitioned from passive to active voice

Application

This unit describes the skills required to provide a public affairs advisory service to management that provides a direct unfiltered link to trends, public opinion and perspectives. It includes advising on sensitive situations, advising on reactions to organisational action and advising on organisational materials.

This unit applies to those working as public affairs advisors to management within the public sector.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work independently in consultation with others, performing complex tasks in a range of familiar contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

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Competency Field

General

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Advise on sensitive situations	1.1 Maintain close communication with national, regional and local media to identify and anticipate issues of significance to the organisation. 1.2 Identify and assess trends, public opinion and perspectives for their impact on the organisation. 1.3 Provide advice on sensitive issues as they arise and on emerging issues that may be politically sensitive for the organisation. 1.4 Ensure advice is based on well-researched background information, is objective and meets the organisation's needs. 1.5 Ensure advice includes strategies for dealing with sensitive situations while maintaining confidentiality, and handling breaches of confidentiality.
2. Advise on reactions to organisational action	2.1 Analyse proposed organisational policies, programs and actions for their impact on clients and/or the public. 2.2 Provide advice on anticipated or actual public and media reaction to proposed organisational changes. 2.3 Include in advice given strategies for ensuring full understanding of the benefits of change, minimising damage to the organisation's image and reputation, and recommendations to counter negative publicity. 2.4 Provide candid, objective and confidential advice.
3. Advise on organisational materials	3.1 Analyse draft materials produced by the organisation for political, social or economic issues relevant to the government as a whole, the intended audience and/or the public. 3.2 Identify cultural context of the information in terms of its relevance or otherwise to the target audience and the general population. 3.3 Identify stereotypes, bias, prejudice and motive and highlight for amendment. 3.4 Identify key issues, separate fact from opinion and explore underlying values and beliefs. 3.5 Synthesise information and prepare advice or feedback to ensure

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	publications meet organisational standards and contribute to public affairs outcomes.

Foundation Skills

Foundation skills are embedded within the elements and performance criteria of this unit.

Unit Mapping Information

This unit supersedes and is equivalent to PSPPA602A Provide public affairs advisory service.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

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Assessment Requirements for PSPGEN084 Provide public affairs advisory service

Modification History

Release	Comments
1	These Assessment Requirements were released in PSP Public Sector Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified, the candidate must demonstrate evidence of performance of the following on at least one occasion.

- applying legislation, regulations and policies relating to public affairs
- analysing organisational policy, core business and client group for potential sensitive issues
- using discretion and judgment with sensitive issues
- providing candid confidential advice
- analysing and interpreting organisational materials to advise on changes to address sensitive issues
- applying procedures relating to work health and safety and the environment in the context of public affairs

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified, the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- public sector legislation including work health and safety and the environment, regulations, policies, procedures and guidelines relating to public affairs
- maintaining relationships with key media contacts
- journalistic and interpretive writing
- strategies to deal with sensitive situations to defend the organisation’s position in the face of criticism

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Assessment Conditions

This unit contains no specific industry-mandated assessment conditions. Guidance on suggested and recommended conditions and methods can be found in the Implementation Guide.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

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PSPGEN085 Manage media relationships

Modification History

Release	Comments
1	This unit was released in PSP Public Sector Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to PSPPA603A Manage media relationships. • Unit code updated • Content and formatting updated to comply with new standards • All PC transitioned from passive to active voice

Application

This unit describes the skills required to manage media relationships to enable the organisation's services and achievements to be recognised and to deal with sensitive issues as they arise. It includes liaising with media personnel, negotiating media coverage, monitoring media coverage and preparing spokespersons for media interaction.

This unit applies to those working in public affairs, managing relationships with the media.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work independently in consultation with others, performing complex tasks in a range of familiar contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

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Competency Field

General

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Liaise with media personnel	1.1 Obtain information on local, regional and national media contacts and keep up to date. 1.2 Confirm processes and procedures for dealing with the media, and establish requirements for format, presentation and deadlines for information. 1.3 Establish communication processes to develop mutual trust and cooperation, and to foster awareness of public affairs events and activities. 1.4 Provide information that is reliable and represents the current position of the organisation or situation to the media. 1.5 Handle situations where serious errors or misquoting occurs.
2. Negotiate media coverage	2.1 Assess the potential level of interest in particular events, and make activities and communications, and media selections to maximise coverage and achieve public affairs objectives. 2.2 Identify the form of information and preferred message positions to maximise media coverage. 2.3 Give notice to the media of the timing of events and activities, and provide contact information to enable confirmation of details. 2.4 Negotiate media coverage.
3. Monitor media coverage	3.1 Assess options for monitoring media coverage and select based on organisational requirements and value for money. 3.2 Develop and implement procedures for monitoring media performance, and recommend actions that address variations from expected performance. 3.3 Evaluate media coverage in terms of effectiveness in achieving message placement objectives, anticipated impact and public affairs objectives.
4. Prepare spokespersons for media interaction	4.1 Brief spokespersons on the characteristics, communication techniques and potential impact of media interviews for newspapers, radio and television. 4.2 Brief spokespersons on interview approaches and the techniques of specific interviewers.

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	4.3 Establish objectives with spokespersons for interview outcomes in planned situations in order to communicate specific information. 4.4 Provide responses and techniques for achieving positive communication outcomes in unplanned media interactions. 4.5 Prepare spokespersons for crisis situations in accordance with crisis communication plans and responsibilities.

Foundation Skills

Foundation skills are embedded within the elements and performance criteria of this unit.

Unit Mapping Information

This unit supersedes and is equivalent to PSPPA603A Manage media relationships.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

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Assessment Requirements for PSPGEN085 Manage media relationships

Modification History

Release	Comments
1	These Assessment Requirements were released in PSP Public Sector Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified, the candidate must demonstrate evidence of performance of the following on at least one occasion.

- applying legislation, regulations and policies relating to public affairs
- using communication methods and strategies with diverse groups, including consultation, liaison, advice, negotiation
- assessing and providing newsworthy information
- applying procedures relating to work health and safety and environment in the context of public affairs

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- public sector legislation, including work health and safety and the environment, regulations, policies, procedures and guidelines relating to public affairs
- the importance of relationships with key media contacts
- the range of media and the usefulness of each for particular information or messages
- organisational procedures for dealing with the media

Assessment Conditions

This unit contains no specific industry-mandated assessment conditions. Guidance on suggested and recommended conditions and methods can be found in the Implementation Guide.

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Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

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PSPGOV201B Work in a public sector environment

Modification History

Release	TP Version	Comments
3	PSP12V1	Unit descriptor edited.
2	PSP04V4.2	Layout adjusted. No changes to content.
1	PSP04V4.1	Primary release.

Unit Descriptor

This unit covers the requirements for entry into/working as a trainee in the public sector. It includes compliance with the principles of public sector legislation and guidelines, the use of public sector and organisational procedures when dealing with others at work, respect for individual differences and career planning.

In practice, working in a public sector environment may overlap with other generalist or specialist public sector work activities such as communicating with others, delivering client service, using resources, handling information.

The unit serves as the introductory unit of competency in the *Working in Government* competency themes of *Effective Work* and *Diversity*, and in the Competency Fields of *Ethics&Accountability*, and *Legislation&Compliance*, so provides the introductory unit for:

- PSPGOV301B Work effectively in the organisation
- PSPGOV308B Work effectively with diversity
- PSPGOV310A Work in and with small, regional and remote organisations
- PSPETHC301B Uphold the values and principles of public service
- PSPLEGN301B Comply with legislation in the public sector
-
- No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication

Application of the Unit

Not applicable.

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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements are the essential outcomes of the unit of competency.	Together, performance criteria specify the requirements for competent performance. Text in ***bold italics*** is explained in the Range Statement following.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. **Access and use legislation and guidelines**	1.1 The range of ***legislation*** and ***guidelines*** common to employment in a public sector organisation is accessed. 1.2 The ***key principles*** contained in the legislation and guidelines are identified. 1.3 Information is clarified in order to confirm own understanding. 1.4 Work is undertaken in accordance with the principles contained in legislation and guidelines.
2. **Access and use organisational information**	2.1 The staffing and organisational structure is identified. 2.2 Procedures for dealing with staff at all levels of the organisation are identified and clarified. 2.3 Procedures for dealing with ***clients*** are identified. 2.4 ***Sources of assistance*** are identified, and types of assistance available from each source are identified. 2.5 Work is carried out within ***organisational procedures***.
3. **Work with diversity**	3.1 Appreciation of the ***differences*** between ***colleagues*** is demonstrated through workplace behaviour. 3.2 Communication styles are used to take account of workplace diversity and reflect the principles of ***emotional intelligence***. 3.3 Contribution to the workgroup is made to utilise personal

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ELEMENT	PERFORMANCE CRITERIA
	strengths and take any opportunities provided to develop new competencies.
	3.4 The requirements of multicultural awareness and anti-discrimination legislation are met.
4. Investigate career options	4.1 Personal working and learning styles, values and attitudes are identified and weighed against the requirements of current and potential work opportunities.
	4.2 Personal work goals are identified and prioritised.
	4.3 ***Advice*** is obtained on future work/career options.
	4.4 A range of possible career paths is identified and initial planning undertaken to map out broad competency areas and experiences required to pursue them.
	4.5 Personal development is planned to prepare for career options.
	4.6 Learning opportunities are sought and accessed in line with personal work goals.

Required Skills and Knowledge

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

Skill requirements

Look for evidence that confirms skills in:

- accessing and identifying information
- scanning techniques to locate main ideas
- reading written materials such as manuals and codes of practice
- responding to diversity, including gender and disability
- using interpersonal communication including negotiating strategies to clarify understanding
- recognising own and others' emotions in the workplace
- using information technology and the Internet
- applying public sector legislation such as occupational health and safety and environmental procedures in the workplace

Knowledge requirements

Look for evidence that confirms knowledge and understanding of:

- public sector legislation, regulations and guidelines
- organisation guidelines and procedures
- principles of cultural awareness, workplace diversity and emotional intelligence

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and their application in the workplace
- codes of conduct
- equal employment opportunity, equity and diversity principles
- principles of personal career planning

Evidence Guide

The Evidence Guide specifies the evidence required to demonstrate achievement in the unit of competency as a whole. It must be read in conjunction with the Unit descriptor, Performance Criteria, the Range Statement and the Assessment Guidelines for the Public Sector Training Package.

Units to be assessed together

- *Pre-requisite* units that must be achieved prior to this unit:*Nil*
- *Co-requisite* units that must be assessed with this unit:*Nil*
- *Co-assessed units* that may be assessed with this unit to increase the efficiency and realism of the assessment process include, but are not limited to:
  - PSPGOV202B Use routine workplace communication techniques
  - PSPGOV203B Deliver a service to clients
  - PSPGOV204B Access and use resources
  - PSPGOV205B Participate in workplace change
  - PSPGOV206B Handle workplace information
  - PSPGOV208A Write routine workplace materials
  - PSPOHS201B Follow workplace safety procedures

Overview of evidence requirements

In addition to integrated demonstration of the elements and their related performance criteria, look for evidence that confirms:

- the knowledge requirements of this unit
- the skill requirements of this unit
- application of Employability Skills as they relate to this unit
- completing work in a range of (3 or more) public sector contexts, such as different work functions or roles (or 3 or more occasions, over time)

Resources required to carry out assessment

These resources include:

- legislation, policy, procedures and protocols relating to work in the public sector
- case studies and workplace scenarios to capture the range of situations likely to be encountered when working in a public sector environment

Where and how to

Valid assessment of this unit requires:

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assess evidence	• a workplace environment, or one that closely resembles normal work practice and replicates the range of conditions likely to be encountered when working in a public sector environment, including coping with difficulties, irregularities and breakdowns in routine • completing work in a range of (3 or more) public sector contexts, such as different work functions or roles (or 3 or more occasions, over time). Assessment methods should reflect workplace demands, such as literacy, and the needs of particular groups, such as: • people with disabilities • people from culturally and linguistically diverse backgrounds • Aboriginal and Torres Strait Islander people • women • young people • older people • people in rural and remote locations. Assessment methods suitable for valid and reliable assessment of this competency may include, but are not limited to, a combination of 2 or more of: • case studies • portfolios • questioning • scenarios • simulation or role plays • authenticated evidence from the workplace and/or training courses.
For consistency of assessment	Evidence must be gathered over time in a range of contexts to ensure the person can achieve the unit outcome and apply the competency in different situations or environments

Range Statement

The Range Statement provides information about the context in which the unit of competency is carried out. The variables cater for differences between States and Territories and the Commonwealth, and between organisations and workplaces. They allow for different work requirements, work practices and knowledge. The Range Statement also provides a focus for assessment. It relates to the unit as a whole. Text in ***bold italics*** in the Performance Criteria is explained here.	
Legislation may include:	• anti-discrimination

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	• duty of care • employee relations • employment • equal employment opportunity • fraud control • freedom of information • government security management • occupational health and safety • privacy • public sector management • whistleblowers protection • workplace diversity • workplace harassment • international legislation/codes of practice
Guidelines may include:	• public sector standards • relevant public sector code of ethics • organisational code of conduct • organisational mission and values statements • organisational procedures/guidelines • government policy • Ministerial directions • directives from head of organisation • standard operational procedures
Key principles may include:	• honesty and integrity • confidentiality and non-disclosure of official information • security of information, resources, facilities and people • due care and diligence • avoiding conflicts of interest • obeying lawful and reasonable direction • compliance with the law
Clients may include:	• the public • private enterprise • other public sector organisations • internal clients • the Minister
Sources of assistance may include:	• colleagues • immediate supervisor • line management • human resources personnel • workplace representatives/union personnel
Organisational	• mission and values statements

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procedures may include:	• organisational charts • strategic plans • business unit and work area plans • customer service charters • induction materials • standard operating procedures • relevant workplace agreements • disciplinary processes • grievance procedures • advertising materials • Internet and/or intranet web pages
Individual differences may include:	• age • cultural background • disability • educational level • ethnicity • expertise • family responsibilities • gender • interests • interpersonal approach • language • life experience • marital status • personality • physical ability • political orientation • religious belief • sexual orientation • socio-economic background • thinking/learning styles • work experience • working styles
Colleagues may include:	• peers • junior staff • internal stakeholders • external stakeholders/clients/customers • supervisors and senior management

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Emotional intelligence is:	• widely recognised as the ability of an individual to monitor their own and others' emotions in a social or work environment, to discriminate among the emotions and to use the information to guide their thinking and actions • characterised by self-awareness (personal), self-management (personal), social awareness (social) and relationship management (social)
Advice may include:	• formal/informal performance appraisals • feedback from supervisors and colleagues • reflection/comment on personal goals • vocational/career counselling

Unit Sector(s)

Not applicable.

Competency field

Working in Government.

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PSPGOV204B Access and use resources

Modification History

Release	TP Version	Comments
3	PSP12V1	Unit descriptor edited.
2	PSP04V4.2	Layout adjusted. No changes to content.
1	PSP04V4.1	Primary release.

Unit Descriptor

This unit covers the use of resources required to achieve work objectives. It includes accessing and using resources and administering physical resource usage.

In practice, accessing and using resources may overlap with other generalist or specialist public sector work activities such as communicating in the workplace, delivering client service, using technology, handling information, etc.

This is one of 5 units of competency in the *Working in Government* and *Management* Competency Fields that deal with resources. Related units are:

- PSPGOV305B Access and use resources and financial systems
- PSPGOV403B Use resources to achieve work unit goals
- PSPGOV503B Coordinate resource allocation and usage
- PSPMNGT602B Manage resources
-

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

Application of the Unit

Not applicable.

Licensing/Regulatory Information

Not applicable.

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Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements are the essential outcomes of the unit of competency.	Together, performance criteria specify the requirements for competent performance. Text in ***bold italics*** is explained in the Range Statement following.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. **Access and use resources**	1.1 ***Resources*** required to achieve work outcomes are identified and accessed in accordance with ***legislation and organisational policy and procedures***. 1.2 Resources are used efficiently and effectively and in accordance with legislation, organisational policy and procedures.
2. **Administer physical resources**	2.1 Supplies and materials required to support the operation of the workgroup are obtained and maintained. 2.2 ***Records*** of resource usage are maintained as required by the organisation/work unit. 2.3 Orders are processed in a timely manner and in accordance with defined organisational procedures. 2.4 Supplies and materials are stored in accordance with organisational procedures and to reduce theft and fraudulent activity.

Required Skills and Knowledge

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

Skill requirements

Look for evidence that confirms skills in:

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- recordkeeping
- reading materials such as legislation and operational procedures related to resources and finances
- completing and processing orders requiring both literacy and numeracy
- securing information and resources
- responding to diversity, including gender and disability
- applying public sector legislation such as occupational health and safety and environment in the context of resource use

Knowledge requirements

Look for evidence that confirms knowledge and understanding of:

- public sector legislation and operational procedures relating to accessing and using resources
- security requirements for resources, facilities, people and information
- principles of fraud control in the public sector
- principles of financial management and stock handling
- occupational health and safety requirements
- environmental and sustainability requirements
- equal employment opportunity, equity and diversity principles

Evidence Guide

The Evidence Guide specifies the evidence required to demonstrate achievement in the unit of competency as a whole. It must be read in conjunction with the Unit descriptor, Performance Criteria, the Range Statement and the Assessment Guidelines for the Public Sector Training Package.

Units to be assessed together

- *Pre-requisite* units that must be achieved prior to this unit:*Nil*
- *Co-requisite* units that must be assessed with this unit:*Nil*
- *Co-assessed units* that may be assessed with this unit to increase the efficiency and realism of the assessment process include, but are not limited to:
  - PSPGOV201B Work in a public sector environment
  - PSPGOV202B Use routine workplace communication techniques
  - PSPGOV203B Deliver a service to clients
  - PSPGOV206B Handle workplace information
  - PSPGOV207B Use technology in the workplace
  - PSPGOV208A Write routine workplace materials
  - PSPOHS201B Follow workplace safety procedures

Overview of evidence

In addition to integrated demonstration of the elements and their

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requirements	related performance criteria, look for evidence that confirms: • the knowledge requirements of this unit • the skill requirements of this unit • application of Employability Skills as they relate to this unit • resources accessed and used in a range of (3 or more) contexts (or occasions, over time)
Resources required to carry out assessment	These resources include: • legislation, policy, procedures and protocols relating to resource access and use • case studies and workplace scenarios to capture the range of situations likely to be encountered when accessing and using resources
Where and how to assess evidence	Valid assessment of this unit requires: • a workplace environment, or one that closely resembles normal work practice and replicates the range of conditions likely to be encountered when accessing and using resources, including coping with difficulties, irregularities and breakdowns in routine • resources accessed and used in a range of (3 or more) contexts (or occasions, over time). Assessment methods should reflect workplace demands, such as literacy, and the needs of particular groups, such as: • people with disabilities • people from culturally and linguistically diverse backgrounds • Aboriginal and Torres Strait Islander people • women • young people • older people • people in rural and remote locations. Assessment methods suitable for valid and reliable assessment of this competency may include, but are not limited to, a combination of 2 or more of: • demonstration • portfolios • projects • questioning • scenarios • simulation or role plays • authenticated evidence from the workplace and/or training courses
For consistency of	Evidence must be gathered over time in a range of contexts to

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assessment	ensure the person can achieve the unit outcome and apply the competency in different situations or environments

Range Statement

The Range Statement provides information about the context in which the unit of competency is carried out. The variables cater for differences between States and Territories and the Commonwealth, and between organisations and workplaces. They allow for different work requirements, work practices and knowledge. The Range Statement also provides a focus for assessment. It relates to the unit as a whole. Text in ***bold italics*** in the Performance Criteria is explained here.

Resources may include:	• information, knowledge and other intellectual resources • finances • facilities • equipment • stock and supplies • dealing with other organisations' requirements

Legislation, ***organisational policy and procedures*** may include:	• State/Territory and Commonwealth legislation and regulations such as:
	  • public sector management acts
	  • financial management acts
	  • privacy legislation
	  • freedom of information
	  • copyright
	  • equal employment opportunity, anti-discrimination and harassment legislation
	  • occupational health and safety legislation
	• consumer legislation
	• environmental legislation
	• risk management guidelines
	• ethics and accountability standards
	• public sector standards
	• fraud control standards
	• government security standards
	• organisational policy, procedures and protocols

Records may include:	• computerised and manual • financial statements • mail • file maintenance • stock list control

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	• order forms • petty cash forms

Unit Sector(s)

Not applicable.

Competency field

Working in Government.

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PSPGOV207B Use technology in the workplace

Modification History

Release	TP Version	Comments
3	PSP12V1	Unit descriptor edited.
2	PSP04V4.2	Layout adjusted. No changes to content.
1	PSP04V4.1	Primary release.

Unit Descriptor

This unit covers various applications of technology and their use to achieve work outcomes. It includes selecting, using and maintaining technology.

In practice, using technology in the workplace may overlap with other generalist or specialist public sector work activities such as working in a public sector environment, communicating in the workplace, delivering client service, using resources, etc.

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

Application of the Unit

Not applicable.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

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Elements and Performance Criteria Pre-Content

Elements are the essential outcomes of the unit of competency.

Together, performance criteria specify the requirements for competent performance. Text in *italics* is explained in the Range Statement following.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Select and use technology	1.1 The technology requirements of tasks are assessed and ***technology*** and/or ***software applications*** are selected in accordance with task requirements and available workplace resources.
	1.2 Work area, furniture and equipment are adjusted and used in accordance with ergonomic requirements.
	1.3 Technology/software is ***used*** to achieve work outcomes in accordance with organisational ***guidelines*** and occupational health and safety requirements.
	1.4 Manuals, training booklets, online/telephone assistance or help-desks are used to overcome basic difficulties with technology, and more complex problems are referred for assistance in accordance with organisational policy and procedures.
	1.5 Technology and data are secured in accordance with legislation, policy and procedures.
2. Maintain technology	2.1 ***Routine maintenance*** is carried out and/or arranged to ensure that technology is maintained in accordance with manufacturers' instructions and organisational requirements.
	2.2 ***Equipment faults*** are corrected or reported in accordance with manufacturers' instructions and service agreements.
	2.3 Technology consumables are replaced as they are used in accordance with manufacturers' instructions and organisational requirements.
	2.4 Use of technology and disposal of ***used consumables*** meets government and organisational ***environmental policies***.

Required Skills and Knowledge

This section describes the essential skills and knowledge and their level, required for

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this unit.

Skill requirements

Look for evidence that confirms skills in:

- planning technology use
- identifying work requirements and selecting the equipment and software application of best fit in terms of timeliness, cost effectiveness, occupational health and safety conditions
- using a keyboard
- using a range of technology applications
- using communication to request advice, receive feedback and work with others
- applying problem solving in relation to routine problems
- following manufacturers' instructions
- responding to diversity, including gender and disability
- applying public sector legislation such as occupational health and safety and environment in the context of using workplace technology

Knowledge requirements

Look for evidence that confirms knowledge and understanding of:

- legislation, procedures and guidelines relating to the use of technology in the workplace
- occupational health and safety procedures and regulations
- logon, backup, virus protection and shutdown procedures for computer equipment
- basic technical terminology in relation to reading manuals and help files
- methods of detecting faults in and solving problems with business technology
- equal employment opportunity, equity and diversity principles

Evidence Guide

The Evidence Guide specifies the evidence required to demonstrate achievement in the unit of competency as a whole. It must be read in conjunction with the Unit descriptor, Performance Criteria, the Range Statement and the Assessment Guidelines for the Public Sector Training Package.

Units to be assessed together

- *Pre-requisite* units that must be achieved prior to this unit:*Nil*
- *Co-requisite* units that must be assessed with this unit:*Nil*
- *Co-assessed units* that may be assessed with this unit to increase the efficiency and realism of the assessment process include, but are not limited to any of the generalist public sector specific units at Certificate II or above, particularly:
  - PSPGOV201B Work in a public sector environment
  - PSPGOV202B Use routine workplace communication

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techniques
- PSPGOV203B Deliver a service to clients
- PSPGOV204B Access and use resources
- PSPGOV205B Participate in workplace change
- PSPGOV206B Handle workplace information
- PSPGOV208A Write routine workplace materials

Overview of evidence requirements

In addition to integrated demonstration of the elements and their related performance criteria, look for evidence that confirms:

- the knowledge requirements of this unit
- the skill requirements of this unit
- application of Employability Skills as they relate to this unit
- use of equipment and application of software in a range of (3 or more) contexts (or occasions, over time).

The unit relates to the application of technology as a transferable competency. It is not necessary to assess (or address) an exhaustive range of equipment, rather attention should be given to the different kinds of technology that can be used and the selection of the 'technology of best fit' for the task. (Is it better/more economical to print one master copy, and photocopy multiples, or print multiple copies direct from the computer? I need a graph - do I use a word processing or spreadsheet application?)

Resources required to carry out assessment

These resources include:

- legislation, policy, procedures and protocols relating to the use of technology in the workplace
- case studies and workplace scenarios to capture the range of situations likely to be encountered when using technology in the workplace

Where and how to assess evidence

Valid assessment of this unit requires:

- a workplace environment, or one that closely resembles normal work practice and replicates the range of conditions likely to be encountered when using technology in the workplace, including coping with difficulties, irregularities and breakdowns in routine
- correct use of equipment and application of software in a range of (3 or more) contexts (or occasions, over time).

Assessment methods should reflect workplace demands, such as literacy, and the needs of particular groups, such as:

- people with disabilities
- people from culturally and linguistically diverse backgrounds
- Aboriginal and Torres Strait Islander people
- women

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	• young people • older people • people in rural and remote locations. Assessment methods suitable for valid and reliable assessment of this competency may include, but are not limited to, a combination of 2 or more of: • demonstration • observation • portfolios • projects • questioning • scenarios • simulation or role plays • authenticated evidence from workplace training courses
For consistency of assessment	Evidence must be gathered over time in a range of contexts to ensure the person can achieve the unit outcome and apply the competency in different situations or environments

Range Statement

The Range Statement provides information about the context in which the unit of competency is carried out. The variables cater for differences between States and Territories and the Commonwealth, and between organisations and workplaces. They allow for different work requirements, work practices and knowledge. The Range Statement also provides a focus for assessment. It relates to the unit as a whole. Text in ***bold italics*** in the Performance Criteria is explained here.	
Technology covers all equipment used in the workplace and may include:	• computer facsimiles • computer technology, such as laptops, notebooks, palm pilots and personal computers • datashow projectors • digital cameras • electronic whiteboards • facsimile machines • keyboards • modems • mouses • multifunction scanners/faxes/printers • pagers • photocopiers • printers

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	• routers • scanners • tape/MD recorders • telephones/mobiles/wireless telephones • video cameras • wireless technology equipment • zip drives
Software applications may include:	• email • Internet • instant messages • word processing • spreadsheets • databases • accounting • presentation packages
Use of technology may include:	• information searches • data storage, retrieval and analysis • numerical calculations • presentation of information • copying information • communication • Internet • Email
Guidelines may include:	• work unit and organisation standards • occupational health and safety policies and procedures • environmental procedures • manufacturers' operating instructions • ethical considerations
Routine maintenance may include:	• regular checking of equipment • replacing consumables • 'in-house' cleaning and servicing of equipment according to manufacturers' guidelines • periodic servicing by qualified or manufacturer-approved technician
Equipment faults may be identified or countered by:	• routine checking of equipment • preparation of a maintenance program • encouraging feedback from work colleagues • regular back-ups of data • keeping a log book of detected faults • regular occupational health and safety inspections • checking that repairs have been carried out

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Used consumables may include:	• ink cartridges • toner cartridges • print heads • CD-ROMs • zip disks • floppy disks • backup tapes
Environmental policies may cover:	• type of paper • recycling requirements

Unit Sector(s)

Not applicable.

Competency field

Working in Government.

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PSPGOV315A Give and receive workplace feedback

Modification History

Release	TP Version	Comments
3	PSP12V1	Unit descriptor edited.
2	PSP04V4.2	Layout adjusted. No changes to content.
1	PSP04V4.1	Primary release.

Unit Descriptor

This unit covers feedback in the workplace, both giving and receiving. It includes seeking and acting on workplace feedback, and providing informal as well as formal feedback in the workplace.

In practice, giving and receiving feedback may overlap with other generalist or specialist public sector work activities such as acting ethically, complying with legislation, working effectively, working with diversity, contributing to the workgroup, building networks, etc.

This is one of 4 units in the *Working in Government* and *Management* Competency Fields that deal with performance. Related units are:

- PSPGOV416A Monitor performance and provide feedback
- PSPGOV519A Manage performance
- PSPMNGT603B Facilitate people management
-
- No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication

Application of the Unit

Not applicable.

Licensing/Regulatory Information

Not applicable.

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Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements are the essential outcomes of the unit of competency.	Together, performance criteria specify the requirements for competent performance. Text in ***bold italics*** is explained in the Range Statement following.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Seek and act on workplace feedback	1.1 ***Feedback*** on performance and ***other workplace issues*** is sought from ***others*** in accordance with organisational policy and procedures. 1.2 Feedback is discussed, questions asked to clarify understanding, and active listening used to ensure understanding of the issues and any constructive suggestions. 1.3 ***Diversity issues*** are considered when evaluating feedback to ensure correct interpretation. 1.4 Suggestions for improvements made by other workgroup members are considered objectively and implemented where appropriate.
2. Provide informal feedback in the workplace	2.1 Informal feedback is given regularly, in a timely manner, in accordance with workplace procedures and protocols. 2.2 Evidence from a range of sources is considered in providing feedback in the workplace. 2.3 The opinions of others are considered when providing informal feedback. 2.4 Performance of self and others is evaluated and confirmed with workgroup members. 2.5 ***Strategies/opportunities for continuous improvement*** are planned and implemented in consultation with the workgroup, and notable performance is recognised in accordance with organisational policy and procedures.
3. Provide formal	3.1 Where they exist, processes/***guidelines*** for providing ***formal***

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ELEMENT	PERFORMANCE CRITERIA
feedback in the workplace	***feedback*** are used to ensure feedback meets purpose/s for which it is required. 3.2 ***Standards/criteria*** for feedback are identified and clarified. 3.3 Written or verbal feedback is prepared to address required criteria and purpose in accordance with ***legislation, policy and procedures***. 3.4 Where others disagree with feedback provided, their opinions and ideas are considered objectively and the feedback is amended or supported in line with organisational procedures. 3.5 Agreement with those seeking formal feedback is negotiated and documented regarding any actions/follow-up as a result of feedback. 3.6 Where agreement cannot be reached, reports are prepared and further action is taken if necessary, in accordance with organisational policy and procedures.

Required Skills and Knowledge

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

Skill requirements

Look for evidence that confirms skills in:

- using techniques for maintaining objectivity while giving and receiving feedback
- using a range of communication techniques with members of a diverse workforce, including negotiating, questioning, clarifying, understanding, active listening, evaluating the ideas and opinions of others
- evaluating workplace performance and issues affecting clients and others
- responding to diversity, including gender and disability
- applying legislation such as occupational health and safety and environment in the context of giving and receiving feedback

Knowledge requirements

Look for evidence that confirms knowledge and understanding of:

- public sector legislation, regulations, policies, procedures and guidelines relating to giving and receiving feedback
- organisation policies, practices and procedures relating to feedback
- workplace performance requirements and issues
- equal employment opportunity, equity and diversity principles

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Evidence Guide

The Evidence Guide specifies the evidence required to demonstrate achievement in the unit of competency as a whole. It must be read in conjunction with the Unit descriptor, Performance Criteria, the Range Statement and the Assessment Guidelines for the Public Sector Training Package.

Units to be assessed together

- *Pre-requisite* units that must be achieved prior to this unit:*Nil*
- *Co-requisite* units that must be assessed with this unit:*Nil*
- *Co-assessed units* that may be assessed with this unit to increase the efficiency and realism of the assessment process include, but are not limited to:
  - PSPETHC301B Uphold the values and principles of public service
  - PSPGOV301B Work effectively in the organisation
  - PSPGOV302B Contribute to workgroup activities
  - PSPGOV303B Build and maintain internal networks
  - PSPGOV307B Organise workplace information
  - PSPGOV308B Work effectively with diversity
  - PSPGOV312A Use workplace communication strategies
  - PSPGOV313A Compose workplace documents
  - PSPGOV314A Contribute to conflict management
  - PSPLEGN301B Comply with legislation in the public sector
  - PSPOHS301A Contribute to workplace safety

Overview of evidence requirements

In addition to integrated demonstration of the elements and their related performance criteria, look for evidence that confirms:

- the knowledge requirements of this unit
- the skill requirements of this unit
- application of Employability Skills as they relate to this unit
- feedback given and received in a range of (3 or more) contexts (or occasions, over time)

Resources required to carry out assessment

These resources include:

- legislation, policy, procedures and protocols relating to feedback in the workplace
- case studies and workplace scenarios to capture the range of situations likely to be encountered when giving and receiving workplace feedback

Where and how to assess evidence

Valid assessment of this unit requires:

- a workplace environment, or one that closely resembles normal work practice and replicates the range of conditions likely to be encountered when giving and receiving workplace feedback, including coping with difficulties, irregularities and

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breakdowns in routine
- feedback given and received in a range of (3 or more) contexts (or occasions, over time).

Assessment methods should reflect workplace demands, such as literacy, and the needs of particular groups, such as:

- people with disabilities
- people from culturally and linguistically diverse backgrounds
- Aboriginal and Torres Strait Islander people
- women
- young people
- older people
- people in rural and remote locations.

Assessment methods suitable for valid and reliable assessment of this competency may include, but are not limited to, a combination of 2 or more of:

- case studies
- demonstration
- observation
- portfolios
- questioning
- scenarios
- simulation or role plays
- authenticated evidence from the workplace and/or training courses

For consistency of assessment

Evidence must be gathered over time in a range of contexts to ensure the person can achieve the unit outcome and apply the competency in different situations or environments

Range Statement

The Range Statement provides information about the context in which the unit of competency is carried out. The variables cater for differences between States and Territories and the Commonwealth, and between organisations and workplaces. They allow for different work requirements, work practices and knowledge. The Range Statement also provides a focus for assessment. It relates to the unit as a whole. Text in ***bold italics*** in the Performance Criteria is explained here.

Feedback on performance may include:	• client feedback • 360° feedback • feedback from assessors • performance feedback

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	• feedback on a job application
Other workplace issues may include:	• personal presentation • attitude • style, tone and form of language used • body language • cultural interactions • equity and diversity • telephone manner • client service manner
Others may include:	• team members • colleagues • superiors • subordinates • clients • assessors • performance appraisers • referees • interview panels • validators
Diversity issues may include:	• accepting that different ways of working and communicating are valid • focus on outcomes rather than process so that different ways of reaching the same end are not raised as negative feedback • interpreting feedback in light of diversity considerations • using culturally appropriate verbal and non-verbal language
Strategies/opportunities for continuous improvement may include:	• coaching, mentoring and/or supervision • formal/informal learning programs • internal/external training provision • work experience/exchange/opportunities • personal study • career planning/development • learning pathways.
Guidelines may include:	• sources of evidence • feedback methods/decisions • how to provide feedback • who gets feedback • appeal processes • grievance processes • dispute resolution processes • confidentiality • privacy

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	• freedom of information requirements
Formal feedback may be required by:	• peers • managers/supervisors/team leaders • employees • teams and team members • clients/customers • job applicants (360° feedback)
Standards*/*criteria may include:	• selection criteria • best practice standards • organisational practice standards • competencies • service level standards • codes of ethics/conduct • legislation/regulations

Legislation*, *policy and procedures may include:	• State/Territory and Commonwealth legislation and regulations such as:
	  • public sector management acts
	  • privacy legislation
	  • freedom of information
	  • equal employment opportunity, anti-discrimination and harassment legislation
	  • occupational health and safety legislation
	• environmental legislation
	• ethics and accountability standards
	• public sector standards
	• organisational policy, procedures and protocols
	• international legislation/codes of behaviour

Unit Sector(s)

Not applicable.

Competency field

Working in Government

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PSPGOV513A Refine complex workplace documents

Modification History

Release	TP Version	Comments
3	PSP12V1	Layout adjusted.
2	PSP04V4.2	Layout adjusted. No changes to content.
1	PSP04V4.1	Primary release.

Unit Descriptor

This unit covers written workplace communication at a level where preliminary research or documents may have been prepared by others as input, and final documents are being prepared. It includes critical analysis of workplace information, composition, revision and refinement to meet workplace requirements.

In practice, refinement of complex workplace documents may overlap with other generalist or specialist public sector work activities such as acting ethically, complying with legislation, providing client service, leading a group, developing policy, undertaking research and analysis, etc.

This is one of 5 units of competency in the *Working in Government* Competency Field that deal with written communication. Related units are:

- PSPGOV208A Write routine workplace materials
- PSPGOV313A Compose workplace documents
- PSPGOV413A Compose complex workplace documents
- PSPGOV606A Prepare high-level/sensitive written materials

Application of the Unit

Not applicable.

Licensing/Regulatory Information

Not applicable.

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Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements are the essential outcomes of the unit of competency.	Together, performance criteria specify the requirements for competent performance. Text in ***bold italics*** is explained in the Range Statement following.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Critically analyse information	1.1 ***Information*** is tested for relevance, reliability, consistency and usefulness to the task/organisation. 1.2 Fact is separated from opinion and underlying values and beliefs are identified. 1.3 Cultural context of the information is taken into account in the analysis. 1.4 Stereotypes, bias, prejudice and motive are recognised. 1.5 Conclusions are drawn and a critical analysis with supporting evidence is prepared and submitted in accordance with organisational requirements.
2. Compose/refine complex documents	2.1 The ***purpose***, audience and objectives of ***complex documents*** are confirmed in accordance with organisational requirements. 2.2 ***Structure and content*** of document is approved in line with the purpose and intended audience. 2.3 Risk assessment is undertaken and risk management is implemented in relation to document preparation and content, in accordance with the nature and classification of the material. 2.4 Information/documents provided by others are analysed for bias, gaps, the influence of values, attitudes and context, conflicting advice/evidence and political implications. 2.5 Information is synthesised and complex documents are prepared and ***submitted*** in accordance with ***organisational requirements, legislation, policy and procedures***. 2.6 Feedback is provided to contributors of information/documents

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ELEMENT	PERFORMANCE CRITERIA
	to improve future input in a manner that provides learning opportunities for the researchers/authors.

Required Skills and Knowledge

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

Skill requirements

Look for evidence that confirms skills in:

- reading and writing at a level to cope with a range of complex and sensitive workplace materials
- critically analysing and synthesising information to compose complex written documents
- refining content, structure and sequence according to the required purpose of written material
- using spelling, punctuation and grammar for workplace documents at an experienced level
- providing feedback on other people's work in ways suited to the diversity of the workplace, including creation of learning opportunities to improve research/document input
- responding to diversity, including gender and disability
- implementing ergonomic requirements for office work
- complying with environmental policies such as those relating to paper use/wastage/recycling

Knowledge requirements

Look for evidence that confirms knowledge and understanding of:

- legislation, regulations, policies, procedures and guidelines relating to written communication in the public sector such as privacy, freedom of information, information security, confidentiality, copyright, intellectual property
- critical analysis of complex information
- politically and culturally sensitive documents
- organisational requirements for complex written documents
- government style manual requirements
- equal employment opportunity, equity and diversity principles
- public sector legislation such as occupational health and safety and environment in the context of preparing written materials

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Evidence Guide

The Evidence Guide specifies the evidence required to demonstrate achievement in the unit of competency as a whole. It must be read in conjunction with the Unit descriptor, Performance Criteria, the Range Statement and the Assessment Guidelines for the Public Sector Training Package.

Units to be assessed together

- *Pre-requisite* units that must be achieved prior to this unit:*Nil*
- *Co-requisite* units that must be assessed with this unit:*Nil*
- *Co-assessed units* that may be assessed with this unit to increase the efficiency and realism of the assessment process include, but are not limited to:
  - PSPETHC501B Promote the values and ethos of public service
  - PSPGOV504B Undertake research and analysis
  - PSPGOV505A Promote diversity
  - PSPGOV515A Develop and use political nous
  - PSPLEGN501B Promote compliance with legislation in the public sector
  - PSPOHS501A Monitor and maintain workplace safety

Overview of evidence requirements

In addition to integrated demonstration of the elements and their related performance criteria, look for evidence that confirms:

- the knowledge requirements of this unit
- the skill requirements of this unit
- application of Employability Skills as they relate to this unit
- complex workplace documents composed/refined in a range of (3 or more) contexts (or occasions, over time)

Resources required to carry out assessment

These resources include:

- legislation, policy, procedures and protocols relating to written communication in the public sector
- examples of complex workplace documents
- government style guide
- case studies and workplace scenarios to capture the range of situations likely to be encountered when composing/refining complex workplace documents

Where and how to assess evidence

Valid assessment of this unit requires:

- a workplace environment or one that closely resembles normal work practice and replicates the range of conditions likely to be encountered when refining complex workplace documents, including coping with difficulties, irregularities and breakdowns in routine
- complex workplace documents composed/refined in a range of (3 or more) contexts (or occasions, over time).

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	Assessment methods should reflect workplace demands, such as literacy, and the needs of particular groups, such as: • people with disabilities • people from culturally and linguistically diverse backgrounds • Aboriginal and Torres Strait Islander people • women • young people • older people • people in rural and remote locations. Assessment methods suitable for valid and reliable assessment of this competency may include, but are not limited to, a combination of 2 or more of: • portfolios • projects • questioning • scenarios • authenticated evidence from the workplace and/or training courses
For consistency of assessment	Evidence must be gathered over time in a range of contexts to ensure the person can achieve the unit outcome and apply the competency in different situations or environments

Range Statement

The Range Statement provides information about the context in which the unit of competency is carried out. The variables cater for differences between States and Territories and the Commonwealth, and between organisations and workplaces. They allow for different work requirements, work practices and knowledge. The Range Statement also provides a focus for assessment. It relates to the unit as a whole. Text in ***bold italics*** in the Performance Criteria is explained here.	
Information for critical analysis may include:	• applications • briefing papers • discussion papers • expert opinion • literature • plans • policy advice • project briefs • reports • research

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	• speeches • submissions • web site information
Purpose may include:	• influencing opinion • reporting on achievement • recommending options and corresponding actions • meeting regulatory requirements • meeting public sector reporting requirements • documenting policy • developing policy • obtaining funding • providing briefing material • contributing to strategic planning • responding to enquiries/complaints
Complex documents may include:	• funding submissions • briefing papers • speeches • media briefs • position papers • discussion papers • business cases • reports • project briefs • strategic and operational plans • functional area strategy • justification for policy development • policy guidance • counter argument to submission
Structure and content may include:	• executive summary • division into sections or chapters • tables of contents and indexes • conclusions • glossaries • footnotes/endnotes • references • critical analysis • facts and observations • submissions • creative ideas • recommendations and supporting arguments • opinion

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	• anticipated arguments and rebuttals • case studies
Submission of document may include:	• approvals • sign-off procedures

Organisational requirements may include:	• use of plain English
	• style formats
	• acknowledgements
	• particular terminology to be used/not used:
	  • acronyms
	  • technical terms
	  • bureaucratic language
	  • abbreviations
	• requirements for minimising jargon in written materials
	• requirements for written material to take account of cultural, ethnic, religious or language differences, disabilities, etiquette
	• guidelines for illustrative items
	• standards for references, acknowledgements, citations, footnotes, endnotes
	• using particular communication channels

Legislation, ***policy and procedures*** may include:	• State/Territory or Commonwealth legislation, regulations, policies, procedures and guidelines relating to the preparation and security of written information in the public sector, including freedom of information, copyright, privacy, confidentiality, equal employment opportunity, diversity, occupational health and safety • risk assessment • information security requirements • public sector standards • fraud control standards • codes of practice • codes of ethics • private or confidential materials • embargoed material • politically sensitive materials • security standards for government information

Unit Sector(s)

Not applicable.

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Competency field

Working in Government

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PSPGSD002 Administer government service delivery requirements

Modification History

Release	Comments
1	This unit was released in PSP Public Sector Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to PSPGSD402A Administer government service delivery requirements. • Unit code updated • Content and formatting updated to comply with new standards • All PC transitioned from passive to active voice

Application

This unit describes the skills required to administer government service offers, agreements and records. It includes reviewing service offers or agreements, and reviewing and updating records.

This unit applies to those working in public sector roles but may be applied to anyone working in a similar organisational context.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work independently, performing routine tasks in a range of familiar contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

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Competency Field

Government service delivery

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Administer service offers or agreements	1.1 Identify and act on the need for assistance. 1.2 Identify and explain mutual obligations, rights and responsibilities associated with government service delivery. 1.3 Ensure delivery of services matches the circumstances.
2. Review service offers or agreements	2.1 Review service offer decisions as required. 2.2 Process appeals against service offer decisions. 2.3 Identify and negotiate ongoing resources and support required to progress the service offer. 2.4 Update records to reflect changes in circumstances.
3. Review and update government service delivery records	3.1 Review service delivery records for accuracy and currency. 3.2 Record and update information about individuals' needs as circumstances change. 3.3 Update information systems and records related to services provided to individuals. 3.4 Protect the privacy and security of personal information and records.

Foundation Skills

Foundation skills are embedded within the elements and performance criteria of this unit.

Unit Mapping Information

This unit supersedes and is equivalent to PSPGSD402A Administer government service delivery requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

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Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

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Assessment Requirements for PSPGSD002 Administer government service delivery requirements

Modification History

Release	Comments
1	These Assessment Requirements were released in PSP Public Sector Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- reading complex, formal documents including legislation and guidelines and explaining them to people from diverse backgrounds
- granting and adjusting payments

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- the range of applicant circumstances and complexity of needs in the context of government service delivery
- range of services available through the organisation
- mutual obligations, rights and responsibilities
- service offers
- appeal processes
- administration systems and requirements for payments and benefits
- legislation, policy, procedures and protocols relating to government service delivery, including work health and safety and environment and sustainability practices
- principles of equal employment opportunity and diversity

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Assessment Conditions

This unit contains no specific industry-mandated assessment conditions. Guidance on suggested and recommended conditions and methods can be found in the Implementation Guide.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

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PSPINV001 Plan and initiate an investigation

Modification History

Release	Comments
1	This unit was released in PSP Public Sector Training Package release 1.0 and meets the Standards for Training Packages.

Application

This unit describes the skills required to identify and confirm possible non-compliance, and plan and initiate a subsequent investigation. It includes planning and activating evidence collection, identifying witnesses and persons of interest.

This unit applies to those working in a range of regulatory work environments involving gathering and managing physical or documentary evidence from a range of sources.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to, particularly those related to WHS in the context of investigations.

Those undertaking this unit would work independently using support from a range of established resources to perform complex tasks in a range of contexts, including some that are unfamiliar and/or unpredictable.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Competency Field

Investigation

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Initiate preliminary investigation to confirm non-compliance	1.1 Assess information, confirm likely non-compliance and if matter under investigation falls within jurisdiction. 1.2 Prioritise importance and urgency of the matter for action. 1.3 Initiate documentation for investigation of alleged matter.
2. Plan investigation	2.1 Determine the objectives of the investigation and obtain necessary resources to conduct the investigation. 2.2 Identify and plan for risks associated with the investigation including sensitivities that might affect the organisation. 2.3 Select methods to achieve the investigation's objectives. 2.4 Identify timelines and prioritise tasks. 2.5 Confirm and initiate communication and case management requirements. 2.6 Record investigation planning. 2.7 Obtain approval to commence investigation.
3. Initiate investigation	3.1 Implement evidence recording process. 3.2 Identify, locate and contact possible witnesses to request information. 3.3 Identify and locate responsible parties and record their particulars. 3.4 Contact responsible parties for interview and inform them of the nature of the investigation as required by law. 3.5 Research evidence requirements to establish the type and standard of evidence and necessary resources according to the size of investigation and nature of the offence. 3.6 Select and initiate investigative techniques.

Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

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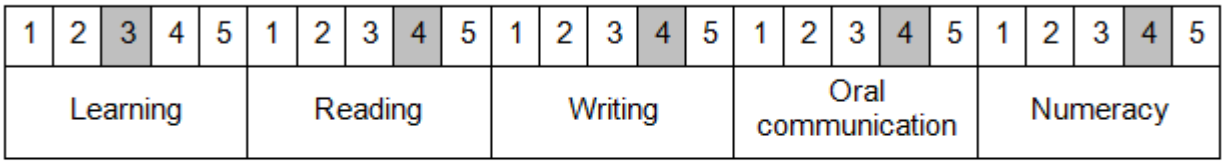
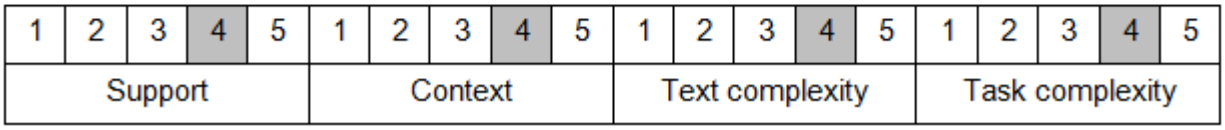
ACSF levels indicative of performance:



Performance variables:



Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

Unit Mapping Information

No equivalent unit.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

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Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

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Assessment Requirements for PSPINV001 Plan and initiate an investigation

Modification History

Release	Comments
1	These Assessment Requirements were released in PSP Public Sector Training Package release 1.0 and meet the Standards for Training Packages.

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least two occasions.

- acting ethically
- applying legislation, regulations and codes of practice
- using process mapping
- undertaking research, analysis and problem solving in the context of investigating non compliance
- questioning and negotiating meaning
- responding to diversity
- using planning and time management in the context of investigations
- preparing written reports and recommendations requiring accuracy, formal language structures
- using information technology for data analysis, recording and reporting

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- investigation methodology and techniques
- rules and types of evidence
- storage and continuity of evidence
- applicable legislation
- aspects of criminal, civil or administrative law
- jurisdiction, powers and restrictions to investigate
- organisational policy and procedures
- cultural awareness

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- confidentiality and privacy issues
- reporting procedures which provide a written or electronic audit trail

Assessment Conditions

Valid assessment of this unit requires a workplace environment or one that closely resembles normal work practice and replicates the range of conditions likely to be encountered when initiating investigations.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

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PSPINV002 Conduct an investigation

Modification History

Release	Comments
1	This unit was released in PSP Public Sector Training Package release 1.0 and meets the Standards for Training Packages.

Application

This unit describes the skills required to conduct an investigation under commonwealth and/or jurisdictional law, in accordance with an established investigation plan. It includes gathering and managing evidence, identifying persons of interest, reviewing and reporting on progress and briefing/debriefing relevant personnel.

This unit applies to those working in a range of regulatory work environments.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to, particularly those related to WHS and environment in the context of investigations.

Those undertaking this unit would work independently using support from a range of established resources to perform complex tasks in a range of contexts, including some that are unfamiliar and/or unpredictable.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Competency Field

Investigation

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe	Performance criteria describe the performance needed to demonstrate

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the essential outcomes	achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Locate and record information sources	1.1 Identify subjects and suspects involved in the matter under investigation and record details. 1.2 Obtain or verify authority to search, involving other organisations where necessary. 1.3 Collect and analyse information relevant to the investigation. 1.4 Identify and locate persons relevant to the investigation and eliminate persons who are not. 1.5 Access expert skills and knowledge when necessary to further assist staff in areas where they cannot, or are not authorised, to act. 1.6 Anticipate likely defences and include evidence to counter these.
2. Collect and manage information and exhibits	2.1 Collect, label, record and preserve identified and/or corroboratory evidence for later use in proceedings. 2.2 Identify, secure and manage evidence from incoming information. 2.3 Maintain continuity, security and integrity of exhibits. 2.4 Handle, record, store and dispose of exhibits.
3. Review and adjust investigation process	3.1 Monitor and review evidence collection to address gaps and inadequacies. 3.2 Conduct briefings and debriefings of all relevant personnel. 3.3 Conduct investigation with sufficient flexibility to allow for contingencies, modify process of investigation and implement solutions where practicable.

Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

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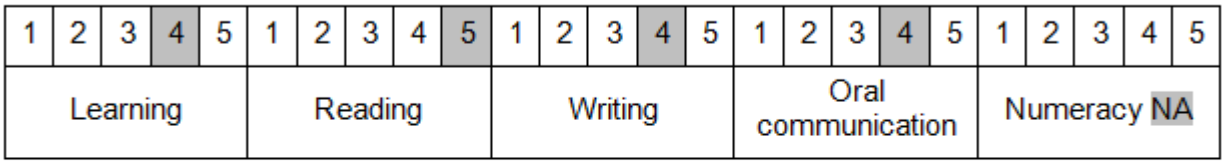
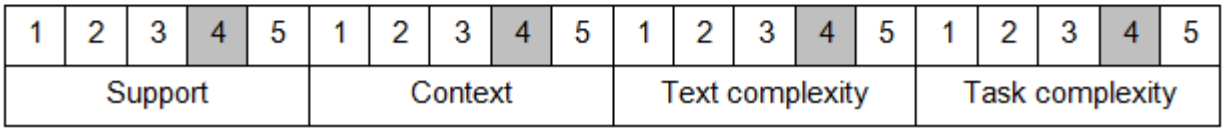
ACSF levels indicative of performance:



Performance variables:



Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

Unit Mapping Information

No equivalent unit.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

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Assessment Requirements for PSPINV002 Conduct an investigation

Modification History

Release	Comments
1	These Assessment Requirements were released in PSP Public Sector Training Package release 1.0 and meet the Standards for Training Packages.

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least two occasions.

- organising and problem-solving
- liaising and negotiating
- communicating with people from diverse backgrounds
- making comparisons and exercising judgment about facts in written materials
- writing reports using formal structures and language
- collecting, labelling, recording and preserving identified and/or corroboratory evidence for later use in proceedings according to exhibit management principles, continuity of possession, legislation and standards

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- rules of evidence and legislation relevant to the jurisdiction
- legislation dealing with offence/s under investigation
- document management systems
- exhibit management principles
- organisational policies, guidelines and regulations
- equal employment opportunity, equity and diversity principles
- legal and ethical considerations in investigations which involve juveniles and indigenous people

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Assessment Conditions

Valid assessment of this unit requires a workplace environment or one that closely resembles normal work practice and replicates the range of conditions likely to be encountered when initiating investigations.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

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PSPINV003 Finalise an investigation

Modification History

Release	Comments
1	This unit was released in PSP Public Sector Training Package release 1.0 and meets the Standards for Training Packages.

Application

This unit describes the skills required to complete, review and report on the results of an investigation. It includes finalising the investigation, handling complaints and appeals, preparing an investigation report and using investigation outcomes.

This unit applies to those working in a range of regulatory work environments comprising gathering, managing and interpreting documentary evidence to determine appropriate responses including reporting and acting on investigation outcomes.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to, particularly those related to WHS and environment in the context of investigations.

Those undertaking this unit would work independently using support from a range of established resources to perform complex tasks in a range of contexts, including some that are unfamiliar and/or unpredictable.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Competency Field

Investigation

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Address investigation outcomes	1.1 Complete documentation if no breach has occurred or no action is to be taken, including reasons and justification. 1.2 Prepare and submit a record of the investigation and consequent recommendations for action. 1.3 Respond to complaints, appeals and the potential role of the ombudsman. 1.4 Advise relevant personnel on the outcome of the investigation. 1.5 Make recommendation for referral to another organisation as required and document for the organisation's information.
2. Report findings	2.1 Prepare finalisation report in relation to the findings and submission of evidence, with recommendations for subsequent action if relevant. 2.2 Prepare report and refer to relevant personnel for further action.
3. Finalise investigation	3.1 Undertake self-assessment of the conduct of the investigation and provide verbal and written briefings. 3.2 Inform relevant external organisations of outcomes and document this action. 3.3 Update organisational systems regularly, contributing investigation results for the development of statistics, trends and precedents.

Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

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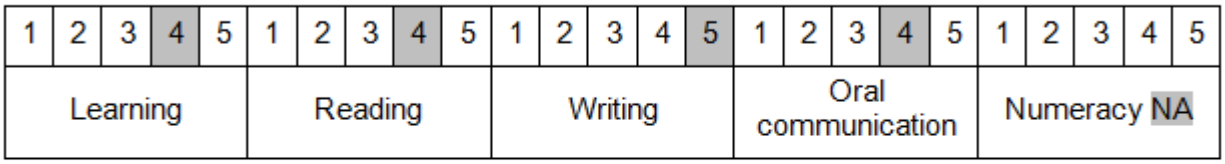
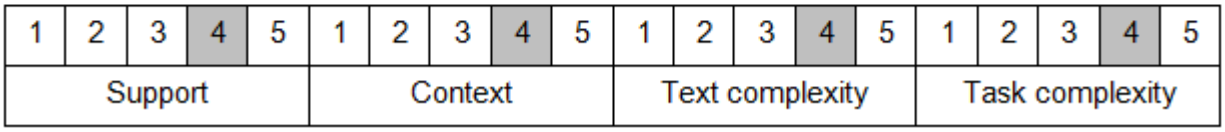
ACSF levels indicative of performance:



Performance variables:



Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

Unit Mapping Information

No equivalent unit.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

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Assessment Requirements for PSPINV003 Finalise an investigation

Modification History

Release	Comments
1	These Assessment Requirements were released in PSP Public Sector Training Package release 1.0 and meet the Standards for Training Packages.

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least two occasions.

- undertaking analysis and problem-solving
- engaging in exchanges of sometimes complex oral information
- varying style and language during briefings to suit audience
- writing summaries, briefing papers and reports requiring clarity, accuracy and formality of structure and language
- applying analytical techniques, logic and reasoning to identify and select avenues of inquiry and substantiate these choices

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- legislation relating to the offences under investigation
- investigation principles and the range of investigation techniques available
- organisational guidelines for reporting and information management
- ethical standards
- principles of equal employment opportunity, equity and diversity
- operational safety
- legislation related to anti-discrimination and disability
- different types of criminal activity and their elements
- available resources which may need to be deployed to support the investigation
- security issues and classifications
- legal and ethical considerations in investigations which involve juveniles and indigenous people

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- knowledge of case management systems and the range of contexts in which they can be applied
- court procedures and evidentiary in provision of briefs of evidence for use by the prosecution
- role and functions of other agencies who work with policing in the conduct of investigations
- methods and process for subject/suspect identification and profiling

Assessment Conditions

Valid assessment of this unit requires a workplace environment or one that closely resembles normal work practice and replicates the range of conditions likely to be encountered when initiating investigations.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

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PSPLEG003 Promote compliance with legislation in the public sector

Modification History

Release	Comments
1	This unit was released in PSP Public Sector Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to PSPLEGN501B Promote compliance with legislation in the public sector. • Unit code updated • Content and formatting updated to comply with new standards • All PC transitioned from passive to active voice

Application

This unit describes the skills required to promote compliance with legislation in the public sector. It includes modelling compliance with legislation.

This unit applies to those with responsibility for encouraging and assisting others to comply with public sector guidelines and procedures.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would generally work independently with supervisory responsibilities. They would perform complex tasks in a range of familiar contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Competency Field

Legislation and compliance

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Encourage compliance with legislative requirements	1.1 Use personal work practices to provide a consistent model of compliance with current public sector legislation and guidelines. 1.2 Provide responses to staff enquiries about the legislative requirements of the workplace. 1.3 Explain to staff the consequences of non-compliance relating to a range of legislation. 1.4 Use compliance strategies to encourage compliance with legislation, policies and guidelines in accordance with the situation.
2. Monitor compliance with legislative requirements	2.1 Monitor compliance with legislative requirements and resolve or refer issues. 2.2 Raise and address inadequacies in workplace procedures which contribute to non-compliance. 2.3 Report on compliance with legislative requirements.

Foundation Skills

Foundation skills are embedded within the elements and performance criteria of this unit.

Unit Mapping Information

This unit supersedes and is equivalent to PSPLEGN501B Promote compliance with legislation in the public sector.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

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Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

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Assessment Requirements for PSPLEG003 Promote compliance with legislation in the public sector

Modification History

Release	Comments
1	These Assessment Requirements were released in PSP Public Sector Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- applying research and evaluation
- reading and explaining complex and formal documents, including legislation and codes of ethics, and applying them to work practices
- communicating with others involving exchanges of complex oral and written information
- applying environmental and WHS procedures and promoting their use by others

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- legislation relating to the public sector including WHS and environment
- regulations, guidelines, policy, practices
- public sector codes of ethics and conduct
- government processes and practices

Assessment Conditions

This unit contains no specific industry-mandated assessment conditions. Guidance on suggested and recommended conditions and methods can be found in the Implementation Guide.

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Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

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PSPLEGN401A Encourage compliance with legislation in the public sector

Modification History

Release	TP Version	Comments
3	PSP12V1	Unit descriptor edited.
2	PSP04V4.2	Layout adjusted. No changes to content.
1	PSP04V4.1	Primary release.

Unit Descriptor

This unit covers the competency to encourage others (colleagues or those supervised) in the workplace to comply with legislation. It includes assisting others to comply with legislative requirements, and taking action on non-compliance.

In practice, encouraging compliance with legislation is demonstrated in the context of other generalist or specialist work activities such as using government processes, delivering and monitoring client services, using resources, preparing quotations, conducting interviews, awarding contracts etc.

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

Application of the Unit

Not applicable.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

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Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements are the essential outcomes of the unit of competency.

Together, performance criteria specify the requirements for competent performance. Text in ***bold italics*** is explained in the Range Statement following.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Assist others to comply with legislative requirements	1.1 Knowledge of the range of ***legislation and guidelines*** relating to the public sector workplace is regularly updated to ensure currency. 1.2 The way various pieces of legislation are integrated to provide a legislative framework for public sector work and the key requirements of each piece of legislation are confirmed and conveyed to ***others*** using language and examples suited to their individual needs. 1.3 Own work practices and procedures are used to provide a consistent model of compliance with legislative requirements relating to the public sector work environment. 1.4 The ***consequences of non-compliance*** with public sector legislation are identified and conveyed to others using language and examples suited to individual needs. 1.5 Others are assisted to locate and access current information on legislation and guidelines. 1.6 Others are encouraged to identify and obtain advice on apparently ***conflicting legislative requirements*** in accordance with organisational policy and procedures.
2. Act on non-compliance	2.1 Actions that might constitute breaches of legislation are identified and discussed with others in accordance with organisational requirements. 2.2 Possible breaches of legislation are acted upon or referred promptly to an authorised person/body in accordance with organisational procedures. 2.3 ***Inadequacies in workplace procedures*** which may contribute to non-compliance are reported and addressed in accordance with organisational procedures.

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Required Skills and Knowledge

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

Skill requirements

Look for evidence that confirms skills in:

- accessing and reading complex and formal documents such as legislation and related materials
- assisting others to apply legislation to work practices and to identify inappropriate conduct
- using guidelines to effectively administer legislative requirements
- exercising discretion in accordance with legislation and guidelines
- communicating with others involving exchanges of complex oral/written information
- using technology to access legislative requirements
- responding to diversity, including gender and disability
- applying environmental and occupational health and safety procedures and encouraging others in their application

Knowledge requirements

Look for evidence that confirms knowledge and understanding of:

- the range of legislation relating to the public sector (including occupational health and safety, and specific enabling legislation relating to the business) and the key requirements of each
- public sector codes of ethics/conduct
- consequences of non-compliance
- procedures for acting on and reporting possible breaches of legislation
- equal employment opportunity, equity and diversity principles

Evidence Guide

The Evidence Guide specifies the evidence required to demonstrate achievement in the unit of competency as a whole. It must be read in conjunction with the Unit descriptor, Performance Criteria, the Range Statement and the Assessment Guidelines for the Public Sector Training Package.

Units to be assessed together

- *Pre-requisite* units that must be achieved prior to this unit:*Nil*
- *Co-requisite* units that must be assessed with this unit:*Nil*
- *Co-assessed units* that may be assessed with this unit to

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increase the efficiency and realism of the assessment process include, but are not limited to:

- PSPETHC401A Uphold and support the values and principles of public service
- PSPGOV402B Deliver and monitor service to clients
- PSPGOV403B Use resources to achieve work unit goals
- PSPGOV407B Provide a quotation
- PSPGOV422A Apply government processes
- PSPPROC409A Receive and select offers
- PSPREG407B Produce formal record of interview

Overview of evidence requirements

In addition to integrated demonstration of the elements and their related performance criteria, look for evidence that confirms:

- the knowledge requirements of this unit
- the skill requirements of this unit
- application of Employability Skills as they relate to this unit
- compliance with legislation encouraged in a range of (3 or more) contexts (or occasions, over time)

Resources required to carry out assessment

These resources include:

- public sector legislation, regulations and guidelines
- procedures and protocols
- scenarios and case studies to capture the range of situations likely to be encountered when assisting others to comply with legislation

Where and how to assess evidence

Valid assessment of this unit requires:

- a workplace environment, or one that closely resembles normal work practice and replicates the range of conditions likely to be encountered when encouraging compliance with legislation in the public sector, including coping with difficulties, irregularities and apparently conflicting legislative requirements
- compliance with legislation encouraged in a range of (3 or more) contexts (or occasions, over time).

Assessment methods should reflect workplace demands, such as literacy, and the needs of particular groups, such as:

- people with disabilities
- people from culturally and linguistically diverse backgrounds
- Aboriginal and Torres Strait Islander people
- women
- young people

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- older people
- people in rural and remote locations.

Assessment methods suitable for valid and reliable assessment of this competency may include, but are not limited to, a combination of 2 or more of:

- case studies
- portfolios
- questioning
- scenarios
- simulation or role plays
- authenticated evidence from the workplace and/or training courses

For consistency of assessment

Evidence must be gathered over time in a range of contexts to ensure the person can achieve the unit outcome and apply the competency in different situations or environments

Range Statement

The Range Statement provides information about the context in which the unit of competency is carried out. The variables cater for differences between States and Territories and the Commonwealth, and between organisations and workplaces. They allow for different work requirements, work practices and knowledge. The Range Statement also provides a focus for assessment. It relates to the unit as a whole. Text in ***bold italics*** in the Performance Criteria is explained here.

Legislation and guidelines may relate to:

- public sector standards:
  - codes of conduct/ethics
  - guarantee of service
  - legislated standards
  - State/Territory/Commonwealth/organisational standards
  - technical/industrial standards
  - professional standards
  - industry competency standards
  - anti-corruption legislation
  - whistleblowers' protection
- public sector employment:
  - employee relations
  - chief executive officer's instructions
  - Commissioner's instructions
  - public sector notices

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- workplace environment:
  - equal employment opportunity
  - affirmative action
  - workplace diversity
  - anti-discrimination
  - workplace harassment
  - occupational health and safety
  - duty of care
  - security, storage, handling and classification of documents
- financial management and accountability:
  - Treasurer's instructions
  - contractual obligations
- transparency:
  - freedom of information
  - professional reporting
  - accountability
  - fair trading
- business and community:
  - privacy
  - trade practices
  - competition
  - road transport legislation
- information and records management standards and legislation
- the organisation's enabling legislation, regulations
- aspects of common law, criminal law, contract law, employment law and administrative law, including judges' rules
- international legislation/codes of behaviour

Others may include:

- colleagues
- supervised staff
- contractors

Consequences of non-compliance may include:

- for individuals:
  - counselling
  - disciplinary action
  - transfer, demotion, dismissal
  - legal liability
  - fine
- external consequences, for example:

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- to clients
- to the organisation's reputation

Conflicting legislative requirements may include:

- apparent contradiction between statutes
- apparent conflict between statutes and policy requirements
- contradictions between different policy requirements
- contradictions within a single piece of legislation

Inadequacies in workplace procedures may include:

- insufficient financial/other controls
- insecure Internet/fax access
- non-auditable records processes
- ambiguous guidelines
- no guidelines
- unnecessary complexity
- use of non-current legislation

Unit Sector(s)

Not applicable.

Competency field

Legislation and Compliance

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PSPLEGN501B Promote compliance with legislation in the public sector

Modification History

Release	TP Version	Comments
3	PSP12V1	Unit descriptor edited.
2	PSP04V4.2	Layout adjusted. No changes to content.
1	PSP04V4.1	Primary release.

Unit Descriptor

This unit covers promotion of compliance with legislation in the public sector. It includes modelling compliance with legislation and related public sector guidelines and procedures and encouraging and assisting others to comply.

In practice, promoting compliance with legislation is demonstrated in the context of other generalist or specialist work activities such as developing client services, coordinating financial resources, providing human resource services, conducting investigations, directing contracts etc.

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

Application of the Unit

Not applicable.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

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Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements are the essential outcomes of the unit of competency.

Together, performance criteria specify the requirements for competent performance. Text in ***bold italics*** is explained in the Range Statement following.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Model and encourage compliance with legislative requirements	1.1 Personal work practices are used to provide a consistent model of compliance with current public sector ***legislation and guidelines***.
	1.2 Responses to staff enquiries about the legislative requirements of the workplace are provided in a timely, consistent and constructive manner.
	1.3 The ***consequences of non-compliance*** relating to a range of legislation are explained to staff using language and materials suited to their levels of experience, learning styles and individual needs.
	1.4 ***Compliance strategies*** are used to encourage compliance with legislation, policies and guidelines in accordance with the situation at hand.
2. Monitor compliance with legislative requirements	2.1 Compliance with legislative requirements is monitored in accordance with organisational procedures.
	2.2 Compliance issues are resolved or referred in accordance with organisational policy and procedures.
	2.3 ***Inadequacies in workplace procedures*** which may contribute to non-compliance are raised promptly and addressed in accordance with organisational procedures.
	2.4 Compliance with legislative requirements is reported on, in accordance with organisational policy and procedures.

Required Skills and Knowledge

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

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Skill requirements

Look for evidence that confirms skills in:

- applying research and evaluation
- assisting other people in areas such as conflict resolution, coaching, problem solving
- reading and explaining complex and formal documents such as legislation and codes of ethics and applying them to work practices
- communicating with others involving exchanges of complex oral and written information
- responding to diversity, including gender and disability
- using technology skills to access legislation and guidelines electronically
- applying environmental and occupational health and safety procedures and promoting their use by others

Knowledge requirements

Look for evidence that confirms knowledge and understanding of:

- legislation relating to the public sector (including occupational health and safety and environment)
- regulations, guidelines, policy, practices
- public sector codes of ethics/conduct
- government processes
- governance practices
- equal employment opportunity, equity and diversity principles

Evidence Guide

The Evidence Guide specifies the evidence required to demonstrate achievement in the unit of competency as a whole. It must be read in conjunction with the Unit descriptor, Performance Criteria, the Range Statement and the Assessment Guidelines for the Public Sector Training Package.

Units to be assessed together

- *Pre-requisite* units that must be achieved prior to this unit:*Nil*
- *Co-requisite* units that must be assessed with this unit:*Nil*
- *Co-assessed units* that may be assessed with this unit to increase the efficiency and realism of the assessment process include, but are not limited to:
  - PSPETHC501B Promote the values and ethos of public service
  - PSPGOV502B Develop client services
  - PSPGOV503B Coordinate resource allocation and usage

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- PSPGOV507A Undertake negotiations
- PSPGOV511A Provide leadership
- PSPGOV519A Manage performance
- PSPPM502B Manage complex projects
- PSPPROC502A Establish contract management arrangements

Overview of evidence requirements

In addition to integrated demonstration of the elements and their related performance criteria, look for evidence that confirms:

- the knowledge requirements of this unit
- the skill requirements of this unit
- application of Employability Skills as they relate to this unit
- compliance with legislation promoted in a range of (3 or more) contexts (or occasions, over time)

Resources required to carry out assessment

These resources include:

- public sector legislation, regulations and guidelines
- procedures and protocols
- scenarios and case studies to capture the range of situations likely to be encountered when promoting compliance with legislation

Where and how to assess evidence

Valid assessment of this unit requires:

- an environment that closely resembles normal work practice and replicates the range of conditions likely to be encountered when promoting compliance with legislation, including coping with difficulties, irregularities and apparently conflicting requirements
- compliance with legislation promoted in a range of (3 or more) contexts (or occasions, over time).

Assessment methods should reflect workplace demands, such as literacy, and the needs of particular groups, such as:

- people with disabilities
- people from culturally and linguistically diverse backgrounds
- Aboriginal and Torres Strait Islander people
- women
- young people
- older people
- people in rural and remote locations.

Assessment methods suitable for valid and reliable assessment of this competency may include, but are not limited to, a combination of 2 or more of:

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- case studies
- portfolios
- questioning
- scenarios
- simulation or role plays
- authenticated evidence from the workplace and/or training courses

For consistency of assessment

Evidence must be gathered over time in a range of contexts to ensure the person can achieve the unit outcome and apply the competency in different situations or environments

Range Statement

The Range Statement provides information about the context in which the unit of competency is carried out. The variables cater for differences between States and Territories and the Commonwealth, and between organisations and workplaces. They allow for different work requirements, work practices and knowledge. The Range Statement also provides a focus for assessment. It relates to the unit as a whole. Text in ***bold italics*** in the Performance Criteria is explained here.

Legislation and guidelines may include:

- public sector standards:
  - codes of conduct/ethics
  - guarantee of service
  - legislated standards
  - State/Territory/Commonwealth/organisational standards
  - technical/industrial standards
  - professional standards
  - industry competency standards
  - anti-corruption legislation
  - whistleblowers' protection
- public sector employment:
  - employee relations
  - chief executive officer's instructions
  - Commissioner's instructions
  - public sector notices
- workplace environment:
  - equal employment opportunity
  - affirmative action
  - workplace diversity
  - anti-discrimination

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- workplace harassment
- occupational health and safety
- duty of care
- security, storage, handling and classification of documents

- financial management and accountability:
  - Treasurer's instructions
  - contractual obligations
- transparency:
  - freedom of information
  - professional reporting
  - accountability
  - fair trading
- business and community:
  - privacy
  - trade practices
  - competition
  - road transport legislation
- information and records management standards and legislation
- the organisation's enabling legislation, regulations
- aspects of common law, criminal law, contract law, employment law and administrative law, including judges' rules
- international legislation/codes of behaviour

Consequences of non-compliance may include:

- for individuals:
  - counselling
  - disciplinary action
  - transfer
  - demotion
  - dismissal
  - legal liability
  - fine
- external consequences, for example:
  - to clients
  - customer service
  - to the organisation's reputation

Compliance strategies may include:

- education
- mentoring
- coaching

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	• shadowing • supervision • taking disciplinary or legal action
Inadequacies in workplace procedures may include:	• insufficient financial/other controls • insecure Internet/fax access • non-auditable records processes • ambiguous guidelines • no guidelines • unnecessary complexity • use of non-current legislation

Unit Sector(s)

Not applicable.

Competency field

Legislation and Compliance.

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PSPMGT001 Manage resources

Modification History

Release	Comments
1	This unit was released in PSP Public Sector Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to PSPMNGT602B Manage resources. • Unit code updated • Content and formatting updated to comply with new standards • All PC transitioned from passive to active voice

Application

This unit describes the skills required to manage resources in accordance with planned business strategies. It includes analysing resource requirements, developing resource plans, allocating resources, reviewing and reporting on resource usage.

This unit applies to those involved in the management of organisation resources.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work autonomously with management responsibilities, performing complex tasks in a familiar context.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Competency Field

Management

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Analyse resource requirements	1.1 Develop resource bids in line with outputs identified in business plans. 1.2 Consult key stakeholders in determining the nature and level of resources required. 1.3 Analyse resource requirements to identify proposed costs and benefits. 1.4 Identify opportunities to share resources across business units within the organisation.
2. Develop resource plans to support achievement of business unit objectives	2.1 Develop resource plans that detail the acquisition and allocation of resources, and the relationship to business strategies, contingencies, plans, programs and processes. 2.2 Identify internal resourcing capabilities and external resourcing requirements. 2.3 Identify procedures for the evaluation of resource allocation. 2.4 Include processes for managing changing government priorities. 2.5 Obtain approval from senior management.
3. Allocate resources	3.1 Manage resource allocation to enable achievement of business unit objectives. 3.2 Negotiate and obtain resources within required timeframe. 3.3 Develop and implement systems to enable accurate monitoring and review of resource usage. 3.4 Incorporate efficient use of technology into work practices.
4. Review and report on resource usage	4.1 Develop and implement procedures to review resource allocation against business unit objectives. 4.2 Monitor compliance with program and project budgets and recommend and apply corrective action where necessary. 4.3 Prepare reports that indicate the level of performance achieved and any action taken to adjust or rectify procedures in meeting service and product delivery standards.

Foundation Skills

Foundation skills are embedded within the elements and performance criteria of this unit.

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Unit Mapping Information

This unit supersedes and is equivalent to PSPMNGT602B Manage resources.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

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Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

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Assessment Requirements for PSPMGT001 Manage resources

Modification History

Release	Comments
1	These Assessment Requirements were released in PSP Public Sector Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- applying legislation, regulations, policies, procedures and guidelines relating to resource management in the public sector
- using effective consultation and negotiation with stakeholders
- writing reports requiring reasoning and precision of expression
- communicating using complex exchange of oral information
- applying budgeting and financial management

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- financial management and budgetary processes in the organisation
- business strategies
- risk management concepts
- organisational goals, policies and procedures
- jurisdictional legislation and guidelines applicable to resource management, including work health and safety and environment

Assessment Conditions

This unit contains no specific industry-mandated assessment conditions. Guidance on suggested and recommended conditions and methods can be found in the Implementation Guide.

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Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

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PSPMNGT614A Facilitate knowledge management

Modification History

Release	TP Version	Comments
3	PSP12V1	Unit descriptor edited.
2	PSP04V4.2.	Layout adjusted. No changes to content.
1	PSP04V4.1	Primary release.

Unit Descriptor

This unit covers management of knowledge and information in the business unit to improve productivity and organisational efficiency, promote innovation and meet business unit goals. It includes establishing the organisational context for knowledge management, developing capability, facilitating knowledge management, and integrating aspects of knowledge management with information/records management.

In practice, facilitation of knowledge management may overlap with other generalist or specialist public sector work activities such as acting ethically, complying with legislation, applying government systems, managing change, managing diversity, facilitating workforce effectiveness, etc.

Related units in the Information competency theme in the *Working in Government* Competency field are:

- PSPGOV206B Handle workplace information
- PSPGOV307B Organise workplace information
- PSPGOV406B Gather and analyse information
- PSPGOV504B Undertake research and analysis

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

Application of the Unit

Not applicable.

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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements are the essential outcomes of the unit of competency.	Together, performance criteria specify the requirements for competent performance. Text in ***bold italics*** is explained in the Range Statement following.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Establish the organisational context for knowledge management	1.1 The organisation's history, culture, functions, strategic direction, performance and ***knowledge*** resources are identified. 1.2 Organisational strategies and goals that may be assisted by the development of organisational capability in ***knowledge management*** are identified. 1.3 The current ***knowledge management position*** of the organisation is assessed and the ***strengths and weaknesses*** of its knowledge resources and activities are determined. 1.4 Consultation with ***stakeholders*** is undertaken to raise knowledge and awareness of knowledge management and to establish knowledge management ***goals*** for the business unit and/or the organisation. 1.5 The cultural aspects of knowledge and knowledge management are identified and explored in the context of the organisational environment.
2. Develop capability in knowledge management	2.1 The ***benefits*** of knowledge management are identified and promoted to build an environment where these benefits may be realised. 2.2 Knowledge management ***initiatives*** are developed and aligned with the overall organisational strategy and contribute to

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ELEMENT	PERFORMANCE CRITERIA
	business unit goals.
	2.3 Initiatives are developed to build long-term capability in knowledge management and a culture of sharing knowledge and creating new knowledge in the organisation.
	2.4 Knowledge management initiatives are focused on the management and use of tacit knowledge in the business unit and creating new knowledge, as well as the capture and sharing of explicit knowledge.
	2.5 Management and stakeholder support is built throughout knowledge management initiatives to ensure immediate successes are transformed into ongoing benefits.
3. **Facilitate knowledge management**	3.1 Strategies are implemented to facilitate the development of strong and trusting culturally diverse networks where knowledge can be created and shared.
	3.2 ***Methods for creating, discovering and acquiring*** knowledge are facilitated in the business unit.
	3.3 ***Methods and systems for capturing and storing*** knowledge are promoted in accordance with ***legislation, policy and procedures***.
	3.4 ***Methods and systems for presenting, distributing and sharing*** knowledge are promoted.
	3.5 ***Activities for revising and disposing of*** knowledge are facilitated in accordance with legislation, policy and procedures.
4. **Integrate aspects of knowledge management with information management**	4.1 Processes for the management of explicit knowledge are integrated with the organisation's information management processes/systems to ensure efficiency and to provide wide access to explicit knowledge.
	4.2 Explicit knowledge is recorded and stored in accordance with organisational and public sector standards for information/records management.
	4.3 Structuring, maintaining and linking of explicit knowledge to related organisational ***information*** is facilitated in accordance with organisational requirements.
	4.4 Knowledge and information are managed to improve their integration and use to meet business unit goals.

Required Skills and Knowledge

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

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Skill requirements

Look for evidence that confirms skills in:

- applying legislation, regulations and policies relating to knowledge management and information management
- showing leadership and taking risks in the context of knowledge management
- applying organisation and resource management techniques and methods
- building strong and trusting networks
- facilitating groups and learning
- communicating with a diverse range of stakeholders to build knowledge management capacity
- responding to diversity, including gender and disability
- applying procedures relating to occupational health and safety and environment in the context of knowledge and information management

Knowledge requirements

Look for evidence that confirms knowledge and understanding of:

- legislation, regulations, policies, procedures and guidelines relating to knowledge management and information management, such as privacy, freedom of information
- principles of knowledge management
- Australian Standard AS 5037(Int)-2003 Knowledge management
- tools and techniques related to introduction of knowledge management initiatives
- intersection of knowledge management with other disciplines, such as organisational learning, information management/technology, human resources management, communications
- cultural aspects of knowledge and knowledge management
- equal employment opportunity, equity and diversity principles
- public sector legislation such as occupational health and safety and environment in the context of knowledge and information management

Evidence Guide

The Evidence Guide specifies the evidence required to demonstrate achievement in the unit of competency as a whole. It must be read in conjunction with the Unit descriptor, Performance Criteria, the Range Statement and the Assessment Guidelines for the Public Sector Training Package.

Units to be assessed together

- *Pre-requisite* units that must be achieved prior to this unit:*Nil*
- *Co-requisite* units that must be assessed with this unit:*Nil*

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- *Co-assessed units* that may be assessed with this unit to increase the efficiency and realism of the assessment process include, but are not limited to:
  - PSPETHC601B Maintain and enhance confidence in public service
  - PSPGOV601B Apply government systems
  - PSPGOV602B Establish and maintain strategic networks
  - PSPLEGN601B Manage compliance with legislation in the public sector
  - PSPMNGT615A Influence workforce effectiveness
  - PSPMNGT602B Manage resources
  - PSPMNGT604B Manage change
  - PSPMNGT605B Manage diversity
  - PSPMNGT608B Manage risk

Overview of evidence requirements

In addition to integrated demonstration of the elements and their related performance criteria, look for evidence that confirms:

- the knowledge requirements of this unit
- the skill requirements of this unit
- application of the Employability Skills as they relate to this unit (see Employability Summaries in Qualifications Framework)
- management of knowledge and information in a range of (3 or more) contexts (or occasions, over time)

Resources required to carry out assessment

These resources include:

- legislation, policy, procedures and protocols relating to knowledge management and information management
- current theory and practice in knowledge management
- Australian Standard AS 5037(Int)-2003 Knowledge management
- case studies and workplace scenarios to capture the range of situations likely to be encountered when managing knowledge and information

Where and how to assess evidence

Valid assessment of this unit requires:

- an environment that closely resembles normal work practice and replicates the range of conditions likely to be encountered when managing knowledge and information, including coping with difficulties, irregularities and breakdowns in routine
- management of knowledge and information in a range of (3 or more) contexts (or occasions, over time)

Assessment methods should reflect workplace demands, such as

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literacy, and the needs of particular groups, such as:

- people with disabilities
- people from culturally and linguistically diverse backgrounds
- Aboriginal and Torres Strait Islander people
- women
- young people
- older people
- people in rural and remote locations

Assessment methods suitable for valid and reliable assessment of this competency may include, but are not limited to, a combination of 2 or more of:

- case studies
- portfolios
- projects
- questioning
- scenarios
- authenticated evidence from the workplace and/or training courses

For consistency of assessment

Evidence must be gathered over time in a range of contexts to ensure the person can achieve the unit outcome and apply the competency in different situations or environments

Range Statement

The Range Statement provides information about the context in which the unit of competency is carried out. The variables cater for differences between States and Territories and the Commonwealth, and between organisations and workplaces. They allow for different work requirements, work practices and knowledge. The Range Statement also provides a focus for assessment. It relates to the unit as a whole. Text in ***bold italics*** in the Performance Criteria is explained here.

Knowledge is:

- a body of understanding and skills that is constructed by people
- increased through interaction with information (typically from other people)
- tacit - residing in the mind and may include aspects of culture or 'ways of doing things'
- explicit - when recorded as information in a document, image, film clip or some other medium AS 5037(Int)-2003
- also sometimes identified as 'expert' knowledge, or

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	'entrepreneurial' knowledge • affected by experience
Knowledge management is:	• a multi-disciplined approach to achieving organisational objectives by making best use of knowledge • involves the design, review and implementation of both social and technological processes to improve the application of knowledge in the collective interest of stakeholders AS 5037(Int)-2003
The organisation's current position in relation to knowledge management may include:	• low literacy in knowledge management and no trust or networks developed (new organisation) • low literacy in knowledge management but well-networked staff (existing organisation) • high literacy in knowledge management but no trust or networks developed (new organisation) • high literacy in knowledge management and well-networked staff (existing organisation)
Strengths and weaknesses may relate to:	• people • process • technology • content

Stakeholders may include:	• all those individuals and groups both inside and outside the organisation that have some direct interest in the organisation's behaviour, actions, products and services, including:
	  • boards of management
	  • clients
	  • community organisations
	  • contractors
	  • employees at all levels of the organisation
	  • government
	  • Ministers
	  • other public sector organisations
	  • service providers
	  • suppliers
	  • the public
	  • union and association representatives
	  • volunteers

Knowledge management goals may include:	• new knowledge creation • improving knowledge utilisation • developing a community of practice in knowledge management with strong social networks

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Benefits of knowledge management may include:	• improved decision making • improved performance • improved productivity and organisational efficiency • retaining corporate knowledge and organisational learning • improving networking, trust and morale • increased innovation • increased motivation
Knowledge management initiatives may include:	• development of knowledge management policy/strategy • knowledge management projects • mentoring in knowledge management • electronic collaboration • tools and approaches to remedy weaknesses in knowledge management or build on strengths
Methods for creating, discovering and acquiring knowledge may include:	• meetings to foster innovation • employing staff or consultants with knowledge/skills not currently in the organisation for the purpose of knowledge transfer • research outside the organisation • through publications • analysis of existing and archived information • auditing/mapping of information • consulting staff in similar organisations

Methods and systems for capturing and storing knowledge may include:	• traditional information management systems, such as:
	  • files
	  • books
	  • journals
	  • documentation and archives
	  • intranets
	  • portals
	  • web sites
	  • databases
	  • electronic documents
	• ways of making tacit knowledge visible and available (without making it explicit and storing as above), such as advertising available expertise, providing help desk facilities
	• capturing learning from past activities
	• openness to change
	• drive for continual improvement

Legislation, policy and	• State/Territory and Commonwealth legislation, regulations and guidelines relating to knowledge management and

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procedures may include:	information management, such as privacy, freedom of information, confidentiality, security, etc • public sector management acts • codes of ethics • codes of conduct • public sector standards, such as fraud control, security management, risk control • disaster recovery
Methods and systems for presenting, distributing and sharing knowledge may include:	• information management systems • intranets • files • databases • work processes where explicit knowledge is formally distributed • face-to-face meetings • providing leadership to encourage risk taking • development of trusted social networks for knowledge exchange
Activities for revising and disposing of knowledge may include:	• processes to authenticate and update knowledge • processes to ensure that out-of-date or incorrect knowledge (especially tacit knowledge) is not used • processes for destruction of explicit knowledge that follow records management standards for destruction of records and public sector/legal requirements
Information is:	• data in a context to which meaning has been attributed AS 5037(Int)-2003

Unit Sector(s)

Not applicable.

Competency field

Management.

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PSPMNGT615A Influence workforce effectiveness

Modification History

Release	TP Version	Comments
3	PSP12V1	Unit descriptor edited.
2	PSP04V4.2.	Layout adjusted. No changes to content.
1	PSP04V4.1	Primary release.

Unit Descriptor

This unit covers the competency to ensure the effectiveness of the workforce, whether staff or contractors, in promoting the attainment of strategic objectives. It includes providing leadership to individuals and work teams, creating a cooperative work environment, capitalising on workplace emotions, motivating the workforce to achieve quality results, and delegating work to achieve strategic objectives, and managing up.

In practice influencing workforce effectiveness occurs in the context of other generalist or specialist work functions such as managing performance, managing diversity, managing change, managing client service.

This unit is one of a series of 4 units of competency relating to working with others, located in the Competency fields of *Working in Government* and *Management*. Related units are:

- PSPGOV302B Contribute to workgroup activities
- PSPGOV404B Develop and implement work unit plans
- PSPGOV511A Provide leadership

This unit replaces *PSPMNGT601A Facilitate workforce effectiveness*. The units are not equivalent as elements dealing with emotional intelligence and managing up have been added.

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

Application of the Unit

Not applicable.

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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements are the essential outcomes of the unit of competency.	Together, performance criteria specify the requirements for competent performance. Text in ***bold italics*** is explained in the Range Statement following.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. **Provide leadership to individuals and work teams**	1.1 The vision and strategic goals of the organisation that impact on the work area are identified and promoted. 1.2 ***Workforce members*** are regularly consulted on business objectives, plans and operational issues to minimise role ambiguity and uncertainty. 1.3 Roles, functions, responsibilities and work goals are defined in accordance with organisational requirements, and are communicated and agreed. 1.4 Opportunities are provided for workforce members to clarify aspects of particular tasks, resolve issues and seek feedback or further direction. 1.5 Encouragement is provided to develop new and innovative practices, procedures, processes, technologies and strategies in line with corporate values, vision and goals. 1.6 ***Leadership*** is provided appropriate to changing priorities and situations and takes account of the specific needs of a diverse workforce.
2. **Create a cooperative work environment**	2.1 Cooperation in the work environment is actively facilitated through balanced and fair work allocation and recognition of all contributions.

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ELEMENT	PERFORMANCE CRITERIA
	2.2 Teams and individuals are encouraged to find styles of working which are consistent both with team and individual competencies, preferences and ***business unit*** objectives.
	2.3 Conflict management strategies are used to facilitate a cooperative work environment.
	2.4 Cooperative and productive relationships with individuals and teams are established.
	2.5 Leadership style and guidance that take into account the differing needs and background of a diverse workforce are used.
3. **Monitor and respond to workplace emotions**	3.1 Emotional ***strengths*** and triggers are ***identified*** for self and ***others in the workplace***, and communication, client service or work allocations are tailored to take account of these.
	3.2 Self-reflection and feedback is used to identify the effect on others of own emotions, and emotional control is exerted to model positive workplace behaviour.
	3.3 Opportunities are provided for others to express their thoughts and feelings, and ***emotions*** are taken into account in decision making to maintain a positive emotional climate in the workplace.
	3.4 Assistance is provided to others to identify the effect of emotions in the workplace and to ***develop*** and use their own ***emotional intelligence*** to build productive relationships and maximise workplace outcomes.
4. **Motivate the workforce to achieve quality results**	4.1 Ways to motivate a diverse workforce are explored and matched to individual needs.
	4.2 Opportunities are identified for individuals to develop competencies required to meet work objectives.
	4.3 Individuals' career development requirements are recognised and balanced with team objectives.
	4.4 Feedback that is prompt, consistent and constructive and ongoing is provided on performance.
	4.5 Achievements are promoted and rewarded in a way which openly acknowledges the contribution of individuals and teams.
	4.6 ***Team building strategies*** are applied to strengthen individual and team commitment to organisational vision and work unit goals.
5. **Delegate work to achieve business unit strategic objectives**	5.1 Work is delegated in accordance with individual competencies or as development opportunities arise, and sufficient information is communicated, resources allocated and support provided to enable tasks to be completed successfully.
	5.2 Responsibilities are delegated while still accepting accountability for their success/failure.

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ELEMENT	PERFORMANCE CRITERIA
	5.3 Mechanisms for monitoring progress in achieving work goals are established and implemented in accordance with organisational policy and practices.
	5.4 Areas for improvement are determined collaboratively and improved processes/strategies are implemented.
	5.5 Tasks are delegated effectively to facilitate the attainment of business unit objectives and the continuous improvement of business processes.
	5.6 Up-to-date and accessible record of delegations is maintained in accordance with organisational policy and procedures.
6. **Manage up**	6.1 People and influences outside the immediate work environment with the potential to affect work priorities, outcomes and resources are identified.
	6.2 Role relationships and responsibilities for managing up are analysed.
	6.3 Strategies are developed and implemented to ensure executives consider the operational consequences of policy changes.
	6.4 Strategies are used to engage support for public sector activities and ensure sufficient resources are provided to implement initiatives.
	6.5 Self-evaluation and feedback from ***others*** on own performance is used to continuously improve performance and outcomes.

Required Skills and Knowledge

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

Skill requirements

Look for evidence that confirms skills in:

- delegating work to others
- counselling and resolving conflict in teams
- using team building strategies
- using facilitation, negotiation and consultation requiring exchanges of complex oral information
- using consensual decision making skills
- keeping check of emotions when challenges arise, maintaining composure, perceiving the emotional motivators that drive individuals and groups in the workplace and engaging those motivators, where appropriate, to optimize organisational performance

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- using a variety of words and language structures to explain complex ideas to different audiences
- interpreting and explaining complex, formal documents and assisting others to apply them in the workplace
- responding to diversity, including gender and disability
- applying occupational health and safety strategies relevant to managing and working with others in a public sector workplace

Knowledge requirements

Look for evidence that confirms knowledge and understanding of:

- organisational goals, policies and procedures
- equal employment opportunity, equity and diversity principles
- the relationship between effective human resource functions and the attainment of business unit objectives
- human resource policies and practices
- emotional intelligence principles and strategies
- group processes and facilitation techniques
- team building strategies
- the organisation's career and human resource development strategies, programs and plans
- conflict resolution strategies
- jurisdictional legislation applicable to management and human resource management functions
- occupational health and safety issues relevant to managing and working with others in a public sector workplace
- environmental and sustainability issues relevant to managing and working in a public sector environment

Evidence Guide

The Evidence Guide specifies the evidence required to demonstrate achievement in the unit of competency as a whole. It must be read in conjunction with the Unit descriptor, Performance Criteria, the Range Statement and the Assessment Guidelines for the Public Sector Training Package.

Units to be assessed together

- *Pre-requisite* units that must be achieved prior to this unit:*Nil*
- *Co-requisite* units that must be assessed with this unit:*Nil*
- *Co-assessed units* that may be assessed with this unit to increase the efficiency and realism of the assessment process include, but are not limited to:
  - PSPETHC601B Maintain and enhance confidence in

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public service
- PSPGOV601B Apply government systems
- PSPGOV602B Establish and maintain strategic networks
- PSPLEGN601B Manage compliance with legislation in the public sector
- PSPPOL603A Manage policy implementation

Overview of evidence requirements

In addition to integrated demonstration of the elements and their related performance criteria, look for evidence that confirms:

- the knowledge requirements of this unit
- the skill requirements of this unit
- application of the Employability Skills as they relate to this unit (see Employability Summaries in Qualifications Framework)
- workforce effectiveness influenced in a range of (3 or more) contexts (or occasions, over time) such as working with staff, clients and contractors

Resources required to carry out assessment

These resources include:

- procedures and protocols
- public sector policies and legislation such as those dealing with:
- human resource management and development
- workforce capability
- case studies and workplace scenarios to capture the range of situations likely to be encountered when influencing workforce effectiveness

Where and how to assess evidence

Valid assessment of this unit requires:

- a workplace environment or one that closely resembles normal work practice and replicates the range of conditions likely to be encountered when facilitating workforce effectiveness, including coping with difficulties, irregularities and breakdowns in routine
- workforce effectiveness influenced in a range of (3 or more) contexts (or occasions, over time) such as working with staff, clients and contractors

Assessment methods should reflect workplace demands, such as literacy, and the needs of particular groups, such as:

- people with disabilities
- people from culturally and linguistically diverse backgrounds
- Aboriginal and Torres Strait Islander people
- women

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- young people
- older people
- people in rural and remote locations

Assessment methods suitable for valid and reliable assessment of this competency may include, but are not limited to, a combination of 2 or more of:

- case studies
- portfolios
- projects
- questioning
- scenarios
- simulation or role plays
- authenticated evidence from the workplace and/or training courses

For consistency of assessment	Evidence must be gathered over time in a range of contexts to ensure the person can achieve the unit outcome and apply the competency in different situations or environments

Range Statement

The Range Statement provides information about the context in which the unit of competency is carried out. The variables cater for differences between States and Territories and the Commonwealth, and between organisations and workplaces. They allow for different work requirements, work practices and knowledge. The Range Statement also provides a focus for assessment. It relates to the unit as a whole. Text in ***bold italics*** in the Performance Criteria is explained here.

Workforce members may include:	• employees • consultants • external contractors • job rotation staff • trainees
Leadership refers to:	• the process of influencing others to engage in work behaviours that facilitate the attainment of the business unit's strategic objectives
Business unit may refer to:	• a program • sub-program • cost centre • area • division

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- branch
- production unit or section located within the organisation

Emotional strengths may include ability to:

- monitor and control negative emotions
- recognise and respond to others' emotional states
- see beyond an immediate emotional reaction to the real cause, rather than responding to the emotions on face value

Identification of emotions may need to take account of:

- the varying cultural expressions of emotion

Others in the workplace may include:

- management
- staff
- clients
- contractors

Emotions may include:

- anger
- anxiety
- apprehension
- caring
- confidence
- depression
- elation
- enthusiasm
- excitement
- fear
- happiness
- inadequacy
- joy
- nervousness
- over-confidence
- pride
- stress
- under-confidence
- unhappiness

Development of emotional intelligence may occur through:

- mentoring
- shadowing
- coaching
- training
- simulation

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Emotional intelligence is:	• widely recognised as the ability of an individual to monitor their own and others' emotions in a social or work environment, to discriminate among the emotions and to use the information to guide their thinking and actions • characterised by self-awareness (personal), self-management (personal), social awareness (social) and relationship management (social)
Team building strategies may include:	• defining and clarifying objectives/work area plans • strengthening communication processes • clarifying ground rules and behavioural expectations • fostering creativity • offering constructive feedback • providing facilitated meetings • recognising achievements
Others may include:	• superiors • reportees

Unit Sector(s)

Not applicable.

Competency field

Management.

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PSPPCM001 Carry out basic procurement

Modification History

Release	Comments
1	This unit was released in PSP Public Sector Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to PSPPROC303A Carry out basic procurement. • Unit code updated • Content and formatting updated to comply with new standards • All PC transitioned from passive to active voice

Application

This unit describes the skills required to plan and undertake basic procurement of goods or services and receive goods or services.

This unit applies to those working in public sector roles whose duties include simple purchasing of low-value goods or services, and coordinating the end-to-end process.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work under supervision, and as part of a team, while performing routine tasks, in familiar contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Competency Field

Procurement

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Plan for basic procurement of goods or services	1.1 Confirm procurement requirements and limit of delegated authority. 1.2 Determine the most suitable option for acquiring goods or services considering value for money. 1.3 Identify the approval process. 1.4 Conduct risk planning for the procurement activity.
2. Undertake procurement	2.1 Obtain quotes and approvals for procurement of goods or services with any conflict of interest declared and resolved. 2.2 Assess and select suppliers or service providers in line with the organisation's financial management system and on the basis of best value for money. 2.3 Initiate and conduct procurement in accordance with organisation's probity and governance requirements.
3. Receive goods or services	3.1 Implement quality assurance processes to ensure goods or services meet procurement specifications. 3.2 Resolve non-compliance with specifications within limits of own authority. 3.3 Confirm receipt of goods or services and process accounts for payment. 3.4 Maintain records and meet reporting obligations to provide an audit trail.

Foundation Skills

Foundation skills are embedded within the elements and performance criteria of this unit.

Unit Mapping Information

This unit supersedes and is equivalent to PSPPROC303A Carry out basic procurement.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

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Assessment Requirements for PSPPCM001 Carry out basic procurement

Modification History

Release	Comments
1	These Assessment Requirements were released in PSP Public Sector Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion:

- writing and conveying procurement requirements
- consulting and negotiating with providers
- assessing procurement options and selecting the most suitable option
- assessing goods and services against specifications

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- Commonwealth, state/territory and local government procurement legislation, policies and procedures, including environmental purchasing guidelines
- conflict of interest, gifts and inappropriate relationships with providers relating to procurement of goods and services
- procurement options and methods
- coping with difficulties, irregularities and breakdowns in routine in 3 or more contexts or occasions

Assessment Conditions

This unit contains no specific industry-mandated assessment conditions. Guidance on suggested and recommended conditions and methods can be found in the Implementation Guide.

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Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

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PSPPCM004 Plan procurement

Modification History

Release	Comments
1	This unit was released in PSP Public Sector Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to PSPPROC411A Plan procurement. • Unit code updated • Content and formatting updated to comply with new standards • All PC transitioned from passive to active voice

Application

This unit describes the skills required to plan, justify and approve of procurement requirements to achieve the required outcome. It includes defining and justifying the need, researching potential impact and risks, and securing organisational support to proceed with procurement activity

This unit applies to those working as public sector staff required to plan procurement.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work under minor supervision, while performing complex tasks in familiar context.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Competency Field

Procurement

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Interpret procurement requirements	1.1 Consult with stakeholders to determine whether viable alternatives to procurement exist that address identified business need, to define and clarify requirements, and to justify the procurement decision. 1.2 Conduct scoping of procurement requirements identifying outcomes, objectives and logistics or supply chain factors. 1.3 Conduct market analysis to identify factors that may impact on procurement decisions. 1.4 Confirm procurement approvals and appropriations for whole-of-life of the activity. 1.5 Access information on sources of supply to determine possible providers and identify and resolve any conflict of interest. 1.6 Specify planned provider contract arrangements. 1.7 Investigate issues and opportunities for integration into procurement activity.
2. Plan procurement activities	2.1 Outline procurement requirement from transition to close out. 2.2 Plan opportunities to obtain stakeholder input at all stages of the procurement process. 2.3 Confirm resource requirements and nominate responsible authorities. 2.4 Include strategies for briefing potential bidders when required, and ensure they are practical and meet probity requirements of fairness and impartiality, public sector standards and organisational protocols.
3. Manage procurement plans	3.1 Develop and approve procurement documentation and procurement plan which contains relevant detail about the procurement process and desired business outcomes. 3.2 Seek stakeholder input at all stages during the development of the procurement plan. 3.3 Consider probity risks in the procurement process. 3.4 Communicate approved procurement plan or strategy to stakeholders.

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Foundation Skills

Foundation skills are embedded within the elements and performance criteria of this unit.

Unit Mapping Information

This unit supersedes and is equivalent to PSPPROC411A Plan procurement.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

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Assessment Requirements for PSPPCM004 Plan procurement

Modification History

Release	Comments
1	These Assessment Requirements were released in PSP Public Sector Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- consulting with stakeholders
- writing a procurement requirement
- analysing issues relating to procurement need
- making comparisons, justifying a point of view and providing supporting evidence
- researching issues relating to procurement need
- planning issues relating to procurement need
- learning skills to keep up-to-date with relevant procurement legislation, policies and procedures

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- Commonwealth, state or territory, and local government legislation, policies, practices and guidelines relating to contract management, including environmental purchasing and corporate social responsibility guidance
- organisational procurement policies, practices and approval processes
- probity principles and issues
- codes of conduct, codes of practice and standards of individual behaviour relating to procurement
- life cycle costs
- whole-of-life considerations
- technical knowledge or subject matter expertise in the goods or services being procured

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- aspects of law of contract, laws of tort, trade practices law, commercial law and other legislation relating to receipt and evaluation of offers, negotiation and award of contracts

Assessment Conditions

This unit contains no specific industry-mandated assessment conditions. Guidance on suggested and recommended conditions and methods can be found in the Implementation Guide.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

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PSPPCM005 Develop and distribute requests for offers

Modification History

Release	Comments
1	This unit was released in PSP Public Sector Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to PSPPROC412A Develop and distribute requests for offers. • Unit code updated • Content and formatting updated to comply with new standards • All PC transitioned from passive to active voice

Application

This unit describes the skills required to develop and disseminate a request for offers to fulfil procurement requirements. It includes specifying the requirement, developing the formal request for offer documents and developing the offer evaluation plan.

This unit applies to those working as public sector staff required to develop and distribute requests for offers.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work under supervision, while performing complex tasks in familiar context.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Competency Field

Procurement

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Specify procurement requirement	1.1 Undertake scoping of requirement to identify outcomes, objectives and practical requirements. 1.2 Prepare statement of requirement. 1.3 Consider needs of clients, end users and other stakeholders and incorporate into statement of requirement. 1.4 Ensure procurement outcome is fair to, and achievable by, potential providers. 1.5 Specify planned provider contract arrangements, standards of performance and codes of practice, incentives, disincentives and performance measures.
2. Develop request for offers	2.1 Develop and clarify request for offers and contractual conditions suitable for procurement activity with clients, providers and/or experts as necessary. 2.2 Develop and clarify contractual conditions suitable for procurement activity with clients, providers and/or experts as necessary. 2.3 Obtain input on content of request for offer documents and proposed contractual conditions from market according to probity requirement of impartiality when possible and appropriate. 2.4 Obtain approvals to approach marketplace. 2.5 Maintain records relating to documenting request, and seeking, processing and closing offers.
3. Manage offer evaluation plan	3.1 Develop and document offer evaluation plan, including criteria for evaluation and approve prior to releasing formal request documentation to the market. 3.2 Arrange specialist expertise to evaluate offers and membership of evaluation panel if required. 3.3 Ensure offer evaluation plan complies with probity requirements, in particular impartiality and management of conflict of interest.
4. Manage distribution and receipt of offers	4.1 Disseminate request for offers. 4.2 Clarify information in the request for offer as required. 4.3 Disseminate requests for offers and closing offers in line with probity issues. 4.4 Deal with late offers and non-conforming bids.

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Foundation Skills

Foundation skills are embedded within the elements and performance criteria of this unit.

Unit Mapping Information

This unit supersedes and is equivalent to PSPPROC412A Develop and distribute requests for offers.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

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Assessment Requirements for PSPPCM005 Develop and distribute requests for offers

Modification History

Not applicable.

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- consulting with stakeholders, specialists and providers
- reading complex documents
- applying probity requirements in specifying and developing requests for offers, providing briefings and information, and receiving offers
- managing the release of documents to stakeholders
- learning skills to keep up-to-date with relevant procurement legislation, policies and procedures

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- Commonwealth, state or territory, and local government legislation, policies, practices and guidelines: relating to requests for offers, including environmental purchasing and corporate social responsibility guidance
- organisational procurement policies, practices and approval processes
- probity principles and issues
- codes of conduct, codes of practice and standards of individual behaviour relating to developing and receiving requests for offers
- issues to be considered when developing requests for offers, including things like buying locally, and open or restricted opportunities to tender
- aspects of law of contract, laws of tort, trade practices law, commercial law and other legislation relating to requests for offers

Assessment Conditions

This unit contains no specific industry-mandated assessment conditions. Guidance on suggested and recommended conditions and methods can be found in the Implementation Guide.

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Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

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PSPPCM006 Select providers and develop contracts

Modification History

Release	Comments
1	This unit was released in PSP Public Sector Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to PSPPROC413A Select providers and develop contracts. • Unit code updated • Content and formatting updated to comply with new standards • All PC transitioned from passive to active voice

Application

This unit describes the skills required to select preferred providers as a result of a formal request for offer process. It includes evaluating offers, obtaining approvals, developing and formalising contractual arrangements, and debriefing the market and other stakeholders.

This unit applies to those working as public sector staff required to select providers.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work under supervision, while performing complex tasks in familiar context.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Competency Field

Procurement

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Select preferred providers	1.1 Form and coordinate evaluation panel. 1.2 Evaluate offers according to evaluation plan and organisational probity requirements which relate to managing conflicts of interest and adherence to public sector standards. 1.3 Obtain specialist expertise where necessary to assist with evaluation of offers. 1.4 Undertake clarification and negotiation of matters contained in offers with bidders. 1.5 Select preferred providers and develop, justify and document recommendations for allocation of business against selection criteria. 1.6 Obtain approvals for the recommended offers. 1.7 Notify successful providers.
2. Develop and formalise contractual arrangements	2.1 Obtain approvals to enter negotiations and negotiate final wording of contract. 2.2 Obtain approvals to enter into contracts and ensure contracts are signed by all parties before contracted work commences. 2.3 Structure contracts to capture and address identified risks, protect both parties, provide the basis for due performance, and outline expected standards of behaviour. 2.4 Ensure contracts are valid and legally binding to the parties.
3. Debrief market and other stakeholders	3.1 Provide advice on the contractual arrangements to internal stakeholders. 3.2 Inform unsuccessful bidders and provide constructive feedback on their proposals. 3.3 Make details of successful providers public.

Foundation Skills

Foundation skills are embedded within the elements and performance criteria of this unit.

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Unit Mapping Information

This unit supersedes and is equivalent to PSPPROC413A Select providers and develop contracts.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

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Assessment Requirements for PSPPCM006 Select providers and develop contracts

Modification History

Release	Comments
1	These Assessment Requirements were released in PSP Public Sector Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- consulting and negotiating with contractors and stakeholders, involving complex oral and written exchanges of information
- networking within probity boundaries with diverse stakeholders and contractors
- applying probity requirements in evaluating offers, formalising contracts and debriefing stakeholders
- planning and organising skills to analyse and compare written information to ensure key elements from the specification and the procurement plan are captured in the written contract
- learning skills to keep up-to-date with relevant procurement legislation, policies and procedures

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- Commonwealth, state or territory, and local government legislation, policies, practices and guidelines relating to award of contracts, including environmental purchasing and corporate social responsibility guidance
- organisational procurement policies, practices and approval processes
- probity principles and issues
- codes of conduct, codes of practice and standards of individual behaviour relating to receipt and selection of offers

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- aspects of law of contract, laws of tort, trade practices law, commercial law and other legislation relating to receipt and evaluation of offers, negotiation and award of contracts
- equal employment opportunity

Assessment Conditions

This unit contains no specific industry-mandated assessment conditions. Guidance on suggested and recommended conditions and methods can be found in the Implementation Guide.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

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PSPPCM007 Manage contracts

Modification History

Release	Comments
1	This unit was released in PSP Public Sector Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to PSPPROC414A Manage contracts. • Unit code updated • Content and formatting updated to comply with new standards • All PC transitioned from passive to active voice

Application

This unit describes the skills required to manage contracts. It includes undertaking preparations, establishing and maintaining contract management arrangements, monitoring and maintaining contract performance, and completing and reviewing contracts.

This unit applies to those working as public sector employees with responsibilities relating to contract management.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work autonomously with management responsibilities while performing complex tasks in familiar contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Competency Field

Procurement

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Prepare to manage a contract	1.1 Confirm and clarify contract requirements, approvals and funding arrangements and identify obligations and limits of authority. 1.2 Clarify and assist with contract administration issues by contacting specialists and stakeholders and confirm operational elements of the contract. 1.3 Identify and clarify key contract clauses. 1.4 Identify and confirm process, timings, and key performance indicators with stakeholders. 1.5 Develop or review the risk management plan. 1.6 Develop or obtain contract management strategy and enter key details from the contract. 1.7 Form contract management team and allocate roles and responsibilities.
2. Implement a contract management strategy	2.1 Confirm and implement start-up or transition arrangements. 2.2 Establish information and contractor and stakeholder communication strategies. 2.3 Monitor and update risk management plan. 2.4 Manage relationship with contractors and stakeholders. 2.5 Obtain specialist expertise as necessary for progress meetings and for advice on or resolution of contract issues. 2.6 Maintain contract information and documentation.
3. Monitor and maintain performance of a contract	3.1 Ensure obligations to contractor and stakeholders are met. 3.2 Use monitoring and control measures and performance indicators to manage performance of contract and ensure that all obligations under the agreement are being met. 3.3 Manage contract variations. 3.4 Investigate and resolve or refer disputes and complaints. 3.5 Manage negotiation of contract issues. 3.6 Maintain communication with all stakeholders on the performance of the contract.
4. Complete and review contract	4.1 Confirm client satisfaction with contract deliverables. 4.2 Finalise, amend, cancel or terminate contracts. 4.3 Manage close-out, and renewal of contract or transition to a new contract. 4.4 Review contract management, contractor performance, user

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	satisfaction and audit results. 4.5 Document and explain variances to measures or outcomes that are not met in full. 4.6 Report on contractor performance and review contract management practice and make recommendations for improvement.

Foundation Skills

Foundation skills are embedded within the elements and performance criteria of this unit.

Unit Mapping Information

This unit supersedes and is equivalent to PSPPROC414A Manage contracts.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

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Assessment Requirements for PSPPCM007 Manage contracts

Modification History

Release	Comments
1	These Assessment Requirements were released in PSP Public Sector Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- consulting and negotiating with contractors and stakeholders, involving complex oral and written exchanges of information
- networking, within probity boundaries, with diverse stakeholders and contractors
- interpreting complex documents, including contracts, legislation and guidelines
- applying simple supply chain and supplier issues management techniques

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- commonwealth, state or territory, and local government legislation, policies, practices and guidelines relating to contract management, including environmental purchasing and corporate social responsibility guidance
- contract performance management
- privacy and confidentiality issues
- probity principles and issues
- financial and accounting issues relevant to the contract

Assessment Conditions

This unit contains no specific industry-mandated assessment conditions. Guidance on suggested and recommended conditions and methods can be found in the Implementation Guide.

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Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

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PSPPCM008 Manage contract performance

Modification History

Release	Comments
1	This unit was released in PSP Public Sector Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to PSPPROC503B Manage contract performance. • Unit code updated • Content and formatting updated to comply with new standards • All PC transitioned from passive to active voice

Application

This unit describes the skills required to implement strategies that ensure effective contract performance. It includes managing the business relationship, performance of the contract, and contract issues; and implementing a communication strategy.

This unit applies to those working in roles involved in procurement contract maintenance.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work independently seeking advice as required, performing complex tasks in a range of familiar and unfamiliar contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Competency Field

Procurement

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Manage the business relationship	1.1 Manage probity. 1.2 Meet obligations to the contractor. 1.3 Record consideration of conflicts of interest and their resolution. 1.4 Manage business relationship with contractor in the public interest through formal and informal mechanisms.
2. Manage performance of the contract	2.1 Implement start-up or transition arrangements. 2.2 Monitor and update contract management plan for effectiveness regularly. 2.3 Monitor performance of contract against key performance indicators and track milestones to ensure obligations under the agreement are being met. 2.4 Manage e-procurement, financial and other resources. 2.5 Identify and manage emerging and potential risks.
3. Manage contract issues	3.1 Manage contract variations. 3.2 Identify early signs of under-performance, and take action to improve performance. 3.3 Investigate and resolve or refer disputes and complaints. 3.4 Conduct negotiation of contract issues. 3.5 Address and resolve or refer conflict. 3.6 Deal with non-compliance with codes of conduct, codes of practice and standards of behaviour.
4. Implement communication and information strategy	4.1 Maintain communication on the performance of the contract with all stakeholders. 4.2 Carry out management reporting. 4.3 Maintain contract information for organisational purposes.

Foundation Skills

Foundation skills are embedded within the elements and performance criteria of this unit.

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Unit Mapping Information

This unit supersedes and is equivalent to PSPPROC503B Manage contract performance.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

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Assessment Requirements for PSPPCM008 Manage contract performance

Modification History

Release	Comments
1	These Assessment Requirements were released in PSP Public Sector Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- networking with contractors and stakeholders
- reading and applying complex documents, including contracts, legislation and guidelines
- writing management reports and keeping records of meetings, liaison, notes and follow-up actions
- building effective working relationships with contractors and stakeholders
- modelling effective team management approaches
- referring issues to the correct person
- resolving disputes, conflict and complaints
- making judgements about when to refer disputes, conflict and complaints to others
- applying understanding of supplier issues/supply chain management in the context of contract management
- managing contract documentation
- planning and organising contract meetings, reports and reviews
- maintaining currency of best practice examples in procurement practice and relevant procurement legislation, policies and procedures
- use electronic procurement templates

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

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- Commonwealth, state or territory, and local government legislation, policies, practices and guidelines relating to contract management, including environmental purchasing and corporate social responsibility guidance
- organisational procurement policies, practices and approval processes
- contract management for diverse contractual situations
- privacy and confidentiality issues
- codes of conduct, codes of practice and standards of individual behaviour relating to management of contracts and relationships with contractors
- financial and accounting issues relevant to the contract
- legal aspects of negotiation
- aspects of law of contracts, trade practices law and commercial law relevant to the management of contracts relating to complex procurement

Assessment Conditions

This unit contains no specific industry-mandated assessment conditions. Guidance on suggested and recommended conditions and methods can be found in the Implementation Guide.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

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PSPPCM011 Plan to manage a contract

Modification History

Release	Comments
1	This unit was released in PSP Public Sector Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to PSPPROC506A Plan to manage a contract. • Unit code updated • Content and formatting updated to comply with new standards • All PC transitioned from passive to active voice

Application

This unit describes the skills required to establish arrangements for contract management. It includes confirming contract requirements, preparing a contract management plan, developing stakeholder relationships and implementing contract strategies and contractual arrangements.

This unit applies to those working in roles involving procurement contract management.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work autonomously while performing complex tasks, in familiar contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Competency Field

Procurement

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Confirm contract requirements	1.1 Identify legislation, public sector standards and organisational requirements relating to probity, financial management, approvals and other considerations for inclusion in the contract management plan. 1.2 Re-confirm contract requirements with all parties. 1.3 Determine obligations to the contractor, limits of authority and delegations according to contractual arrangements. 1.4 Confirm start-up or transition arrangements.
2. Prepare contract management plan	2.1 Identify contract risks and develop a risk management plan. 2.2 Determine procedures to identify, receive and address contract variations. 2.3 Determine procedures to investigate, resolve or refer disputes or complaints. 2.4 Develop and negotiate key performance indicators and identify and approve administrative processes for the life of the contract. 2.5 Document, obtain approval on and maintain a contract management plan that addresses key elements. 2.6 Apply expected standards of behaviour, probity and privacy principles to all elements of contract management plan. 2.7 Apply environmental, sustainability and corporate social responsibility principles to all elements of contract management plan.
3. Develop stakeholder relationships	3.1 Identify stakeholder networks and relationships. 3.2 Use networking strategies to establish, develop and maintain working relationships to promote benefits to the contract requirements. 3.3 Develop and maintain confidence of stakeholders through high standards of behaviour and ethical conduct. 3.4 Use negotiation strategies to achieve positive outcomes when difficult situations arise. 3.5 Identify and confirm communication requirements in line with contractual obligations and stakeholder needs.
4. Implement contract strategies	4.1 Identify requirements of confidentiality and freedom of information for the contract. 4.2 Develop communication and/or information strategy that matches needs of the organisation, the contract and the contractor's

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	business environment. 4.3 Establish contract review requirements with stakeholders. 4.4 Develop contract review strategy to review management of the contract, contractor performance and user satisfaction.
5. Implement contractual arrangements	5.1 Establish and manage business relationship with contractor. 5.2 Implement start-up or transition arrangements. 5.3 Establish financial, administrative and information management processes. 5.4 Implement contractual arrangements according to contract management plan. 5.5 Maintain appropriate records for the life of the contract.

Foundation Skills

Foundation skills are embedded within the elements and performance criteria of this unit.

Unit Mapping Information

This unit supersedes and is equivalent to PSPPROC506A Plan to manage a contract.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

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Assessment Requirements for PSPPCM011 Plan to manage a contract

Modification History

Release	Comments
1	These Assessment Requirements were released in PSP Public Sector Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- networking, consulting and negotiating with contractors and stakeholders
- developing a written contract management plan and sub-plans
- reading and applying complex documents, including contracts, legislation and guidelines
- provide feedback
- modelling effective team management approaches
- referring issues to the correct person
- applying understanding of supplier issues and supply chain management in the context of procurement risk management
- planning and organising skills to manage and update the contract management plan and sub-plans
- maintaining currency of best practice examples in procurement practice and relevant procurement legislation, policies and procedures
- use electronic procurement templates

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- Commonwealth, state or territory, and local government legislation, policies, practices and guidelines relating to contract management, including environmental purchasing, sustainability and corporate social responsibility guidance relevant to the contract
- organisational procurement policies, practices and approval processes

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- contract management planning for diverse contractual situations
- privacy and confidentiality issues
- codes of conduct, codes of practice and standards of individual behaviour relating to management of contracts and relationships with contractors
- financial and accounting issues relevant to the contract

Assessment Conditions

This unit contains no specific industry-mandated assessment conditions. Guidance on suggested and recommended conditions and methods can be found in the Implementation Guide.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

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PSPPCM012 Plan for procurement outcomes

Modification History

Release	Comments
1	This unit was released in PSP Public Sector Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to PSPPROC507A Plan for procurement outcomes. • Unit code updated • Content and formatting updated to comply with new standards • All PC transitioned from passive to active voice

Application

This unit describes the skills required to apply advanced planning to complex procurement within established guidelines, policies and procedures.

This unit applies to those working in roles involving procurement planning.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work would work autonomously while performing complex tasks, in familiar contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Competency Field

Procurement

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Establish, apply and manage procurement governance arrangements	1.1 Make contributions to forward procurement planning. 1.2 Apply organisational, financial and budgetary framework effectively to procurement. 1.3 Research and apply organisational objectives, policies and goals. 1.4 Identify and apply relevant interacting legislative, policy and probity requirements to the proposed procurement activity. 1.5 Develop and/or assess procurement needs, aligned to organisational objectives, business plan and appropriate justification of estimated procurement expenditure. 1.6 Propose alternatives to procurement action where appropriate. 1.7 Apply and manage probity principles when planning procurement activities.
2. Identify, consult with and manage procurement stakeholders	2.1 Identify internal and external stakeholders for procurement activities. 2.2 Develop strategies to effectively gather information from and distribute information to procurement stakeholders throughout the procurement process. 2.3 Inform and educate stakeholders on the concept of value for money. 2.4 Develop strategies for the ongoing consideration and management of key stakeholders.
3. Conduct market research and develop appropriate strategies to approach the market	3.1 Conduct market research and analysis. 3.2 Identify strengths and weaknesses of the market. 3.3 Determine appropriate procurement options and procurement methods for approaching the market, taking into account relevant jurisdictional and organisational policy requirements.
4. Identify, source and manage resources to conduct procurement processes	4.1 Identify, seek and manage financial and budgetary resources required to effectively conduct procurement processes. 4.2 Identify, seek and manage technical and procurement expertise required to effectively conduct procurement processes, including the establishment of tender evaluation panel or working group. 4.3 Determine and apply appropriate structures and processes to the conduct of the procurement, including operation of the tender evaluation panel or working group.

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	4.4 Plan and communicate appropriate lead times for conducting procurement processes to stakeholders.
5. Define procurement specifications and requirements	5.1 Align procurement requirements with organisational objectives and business plans that are realistic in terms of the capacity of the market to supply. 5.2 Develop and/or critically assess statements of requirements and specifications that meet business needs of the organisation. 5.3 Review previous procurements and consult stakeholders to inform and define the specifications. 5.4 Explore the viability of specifications to ensure risks and whole-of-life costs and benefits are identified and to support value for money.
6. Undertake detailed procurement planning	6.1 Assist stakeholders to make meaningful contributions to procurement plans. 6.2 Conduct procurement risk assessments and determine appropriate risk management strategies. 6.3 Address jurisdictional, organisational, legislative, policy and probity requirements. 6.4 Design a procurement process that achieves a value for money outcome, including consideration of whole-of-life costs and benefits. 6.5 Document detailed procurement plans and sub-plans for the various activities that will be conducted throughout the procurement process, including evaluation and reporting requirements. 6.6 Plan prompt execution of financial delegations and other approvals. 6.7 Undertake procurement activity in line with jurisdictional, organisational and best practice requirements for accountability and transparency, including record keeping and reporting regimes.

Foundation Skills

Foundation skills are embedded within the elements and performance criteria of this unit.

Unit Mapping Information

This unit supersedes and is equivalent to PSPPROC507A Plan for procurement outcomes.

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Links

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Assessment Requirements for PSPPCM012 Plan for procurement outcomes

Modification History

Release	Comments
1	These Assessment Requirements were released in PSP Public Sector Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- networking, consulting and negotiating with contractors and stakeholders
- writing a business case
- reading and applying complex documents, including contracts, legislation and guidelines
- providing feedback
- modelling effective team management approaches
- referring issues to the correct person
- resolving complicated procurement issues
- developing options for inclusion in a business case
- undertaking research and business analysis
- planning procurement processes in alignment with business and organisational goals
- documenting procurement planning decisions and expected outcomes
- managing and updating the procurement plan and sub-plans
- maintaining currency in best practice examples in procurement practice and relevant procurement legislation, policies and procedures
- using electronic procurement templates

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

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- Commonwealth, state or territory, and local government legislation, policies, practices and guidelines relating to contract management, including environmental purchasing and corporate social responsibility guidance
- organisational procurement policies, practices and approval processes
- procurement planning for complex procurement requirements and associated outcomes in alignment with business and organisational goals
- probity principles and issues
- codes of conduct, codes of practice and standards of individual behaviour relating to the procurement process
- government procurement environment
- legal requirements of government procurement
- implications of particular procurement arrangements
- whole-of-life considerations
- financial and accounting issues relevant to the procurement
- cultural issues relating to complex procurement and industry development in certain industry sectors
- relationship management

Assessment Conditions

This unit contains no specific industry-mandated assessment conditions. Guidance on suggested and recommended conditions and methods can be found in the Implementation Guide.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

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PSPPCY006 Develop organisation policy

Modification History

Release	Comments
1	This unit was released in PSP Public Sector Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to PSPPOL501A Develop organisation policy. • Unit code updated • Content and formatting updated to comply with new standards • All PC transitioned from passive to active voice

Application

This unit describes the skills required to develop or review internal policy in an organisation, formulated to facilitate the implementation of government or board directives. It includes anticipating and confirming the need for policy development or review; planning the policy development process; gathering and analysing information; determining policy direction; and drafting, releasing and promoting policy.

This unit applies to public sector staff working in policy development.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work independently, while performing complex tasks in familiar context.

No licensing, legislative or certification requirements apply to unit at the time of publication.

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Competency Field

Policy

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Assess the need for policy development and/or review	1.1 Identify internal and external factors, issues, events, directions or government and/or board policies likely to cause changes to organisation policy. 1.2 Identify the likely implications and impact of factors on policy development in consultation with stakeholders. 1.3 Conduct a critical analysis of the need for new or revised policy including a scan of the wider internal and external environment. 1.4 Recommend priority areas for policy development and/or review. 1.5 Detail confirmation of the need for policy development and/or review with supporting evidence.
2. Plan the policy development process	2.1 Confirm the approving authority and relevant organisational procedures and protocols. 2.2 Identify and analyse issues likely to impact on the policy development process and address risks in planning. 2.3 Outline policy requirements in a policy development plan.
3. Gather and analyse information for policy development	3.1 Identify and engage with stakeholders through the establishment and maintenance of a representative and relevant policy network. 3.2 Identify, gather, analyse and interpret information required to support the policy development process. 3.3 Determine and apply an analytical framework for the development of the policy.
4. Determine policy direction	4.1 Develop a range of policy options and criteria for choice and communicate them to those responsible for selecting the policy direction. 4.2 Promote specific policy options to executives within the organisation. 4.3 Recommend preferred policy option. 4.4 Determine risk treatments in accordance with the policy development plan. 4.5 Obtain approvals.
5. Draft policy	5.1 Implement a cyclical process of consultation, feedback,

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	identification of changes and re drafting. 5.2 Implement risk management processes in accordance with the policy development plan to ensure progress against the timeframe and milestones. 5.3 Add an implementation plan in the policy that details responsibilities for implementation and strategies for transition, change management, initial and ongoing training and maintenance of the policy. 5.4 Add mechanisms within the policy for monitoring compliance, quality assurance, and evaluation of the policy.
6. Finalise development of policy	6.1 Clear policy through organisational channels, and gain agreement of critical stakeholders. 6.2 Ensure all stakeholders, particularly those who will be responsible for implementing the new or revised policy, are informed of the outcomes, and manage fallout from dissenting stakeholders. 6.3 Release and promote policy.

Foundation Skills

Foundation skills are embedded within the elements and performance criteria of this unit.

Unit Mapping Information

This unit supersedes and is equivalent to PSPPOL501A Develop organisation policy.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

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Assessment Requirements for PSPPCY006 Develop organisation policy

Modification History

Release	Comments
1	These Assessment Requirements were released in PSP Public Sector Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- reading and evaluating complex and formal documents
- researching, analysing and presenting information
- preparing written reports
- consulting on and validating policy
- dealing with different points of view and dissenting stakeholders

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- policy development processes and practices in the public sector
- policy cycles
- analytical policy development frameworks
- current policies underpinning the work area
- organisation and government procedures and protocols
- public sector code/s of ethics and code/s of conduct

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Assessment Conditions

This unit contains no specific industry-mandated assessment conditions. Guidance on suggested and recommended conditions and methods can be found in the Implementation Guide.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

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PSPPCY008 Develop public policy

Modification History

Release	Comments
1	This unit was released in PSP Public Sector Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to PSPPOL601A Develop public policy. • Unit code updated • Content and formatting updated to comply with new standards • All PC transitioned from passive to active voice

Application

This unit describes the skills required to develop or review public policy, to enable the implementation of government objectives. For the purposes of this unit, public policy includes government policy affecting all Australians and public sector policy that is not restricted to a particular organisational structure or individual organisation. The unit includes anticipating and confirming the need for public policy development or review and planning the policy development process; gathering and analysing information; determining policy direction; drafting, gaining agreement for, and disseminating public policy.

This unit applies to those working as public sector staff required to develop policy.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work independently, while performing complex tasks in familiar context.

No licensing, legislative or certification requirements apply to unit at the time of publication.

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Competency Field

Policy

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Assess the need for public policy development or review	1.1 Identify events, issues or government policies likely to lead to changes to public policy. 1.2 Identify and prioritise the likely implications and impact of factors that might require public policy development in consultation with stakeholders. 1.3 Conduct a critical analysis of the need for new or revised public policy that includes a scan of both internal and external environments, checks related policies for context and identifies other public policy likely to be impacted. 1.4 Recommend priority areas for public policy development or review. 1.5 Confirm the need for public policy development or review and detail supporting evidence.
2. Plan public policy development process	2.1 Confirm the approving authority. 2.2 Identify and analyse issues likely to impact on the policy development process and address them in policy development planning. 2.3 Develop a policy development plan outlining public policy requirements.
3. Gather and analyse information for public policy development	3.1 Identify and engage stakeholders through the establishment and maintenance of a public policy network. 3.2 Gather, analyse and interpret information required. 3.3 Determine and apply an analytical framework.
4. Determine public policy direction	4.1 Obtain strategic input from high-level staff. 4.2 Develop a range of policy options and criteria for choice and communicate to those responsible for selecting the policy direction. 4.3 Determine risk treatments and identify a preferred public policy option. 4.4 Obtain approvals and endorsements.
5. Draft public	5.1 Draft public policy using a cyclical process of consultation,

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policy	feedback, identification of changes and redrafting. 5.2 Implement risk management processes to ensure progress against the timeframe and milestones. 5.3 Develop an implementation plan that details responsibilities for implementation and strategies for transition, change management, and initial and ongoing training and maintenance of the policy. 5.4 Develop mechanisms for monitoring compliance with the policy, quality assurance of the policy, and for evaluation of the policy. 5.5 Develop the policy.
6. Release and promote public policy	6.1 Obtain agreement and clearance for public policy through required channels, and with critical stakeholders. 6.2 Ensure all stakeholders, particularly those who will be responsible for implementing the new or revised policy, are informed of the outcomes, and manage issues from dissenting stakeholders. 6.3 Release and promote the policy. 6.4 Provide advice to those affected by policy changes.

Foundation Skills

Foundation skills are embedded within the elements and performance criteria of this unit.

Unit Mapping Information

This unit supersedes and is equivalent to PSPPOL601A Develop public policy.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

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Assessment Requirements for PSPPCY008 Develop public policy

Modification History

Release	Comments
1	These Assessment Requirements were released in PSP Public Sector Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- reading and evaluating complex and formal documents researching, analysing and presenting information
- preparing written reports
- consulting on and validating policy
- dealing with different points of view and dissenting stakeholders

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- policy development processes and practices in the public sector
- current policies underpinning the work area
- government procedures and protocols
- public sector code/s of ethics and code/s of conduct
- principles of community engagement in policy development

Assessment Conditions

This unit contains no specific industry-mandated assessment conditions. Guidance on suggested and recommended conditions and methods can be found in the Implementation Guide.

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Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

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PSPPM402B Manage simple projects

Modification History

Release	TP Version	Comments
3	PSP12V1	Unit descriptor edited.
2	PSP04V4.2.	Layout adjusted. No changes to content.
1	PSP04V4.1	Primary release.

Unit Descriptor

This unit covers management of generally low risk projects that may be small scale and managed by one person or a person with a small team. It includes implementing project start-up activities, coordinating project implementation, monitoring the project and arranging follow-up activities. Contract management requirements are not included as this aspect is addressed by units of competency within the Competency field of *Procurement and Contract Management*.

In practice, managing simple projects overlaps with other generalist and specialist work activities such as applying government processes, using resources, gathering information, managing contracts etc.

This unit, and unit *PSPPM405A Administer simple projects*, are mutually exclusive. One or the other, but not both, may contribute to a qualification.

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

Application of the Unit

Not applicable.

Licensing/Regulatory Information

Not applicable.

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Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements are the essential outcomes of the unit of competency.	Together, performance criteria specify the requirements for competent performance. Text in ***bold italics*** is explained in the Range Statement following.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. **Implement start-up activities**	1.1 The ***project plan*** is updated with confirmed information for key dates and activities, resources and project governance details in accordance with the project implementation strategy. 1.2 Project ***stakeholders'*** understanding of and agreement to fulfil the project requirements and their roles and responsibilities are confirmed. 1.3 ***Required systems*** are established and maintained throughout the project in accordance with the project plan. 1.4 A working knowledge of ***project management tools*** is used to facilitate integration of project activities and achievement of project outcomes.
2. **Coordinate project implementation**	2.1 ***Integration*** and ***management*** of project activities are handled in accordance with the project plan. 2.2 Stakeholder input and expectations are managed and their commitment is maintained throughout the life of the project in accordance with organisational policy and procedures and the project plan. 2.3 Disagreements and disputes are resolved or referred to a higher authority in accordance with organisational policy and procedures. 2.4 Project ***change proposals*** are received and changes are recommended/made in accordance with the project plan, and documented in accordance with ***policy and procedures***.
3. **Monitor project**	3.1 All aspects of the project are continually monitored and

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ELEMENT	PERFORMANCE CRITERIA
	corrective action is taken as necessary to maintain progress in accordance with the project plan.
	3.2 Consultation and reporting mechanisms are applied in accordance with the communication plan when dealing with management, staff and/or contractors, steering committee members or other stakeholders.
	3.3 Project governance plans and any related contracts are monitored, reviewed and amended as appropriate, and results are reported in accordance with the communication plan.
	3.4 Project progress is monitored against agreed milestones in accordance with the project plan to provide a measure of performance throughout the life of the contract.
	3.5 Programmed review of objectives and achievement is implemented in accordance with the project plan.
4. Arrange project follow-up activities	4.1 Project deliverables are analysed against ***specifications***, performance standards and project objectives, under broad guidance, and the results are reported to stakeholders.
	4.2 An initial support package or product manual is produced, if required, to provide guidance for stakeholders who will be required to apply the project results.
	4.3 The support package includes options for stakeholders to take account of environmental and cultural factors in applying project results.
	4.4 Operational and support authorities are consulted to research any testing/trialling/building requirements resulting from the project, and evaluation of any recommendations are included in the project report.

Required Skills and Knowledge

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

Skill requirements

Look for evidence that confirms skills in:

- leading and mentoring people to achieve project deliverables
- maintaining agreement of stakeholders and team members to timelines, roles and responsibilities
- communicating with stakeholders and team members using a range of communication styles to suit different audiences and purposes

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- responding to diversity, including gender and disability
- using project management tools applicable to small scale or low risk projects
- applying ethical decision making and problem solving related to project management of small scale or low risk projects
- writing recommendations and preparing implementation support packages requiring precision of expression
- applying workplace safety procedures in line with project requirements
- accessing/preparing information electronically or in hard copy

Knowledge requirements

Look for evidence that confirms knowledge and understanding of:

- legislation, organisational policies and procedures that may impact on project management, for example:
  - public sector codes of ethics/conduct
  - occupational health and safety and environment requirements
  - project governance requirements
  - quality standards
- risk management
- procurement guidelines
- human resources
- equal employment opportunity, equity and diversity principles
- project management tools to suit a range of small scale or low risk projects
- project management principles
- organisational and political context

Evidence Guide

The Evidence Guide specifies the evidence required to demonstrate achievement in the unit of competency as a whole. It must be read in conjunction with the Unit descriptor, Performance Criteria, the Range Statement and the Assessment Guidelines for the Public Sector Training Package.

Units to be assessed together

- *Pre-requisite* units that must be achieved prior to this unit:*Nil*
- *Co-requisite* units that must be assessed with this unit:*Nil*
- *Co-assessed units* that may be assessed with this unit to increase the efficiency and realism of the assessment process include, but are not limited to:
  - PSPETHC401A Uphold and support the values and principles of public service
  - PSPGOV402B Deliver and monitor service to clients

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- PSPGOV403B Use resources to achieve work unit goals
- PSPGOV411A Deal with conflict
- PSPGOV412A Use advanced workplace communication strategies
- PSPGOV422A Apply government processes
- PSPLEGN401A Encourage compliance with legislation in the public sector
- PSPPROC410A Administer contracts
- PSPPM401B Design simple projects
- PSPPM403B Close simple projects

- *Excluded units* that may not contribute to the same qualification as this unit:
  - PSPPM405A Administer simple projects

Overview of evidence requirements

In addition to integrated demonstration of the elements and their related performance criteria, look for evidence that confirms:

- the knowledge requirements of this unit
- the skill requirements of this unit
- application of the Employability Skills as they relate to this unit (see Employability Summaries in Qualifications Framework)
- simple projects managed in a range of (3 or more) contexts (or occasions, over time)

Resources required to carry out assessment

These resources include:

- legislation, guidelines, procedures and protocols relating to project management
- workplace project documentation
- scenarios and case studies
- examples of project management tools

Where and how to assess evidence

Valid assessment of this unit requires:

- a workplace environment or one that closely resembles normal work practice and replicates the range of conditions likely to be encountered when implementing projects, including coping with difficulties, irregularities and breakdowns in routine
- simple projects managed in a range of (3 or more) contexts (or occasions, over time)

Assessment methods should reflect workplace demands, such as literacy, and the needs of particular groups, such as:

- people with disabilities
- people from culturally and linguistically diverse

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backgrounds
- Aboriginal and Torres Strait Islander people
- women
- young people
- older people
- people in rural and remote locations

Assessment methods suitable for valid and reliable assessment of this competency may include, but are not limited to, a combination of 2 or more of:

- case studies
- demonstration
- portfolios
- questioning
- scenarios
- authenticated evidence from the workplace and/or training courses

For consistency of assessment	Evidence must be gathered over time in a range of contexts to ensure the person can achieve the unit outcome and apply the competency in different situations or environments

Range Statement

The Range Statement provides information about the context in which the unit of competency is carried out. The variables cater for differences between States and Territories and the Commonwealth, and between organisations and workplaces. They allow for different work requirements, work practices and knowledge. The Range Statement also provides a focus for assessment. It relates to the unit as a whole. Text in ***bold italics*** in the Performance Criteria is explained here.

Project plan will include some or all of:	• acquisition strategies • budget and financial management strategy • contract management • cost estimates • evaluation criteria • expected outcomes/measurable benefits of the project • facilities • inclusions and exclusions from project • information/communication strategy • intellectual property strategies • milestones

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- objectives
- outputs/project deliverables and their acceptance criteria
- people plan including human resource management and human resource development
- performance criteria/indicators
- project control mechanisms
- project implementation strategy
- project governance strategy
- purpose
- quality assurance
- quality control
- quality standards for project
- rationale
- required project resources
- resource management
- risk management
- roles and responsibilities
- schedule/timeline
- task/work breakdown structure (WBS)

Stakeholders may include:

- project sponsor/funding bodies
- clients or customers (internal and external)
- industry
- other agencies
- general public
- relevant interest groups
- unions
- functional areas
- the organisation's senior management
- Ministers
- project team
- steering committee members
- end user
- supplier/service provider

Required systems for project management may include:

- planning and monitoring system
- financial management including:
  - budget allocation/funding
  - income generated
  - expenditure
- recordkeeping for documented information such as:

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- correspondence
- quality data including survey, needs, test results
- contracts
- time allocated and spent on each aspect of the project
- progress reports
- performance reports against milestones
- project outcomes
- samples, prototypes, models

Project management tools may include:

- risk analysis
- organisational project governance framework
- communications plan
- reporting framework
- project management software and other tools:
  - Gantt and bar charts
  - Program Evaluation and Review Technique (PERT) charts
  - Critical Path Method
  - cost schedule control system
  - logistics support analysis
  - life cycle cost analysis
  - spreadsheets
  - recording systems - electronic and manual

Integration of project activities may include:

- scope
- time
- cost
- quality
- human resources
- communications
- risk
- procurement

Management may include:

- scope management
- communication and reporting
- schedule management
- financial management
- quality management
- resources management
- people management
- logistics management
- risk management

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	• contract management • change management
Change proposals may include:	• scope • administration • engineering, technical, technology changes • time • cost • resources

Policy and procedures may include:	• government legislation (Federal, State and Local) affecting organisation's administration such as:
	  • public sector management acts
	  • financial management and accounting legislation and regulations
	  • privacy legislation
	• government and organisational guidelines and procedures relating to:
	  • project governance
	  • resourcing
	  • security
	  • strategic plans
	  • recruitment
	  • risk management
	  • procurement guidelines
	  • designation approvals
	  • industrial agreements

Specifications may include:	• functional • technical • performance • material

Unit Sector(s)

Not applicable.

Competency field

Project Management.

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PSPPM403B Close simple projects

Modification History

Release	TP Version	Comments
3	PSP12V1	Unit descriptor edited.
2	PSP04V4.2.	Layout adjusted. No changes to content.
1	PSP04V4.1	Primary release.

Unit Descriptor

This unit covers project evaluation and reporting for generally low risk projects that may be small scale and managed by one person or a person with a small team. It includes implementing project review activities and finalising projects. Contract management requirements are not included as this aspect is addressed by units of competency within the Competency field of *Procurement and Contract Management*.

In practice, closing simple projects may overlap with other generalist and specialist work activities such as applying government processes, using resources, gathering information, providing input to change, managing contracts etc.

This unit, and unit *PSPPM405A Administer simple projects*, are mutually exclusive. One or the other, but not both, may contribute to a qualification.

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

Application of the Unit

Not applicable.

Licensing/Regulatory Information

Not applicable.

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Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements are the essential outcomes of the unit of competency.	Together, performance criteria specify the requirements for competent performance. Text in ***bold italics*** is explained in the Range Statement following.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Implement project review activities	1.1 Evaluation of project process and achievement against objectives is undertaken in consultation with ***stakeholders*** and results are reported in accordance with the ***project plan*** and organisational ***policy and procedures***.
	1.2 Action to rectify problems in meeting client needs is recommended and documented.
	1.3 Implications of project results for policies and operating procedures are identified and recommendations are made for their amendment.
	1.4 Information obtained from the evaluation of the project is structured so it may be used to improve relevant policy and practice in accordance with organisational requirements.
2. Finalise project	2.1 Contracts are finalised and financial records are checked for accuracy and completed in accordance with organisational procedures.
	2.2 Project wind-down is ***managed, documentation*** is completed, records are archived and ***approvals*** are obtained in accordance with the project plan and organisational policy and procedures.
	2.3 Project stakeholders are debriefed, and recommendations are made for redeployment of infrastructure/resources in accordance with organisational policy and procedures.
	2.4 Project hand-over to user/s is completed in accordance with organisational procedures and lessons learnt are documented and reported to stakeholders to assist in continuous improvement.

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ELEMENT	PERFORMANCE CRITERIA
	2.5 Stakeholders are advised of procedures and authorities for initial support to implement project deliverables where relevant, and strategies are devised to manage long-term project momentum in accordance with organisational requirements.

Required Skills and Knowledge

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

Skill requirements

Look for evidence that confirms skills in:

- analysing results and evaluating results against objectives
- writing recommendations and preparing reports requiring precision of expression
- communicating with stakeholders and team members using a range of communication styles to suit different audiences and purposes
- responding to diversity, including gender and disability
- debriefing project team members
- reporting on resource expenditure including time and costs
- using project management tools suited to small scale or low risk projects
- applying workplace safety procedures in line with project requirements
- accessing/preparing information electronically or in hard copy

Knowledge requirements

Look for evidence that confirms knowledge and understanding of:

- legislation, organisational policies and procedures that may impact on project finalisation, for example:
  - public sector codes of ethics/conduct
  - occupational health and safety and environment requirements
  - project governance requirements
  - quality standards
- risk management
- procurement guidelines
- human resource management and development
- equal employment opportunity, equity and diversity principles
- project management tools to suit a range of small scale or low risk projects
- project management principles

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- organisational and political environment

Evidence Guide

The Evidence Guide specifies the evidence required to demonstrate achievement in the unit of competency as a whole. It must be read in conjunction with the Unit descriptor, Performance Criteria, the Range Statement and the Assessment Guidelines for the Public Sector Training Package.

Units to be assessed together

- *Pre-requisite* units that must be achieved prior to this unit:*Nil*
- *Co-requisite* units that must be assessed with this unit:*Nil*
- *Co-assessed units* that may be assessed with this unit to increase the efficiency and realism of the assessment process include, but are not limited to:
  - PSPETHC401A Uphold and support the values and principles of public service
  - PSPGOV402B Deliver and monitor service to clients
  - PSPGOV403B Use resources to achieve work unit goals
  - PSPGOV411A Deal with conflict
  - PSPGOV412A Use advanced workplace communication strategies
  - PSPGOV422A Apply government processes
  - PSPLEGN401A Encourage compliance with legislation in the public sector
  - PSPPROC410A Administer contracts
  - PSPPM401B Design simple projects
  - PSPPM402B Manage simple projects
- *Excluded units* that may not contribute to the same qualification as this unit:
  - PSPPM405A Administer simple projects

Overview of evidence requirements

In addition to integrated demonstration of the elements and their related performance criteria, look for evidence that confirms:

- the knowledge requirements of this unit
- the skill requirements of this unit
- application of the Employability Skills as they relate to this unit (see Employability Summaries in Qualifications Framework)
- closure of simple projects in a range of (3 or more) contexts (or occasions, over time)

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Resources required to carry out assessment

These resources include:

- legislation, guidelines, procedures and protocols relating to project close-out
- workplace project documentation
- scenarios and case studies
- examples of project management tools

Where and how to assess evidence

Valid assessment of this unit requires:

- a workplace environment or one that closely resembles normal work practice and replicates the range of conditions likely to be encountered when closing projects, including coping with difficulties, irregularities and breakdowns in routine
- closure of simple projects in a range of (3 or more) contexts (or occasions, over time)

Assessment methods should reflect workplace demands, such as literacy, and the needs of particular groups, such as:

- people with disabilities
- people from culturally and linguistically diverse backgrounds
- Aboriginal and Torres Strait Islander people
- women
- young people
- older people
- people in rural and remote locations

Assessment methods suitable for valid and reliable assessment of this competency may include, but are not limited to, a combination of 2 or more of:

- case studies
- demonstration
- portfolios
- questioning
- scenarios
- authenticated evidence from the workplace and/or training courses

For consistency of assessment

Evidence must be gathered over time in a range of contexts to ensure the person can achieve the unit outcome and apply the competency in different situations or environments

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Range Statement

The Range Statement provides information about the context in which the unit of competency is carried out. The variables cater for differences between States and Territories and the Commonwealth, and between organisations and workplaces. They allow for different work requirements, work practices and knowledge. The Range Statement also provides a focus for assessment. It relates to the unit as a whole. Text in ***bold italics*** in the Performance Criteria is explained here.

Stakeholders may include:

- project sponsor/funding bodies
- clients or customers (internal and external)
- industry
- other agencies
- general public
- relevant interest groups
- unions
- functional areas
- the organisation's senior management
- Ministers
- project team
- steering committee members
- end user
- supplier/service provider

Project plan will include some or all of:

- acquisition strategies
- budget and financial management strategy
- contract management
- cost estimates
- evaluation criteria
- expected outcomes/measurable benefits of the project
- facilities
- inclusions and exclusions from project
- information/communication strategy
- intellectual property strategies
- milestones
- objectives
- outputs/project deliverables and their acceptance criteria
- people plan including human resource management and human resource development
- performance criteria/indicators
- project control mechanisms
- project implementation strategy

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- project governance strategy
- purpose
- quality assurance
- quality control
- quality standards for project
- rationale
- required project resources
- resource management
- risk management
- roles and responsibilities
- schedule/timeline
- task/work breakdown structure (WBS)

Policy and procedures may include:

- government legislation (Federal, State and Local) affecting organisation's administration such as:
  - public sector management acts
  - financial management and accounting legislation and regulations
  - privacy legislation
- government and organisational guidelines and procedures relating to:
  - project governance
  - resourcing
  - security
  - strategic plans
  - recruitment
  - risk management
  - procurement guidelines
  - designation approvals
  - industrial agreements

Management of project wind-down may include:

- risks
- issues
- assets
- consultants
- project team
- support staff

Documentation may include:

- project completion report
- supplier performance reports
- whole-of-life support plans
- transfer documents

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- financial reports and acquittals

Approvals may be required from:

- project sponsor/funding body
- business owner of the project
- program manager
- line manager
- project governance office/personnel in the organisation
- chief executive officer, manager or management representative
- customer or client

Unit Sector(s)

Not applicable.

Competency field

Project Management.

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PSPPM404A Carry out simple project activities

Modification History

Release	TP Version	Comments
3	PSP12V1	Unit descriptor edited.
2	PSP04V4.2.	Layout adjusted. No changes to content.
1	PSP04V4.1	Primary release.

Unit Descriptor

This unit covers the activities required to carry out simple projects, working on one project at a time. This work is typically undertaken by a project officer working individually or as part of a project team. It includes reviewing and confirming the project brief, carrying out project activities, monitoring and maintaining progress and completing the project. Contract management requirements are not included as this aspect is addressed by units of competency within the Competency field of *Procurement and Contract Management*.

In practice, carrying out project work overlaps with other generalist and specialist work activities such as acting ethically, applying government processes, using resources, developing work plans, gathering information.

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

Application of the Unit

Not applicable.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

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Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements are the essential outcomes of the unit of competency.

Together, performance criteria specify the requirements for competent performance. Text in ***bold italics*** is explained in the Range Statement following.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Review and confirm project brief	1.1 Project information and supporting materials are obtained and the individual ***project brief*** is clarified in accordance with the ***project plan*** and organisational ***policy and procedures***. 1.2 Project plan is analysed and requirements, timeframes, roles, responsibilities and ***stakeholder*** involvement are confirmed. 1.3 Project management procedures and controls are confirmed in accordance with the project plan, and any required changes are negotiated according to the project plan change management strategy. 1.4 The project plan is updated with confirmed information for milestones, resources, other team members and steering committee details.
2. Undertake project activities	2.1 Professional or technical skills are provided to accomplish project tasks in accordance with the project requirements. 2.2 ***Project data*** is captured and recorded in accordance with project requirements. 2.3 Specialist advice and support are provided to the project manager, steering committee and stakeholders as required to achieve project objectives.
3. Monitor and maintain progress of project	3.1 ***Project management tools*** are used for integration and timing of project activities and achievement of project deliverables. 3.2 Risks to progress and achievement of project objectives are anticipated and related to the project manager for action in accordance with the ***risk management*** plan. 3.3 Completion of project activities and progress against targets and milestones are monitored and corrective action is taken if needed, in accordance with project plans and in ***consultation***

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ELEMENT	PERFORMANCE CRITERIA
	with management/governance personnel.
	3.4 Problem solving to find innovative ***solutions*** to project problems or unplanned-for contingencies is undertaken in consultation with project management.
	3.5 Progress reports are provided as required by the project communication plan.
4. **Complete project**	4.1 Project deliverables are completed to the required standard in the required timeframe.
	4.2 Recordkeeping associated with the project is completed and archived as required by the project plan.
	4.3 Project process is evaluated, issues identified and recommendations made for continuous improvement.
	4.4 Project reports are completed to the required standard, containing required information and using agreed style, voice and format.
	4.5 Project hand-over of deliverables and return of borrowed/unused materials are completed in accordance with the project plan and organisational procedures.

Required Skills and Knowledge

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

Skill requirements

Look for evidence that confirms skills in:

- recording information, writing recommendations and preparing reports requiring complex language structures and precision of expression
- negotiating changes to timelines, roles and responsibilities
- communicating with stakeholders, managers and other team members using a range of communication styles to suit different audiences and purposes
- responding to diversity, including gender and disability
- managing self, time and costs
- using project management tools
- applying workplace safety procedures in line with project requirements
- accessing/preparing information electronically or in hard copy

Knowledge requirements

Look for evidence that confirms knowledge and understanding of:

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- legislation, organisational policies and procedures that may impact on the project and management of the project, for example:
  - public sector codes of ethics/conduct
  - occupational health and safety and environment
  - project governance requirements
  - quality standards
- risk management
- procurement
- human resources
- equal employment opportunity, equity and diversity principles
- principles of project management
- project management tools to suit the projects carried out
- risk management strategies for carrying out single projects

Evidence Guide

The Evidence Guide specifies the evidence required to demonstrate achievement in the unit of competency as a whole. It must be read in conjunction with the Unit descriptor, Performance Criteria, the Range Statement and the Assessment Guidelines for the Public Sector Training Package.

Units to be assessed together

- *Pre-requisite* units that must be achieved prior to this unit:*Nil*
- *Co-requisite* units that must be assessed with this unit:*Nil*
- *Co-assessed units* that may be assessed with this unit to increase the efficiency and realism of the assessment process include, but are not limited to:
  - PSPETHC401A Uphold and support the values and principles of public service
  - PSPGOV402B Deliver and monitor service to clients
  - PSPGOV403B Use resources to achieve work unit goals
  - PSPGOV404B Develop and implement work unit plans
  - PSPGOV406B Gather and analyse information
  - PSPGOV411A Deal with conflict
  - PSPGOV412A Use advanced workplace communication strategies
  - PSPGOV422A Apply government processes
  - PSPLEGN401A Encourage compliance with legislation in the public sector
  - PSPPM401B Design simple projects
  - PSPPROC410A Administer contracts

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Overview of evidence requirements

In addition to integrated demonstration of the elements and their related performance criteria, look for evidence that confirms:

- the knowledge requirements of this unit
- the skill requirements of this unit
- application of the Employability Skills as they relate to this unit (see Employability Summaries in Qualifications Framework)
- activities for simple projects carried out in a range of (3 or more) contexts (or occasions, over time)

Resources required to carry out assessment

These resources include:

- legislation, guidelines, procedures and protocols relating to project management
- workplace project documentation
- scenarios and case studies
- examples of project management tools

Where and how to assess evidence

Valid assessment of this unit requires:

- a workplace environment or one that closely resembles normal work practice and replicates the range of conditions likely to be encountered when carrying out projects, including coping with difficulties, irregularities and breakdowns in routine
- activities for simple projects carried out in a range of (3 or more) contexts (or occasions, over time)

Assessment methods should reflect workplace demands, such as literacy, and the needs of particular groups, such as:

- people with disabilities
- people from culturally and linguistically diverse backgrounds
- Aboriginal and Torres Strait Islander people
- women
- young people
- older people
- people in rural and remote locations

Assessment methods suitable for valid and reliable assessment of this competency may include, but are not limited to, a combination of 2 or more of:

- case studies
- demonstration
- portfolios
- questioning

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- scenarios
- authenticated evidence from the workplace and/or training courses

For consistency of assessment

Evidence must be gathered over time in a range of contexts to ensure the person can achieve the unit outcome and apply the competency in different situations or environments

Range Statement

The Range Statement provides information about the context in which the unit of competency is carried out. The variables cater for differences between States and Territories and the Commonwealth, and between organisations and workplaces. They allow for different work requirements, work practices and knowledge. The Range Statement also provides a focus for assessment. It relates to the unit as a whole. Text in ***bold italics*** in the Performance Criteria is explained here.

Project brief is:

- outline of expectations, tasks, deliverables, etc that are to be achieved by the project officer

Project plan will include some or all of:

- acquisition strategies
- budget and financial management strategy
- contract management
- cost estimates
- evaluation criteria
- expected outcomes/measurable benefits of the project
- facilities
- inclusions and exclusions from project
- information/communication strategy
- intellectual property strategies
- milestones
- objectives
- occupational health and safety plan
- outputs/project deliverables and their acceptance criteria
- people plan including human resource management and human resource development
- performance criteria/indicators
- project control mechanisms
- project implementation strategy
- project governance strategy
- purpose
- quality assurance

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- quality control
- quality standards for project
- rationale
- required project resources
- resource management
- risk management
- roles and responsibilities
- schedule/timeline
- task/work breakdown structure (WBS)

Policy and procedures may include:

- government legislation (Federal, State and Local) affecting organisation's administration such as:
  - public sector management acts
  - financial management and accounting legislation and regulations
  - privacy legislation
- government and organisational guidelines and procedures relating to:
  - project governance
  - resourcing
  - security
  - strategic plans
  - recruitment
  - risk management
  - procurement guidelines
  - designation approvals
  - industrial agreements

Stakeholders may include:

- project sponsor/funding bodies
- clients or customers (internal and external)
- industry
- other agencies
- general public
- relevant interest groups
- unions
- functional areas
- the organisation's senior management
- Ministers
- project team
- steering committee members
- end user
- supplier/service provider

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Project data may include:	• financial data including costs, expenditure, income generated, purchases • quality data including any test results • record of time spent on project and progress in completing project • correspondence • samples, prototypes, models • project outcomes
Project management tools may include:	• risk analysis • organisational project governance framework • communications plan • reporting framework • project management software and other tools: • Gantt and bar charts • Program Evaluation and Review Technique (PERT) charts • Critical Path Method • cost schedule control system • logistics support analysis • life cycle cost analysis • spreadsheets • recording systems - electronic and manual
Risk management may include:	• removing the risk • transferring the risk • minimising the risk • accepting the risk • preparing a contingency plan • keeping reserves
Consultation with management may include:	• project manager • steering committee • project sponsor • business owner of the project • program manager • specialist project management office • chief executive officer, manager or management representative • funding body representative • customer or client
Solutions to problems may include:	• reducing costs • researching and applying more efficient methods of

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completing project tasks
- seeking further resources to meet deadline
- negotiating an extension of deadline or redefining completion or quantities or quality of outcomes
- sharing of ideas to gain improvements to work undertaken within the project
- outsourcing aspects of the project
- changing roles and responsibilities within project team

Unit Sector(s)

Not applicable.

Competency field

Project Management.

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PSPPM405A Administer simple projects

Modification History

Release	TP Version	Comments
3	PSP12V1	Unit descriptor edited.
2	PSP04V4.2.	Layout adjusted. No changes to content.
1	PSP04V4.1	Primary release.

Unit Descriptor

This unit covers the administration of a straightforward project or a discrete component of a larger project by staff who are not specialists in project management. The unit focuses on the application of project management skills and the requirement to meet timelines, quality standards, budgetary limits and other requirements set for the project. It includes defining the project, developing a project plan, administering and monitoring the project, finalising the project and reviewing the project to identify lessons learnt for application to future projects. Contract management requirements are not included as this aspect is addressed by units of competency within the Competency field of *Procurement and Contract Management*.

Units of competency for specialist project managers at this level include *PSPPM401B Design simple projects*, *PSPPM402B Manage simple projects* and *PSPPM403B Close simple projects*. The unit of competency for specialist project officers is *PSPPM404A Carry out simple project activities*.

This unit and the 3 project management competencies for specialist project managers (PSPPM401B - PSPPM403B) are mutually exclusive and may not contribute to the same qualification.

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

Application of the Unit

Not applicable.

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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills..

Elements and Performance Criteria Pre-Content

Elements are the essential outcomes of the unit of competency.	Together, performance criteria specify the requirements for competent performance. Text in ***bold italics*** is explained in the Range Statement following.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Define project	1.1 ***Project scope*** and other relevant documentation are accessed in accordance with organisational ***policy and procedures***. 1.2 Project ***stakeholders*** are identified and their interest in or relationship to the project is established. 1.3 Clarification is sought from ***delegating authority*** of any issues related to the project and ***project parameters***. 1.4 Limits of own responsibility and reporting requirements are confirmed. 1.5 Relationship of the project to other projects and to the organisation's objectives is clarified. 1.6 Available resources to undertake the project are determined and accessed in accordance with organisational requirements.
2. Develop detailed project plan	2.1 A ***project plan*** is developed that identifies in detail how the project will be executed and managed in relation to the project parameters. 2.2 ***Project management tools*** are identified and accessed in accordance with project requirements. 2.3 A communication strategy and risk management plan that address the project, organisational and legislative requirements are contained within the project plan.

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ELEMENT	PERFORMANCE CRITERIA
	2.4 A timeline for completion of activities and a budget, developed and approved in accordance with organisational procedures, are included within the project plan.
	2.5 Stakeholders' understanding of and agreement to fulfil the project requirements and their roles and responsibilities are confirmed.
	2.6 Project plan is finalised and any necessary approvals are gained to commence the project according to the documented plan.
3. **Administer and monitor project**	3.1 ***Support*** is provided to ensure that the quality of the expected deliverables of the project and documented timelines are met.
	3.2 Required ***recordkeeping*** systems are established and maintained throughout the project.
	3.3 ***Component plans*** that identify how key aspects of the project will be managed are implemented and monitored in accordance with set requirements.
	3.4 Project reports are completed and forwarded as required in accordance with the project communication strategy.
	3.5 ***Risk management*** is undertaken in accordance with the project plan to ensure project requirements are achieved in accordance with the project plan.
	3.6 Project deliverables are completed to the required standard, in the required timeframe and within budget.
4. **Finalise project**	4.1 Any financial recordkeeping associated with the project is completed and checked for accuracy.
	4.2 Staff involved in the project are de-briefed before assignment to new or previous roles.
	4.3 Project documentation is completed and ***signed off*** in accordance with organisational procedures.
5. **Review project**	5.1 Project deliverables and processes are reviewed against the project scope and plan.
	5.2 Stakeholders are involved in the review of the project.
	5.3 Lessons learnt from the project are documented and reported in accordance with organisational requirements.

Required Skills and Knowledge

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

Skill requirements

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Look for evidence that confirms skills in:

- detailing requirements, writing recommendations and preparing reports requiring complex language structures and precision of expression
- negotiating timelines, roles and responsibilities with team members
- communicating with stakeholders using a range of communication styles to suit different audiences and purposes
- responding to diversity, including gender and disability
- leading and managing a project team
- managing time and costs
- using project management tools
- applying quality management techniques including testing and auditing as appropriate
- applying workplace safety procedures in line with project requirements
- accessing/preparing information electronically or in hard copy

Knowledge requirements

Look for evidence that confirms knowledge and understanding of:

- legislation, organisational policies and procedures that may impact on the project and management of the project, for example:
  - public sector codes of ethics/conduct
  - occupational health and safety and environment and sustainability
- project governance requirements
- quality standards
- risk management
- procurement
- human resources
- equal employment opportunity, equity and diversity principles
- organisational structure and lines of authority within organisation
- project management tools to suit the projects administered
- evaluation techniques for projects

Evidence Guide

The Evidence Guide specifies the evidence required to demonstrate achievement in the unit of competency as a whole. It must be read in conjunction with the Unit descriptor, Performance Criteria, the Range Statement and the Assessment Guidelines for the Public Sector Training Package.

Units to be assessed together

- *Pre-requisite* units that must be achieved prior to this unit:*Nil*

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- *Co-requisite* units that must be assessed with this unit:*Nil*
- *Co-assessed units* that may be assessed with this unit to increase the efficiency and realism of the assessment process include, but are not limited to:
  - PSPETHC401A Uphold and support the values and principles of public service
  - PSPGOV402B Deliver and monitor service to clients
  - PSPGOV403B Use resources to achieve work unit goals
  - PSPGOV404B Develop and implement work unit plans
  - PSPGOV411A Deal with conflict
  - PSPGOV412A Use advanced workplace communication strategies
  - PSPGOV422A Apply government processes
  - PSPLEGN401A Encourage compliance with legislation in the public sector
  - PSPOHS401B Implement workplace safety procedures and programs
  - PSPPROC410A Administer contracts
- *Excluded units* that may not contribute to the same qualification as this unit:
  - PSPPM401B Design simple projects
  - PSPPM402B Manage simple projects
  - PSPPM403B Close simple projects

Overview of evidence requirements

In addition to integrated demonstration of the elements and their related performance criteria, look for evidence that confirms:

- the knowledge requirements of this unit
- the skill requirements of this unit
- application of the Employability Skills as they relate to this unit (see Employability Summaries in Qualifications Framework)
- administration of simple projects in a range of (3 or more) contexts (or occasions, over time)

Resources required to carry out assessment

These resources include:

- legislation, guidelines, procedures and protocols relating to project management
- workplace project documentation
- scenarios and case studies
- examples of project management tools

Where and how to assess evidence

Valid assessment of this unit requires:

- a workplace environment or one that closely resembles

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normal work practice and replicates the range of conditions likely to be encountered when administering projects, including coping with difficulties, irregularities and breakdowns in routine

- evidence of administration of simple projects in a range of (3 or more) contexts (or occasions over time)

Assessment methods should reflect workplace demands, such as literacy, and the needs of particular groups, such as:

- people with disabilities
- people from culturally and linguistically diverse backgrounds
- Aboriginal and Torres Strait Islander people
- women
- young people
- older people
- people in rural and remote locations

Assessment methods suitable for valid and reliable assessment of this competency may include, but are not limited to, a combination of 2 or more of:

- case studies
- demonstration
- portfolios
- questioning
- scenarios
- authenticated evidence from the workplace and/or training courses

For consistency of assessment

Evidence must be gathered over time in a range of contexts to ensure the person can achieve the unit outcome and apply the competency in different situations or environments

Range Statement

The Range Statement provides information about the context in which the unit of competency is carried out. The variables cater for differences between States and Territories and the Commonwealth, and between organisations and workplaces. They allow for different work requirements, work practices and knowledge. The Range Statement also provides a focus for assessment. It relates to the unit as a whole. Text in ***bold italics*** in the Performance Criteria is explained here.

Project scope and other relevant documentation

- project proposal

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refers to:

- tender documents
- contract or other agreement
- project plan or summary
- other documents outlining:
  - expected outcomes of the project
  - inclusions and exclusions from project
  - timeframes for project
  - quality standards for project
  - project resources

Policy and procedures may include:

- government legislation (Federal, State and Local) affecting organisation's administration such as:
  - public sector management acts
  - financial management and accounting legislation and regulations
  - privacy legislation
  - environmental/sustainability legislation
- government and organisational guidelines and procedures relating to:
  - project governance
  - resourcing
  - security
  - strategic plans
  - recruitment
  - risk management
  - procurement guidelines
  - designation approvals
  - industrial agreements

Stakeholders may include:

- project sponsor/funding bodies
- clients or customers (internal and external)
- industry
- other agencies
- general public
- relevant interest groups
- unions
- functional areas
- the organisation's senior management
- Ministers
- project team
- steering committee
- end user

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	• supplier/service provider
Delegating authority may include:	• project sponsor • business owner of the project • program manager • specialist project management office • CEO, manager or management representative • funding body • customer or client
Project parameters may include:	• scope of project • quality standards • timelines • finances for project • integration of project within organisation • risks associated with project • reporting requirements • procurement requirements associated with project • physical and human resources available or required for project
Project plan will include some or all of:	• acquisition strategies • budget and financial management strategy • continuous improvement process established for the project • contract management • cost estimates • evaluation criteria • expected outcomes/measurable benefits of the project • facilities • inclusions and exclusions from project • information/communication strategy • intellectual property strategies • milestones • objectives • outputs/project deliverables and their acceptance criteria • people plan including human resource management and human resource development • performance criteria/indicators • project control mechanisms • project implementation strategy • project governance strategy • purpose

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- quality assurance
- quality control
- quality standards for project
- rationale
- required project resources
- resource management
- risk management
- roles and responsibilities
- schedule/timeline
- task/work breakdown structure (WBS)

Project management tools may include:

- risk analysis
- organisational project governance framework
- communications plan
- reporting framework
- project management software and other tools:
  - Gantt and bar charts
  - Program Evaluation and Review Technique (PERT) charts
  - Critical Path Method
  - cost schedule control system
  - logistics support analysis
  - life cycle cost analysis
  - spreadsheets
  - recording systems - electronic and manual

Support may include:

- mentoring and coaching
- feedback
- encouragement
- additional physical and human resources (within allocated budget) if and as required
- regular meetings

Recordkeeping may include systems for:

- financial data including costs, expenditure, income generated, purchases, contracts
- quality data including survey, needs, test results
- recording of time spent on project and progress in completing project
- progress reports
- performance reports against milestones
- correspondence
- samples, prototypes, models
- project deliverables/outputs and outcomes

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Component plans may relate to:	• risk management • schedule management • financial management • communication, including reporting • resources management • logistics management • scope management • change management • quality management • people management
Risk management may include:	• removing the risk • minimising the risk • accepting the risk • preparing a contingency plan • allocation of reserves • reducing costs • researching and applying more efficient methods of completing project tasks • seeking further resources to meet deadline • negotiating an extension of deadline or redefining completion or quantities or quality of deliverables • sharing of ideas to gain improvements to work undertaken within the project • outsourcing some aspects of the project • changing roles and responsibilities within project team
Sign-offs may be required by:	• project sponsor • business owner of the project • program manager • specialist project management office • chief executive officer, manager or management representative • funding body • customer or client

Unit Sector(s)

Not applicable.

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Competency field

Project Management.

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PSPSEC006 Implement security risk treatments

Modification History

Release	Comments
1	This unit was released in PSP Public Sector Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to PSPSEC402A Implement security risk treatments. • Unit code updated • Content and formatting updated to comply with new standards • All PC transitioned from passive to active voice • PC 2.1 and 2.2, PC 3.3 and 3.4, PC 4.1 and 4.2 merged

Application

This unit describes the skills required to confirm risk decisions, identify risk treatments, implement countermeasures and monitor and review the security risk management process.

This unit applies to those working in a security role where they will be required to confirm, identify, implement and review risk.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to, particularly those related to the security plan.

Those undertaking this unit would generally work independently and as part of a team using support resources as required. They would perform complex tasks in a range of familiar and unfamiliar contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

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Competency Field

Security

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Confirm risk decisions	1.1 Confirm management decisions determining acceptable and unacceptable levels of risks. 1.2 Note and monitor low level risks accepted by the organisation, to detect changed circumstances. 1.3 Refer unacceptable high-level risks for development of formal management plans. 1.4 Note for treatment all major or significant risks determined as unacceptable.
2. Identify risk treatments	2.1 Ensure treatments are consistent with the security plan, are cost effective and address levels and types of risk and the importance of the function or resource at risk. 2.2 Select treatments to reduce the likelihood and/or consequences of the risk. 2.3 Include continuity plans in treatments where appropriate. 2.4 Document treatments and submit for approval.
3. Implement countermeasures	3.1 Develop and implement a treatment plan. 3.2 Apply countermeasures in accordance with the implementation strategy detailed in the security plan. 3.3 Implement countermeasures in accordance with timeframe, budgetary requirements and legal requirements.
4. Monitor and review security risk management process	4.1 Implement strategies to monitor risk environment. 4.2 Evaluate risk treatments against the objectives of the security plan. 4.3 Obtain feedback from stakeholders on the adequacy and need for current security measures affecting their work/area. 4.4 Convey recommendations for re-examination of security risk or improved risk treatments to the appropriate personnel.

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Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

ACSF levels indicative of performance:

1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Learning NA					Reading					Writing					Oral communication					Numeracy					

Performance variables:

1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Support					Context					Text complexity					Task complexity				

Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

Unit Mapping Information

This unit supersedes and is equivalent to PSPSEC402A Implement security risk treatments.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

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Assessment Requirements for PSPSEC006 Implement security risk treatments

Modification History

Release	Comments
1	These Assessment Requirements were released in PSP Public Sector Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least two occasions.

- applying legislation, regulations and policies relating to government security management
- reading and analysing the organisation's security plan
- communicating with diverse stakeholders
- using computer technology to gather and analyse information, and prepare formal reports
- representing mathematical information in format to suit the purpose

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- legislation, regulations, policies, procedures and guidelines relating to government security management including WHS
- Crimes Act 1914 and Criminal Code 1985
- Freedom of Information Act 1982
- Privacy Act 1988
- fraud control and protective security policies
- Australian Government Information Security Manual (ISM)
- Protective Security Policy Framework
- risk analysis terminology and techniques
- the organisation's security plan
- the organisation's assets and security environment

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- risk management: principles and guidelines
- AS/NZS ISO 31000:2009

Assessment Conditions

Assessment of this unit requires a workplace environment or one that closely resembles normal work practice and replicates the range of conditions likely to be encountered when implementing security risk treatments.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

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PSPSEC007 Develop and advise on government security procedures

Modification History

Release	Comments
1	This unit was released in PSP Public Sector Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to PSPSEC403A Develop and advise on government security procedures. • Unit code updated • Content and formatting updated to comply with new standards • All PC transitioned from passive to active voice • PC 2.1 and 2.2 merged, PC 4.2 removed

Application

This unit describes the skills required to interpret security policy and legislation, analyse security related data, develop procedures and provide advice on government security matters.

This unit applies to those working in the policy development division of the organisation.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to, particularly those related to policy development and implementation.

Those undertaking this unit would generally work independently and as part of a team using support resources as required. They would perform complex tasks in a range of familiar and unfamiliar contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

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Competency Field

Security

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Interpret security policy and legislation	1.1 Identify and analyse legislation impacting on security policy and procedures. 1.2 Analyse the organisation's security policy in relation to risk identification, security management and security incidents. 1.3 Confirm policy intent and identify and review existing procedures for consistency.
2. Analyse security related data	2.1 Collect and analyse data and confirm its integrity. 2.2 Identify outcomes and trends that need to be addressed through security procedures. 2.3 Determine any changes in organisational circumstances and identify related security procedures.
3. Develop procedures	3.1 Identify intended audience/s for procedures and determine language style, structure and format accordingly. 3.2 Develop security procedures to reflect changes in circumstances. 3.3 Develop procedures in consultation with security plan developer/s, end users and approval personnel. 3.4 Submit and gain approval for procedures.
4. Provide advice on government security matters	4.1 Provide information and advice on security procedures and related legislation, regulations, standards and guidelines. 4.2 Consider intended use and consequences of advice and communicate in a manner that addresses the requirements of stakeholders. 4.3 Check documentation provided to ensure it supports the information and advice given.

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Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

ACSF levels indicative of performance:

1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Learning NA					Reading					Writing					Oral communication					Numeracy					

Performance variables:

1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Support					Context					Text complexity					Task complexity				

Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

Unit Mapping Information

This unit supersedes and is equivalent to PSPSEC403A Develop and advise on government security procedures.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

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Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

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Assessment Requirements for PSPSEC007 Develop and advise on government security procedures

Modification History

Release	Comments
1	These Assessment Requirements were released in PSP Public Sector Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least two occasions.

- applying legislation, regulations and policies relating to government security management
- communicating with a diverse range of stakeholders

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- legislation, regulations, policies, procedures and guidelines relating to government security management
- organisational policy, procedures and guidelines
- legislation relating to government operations, privacy, work health and safety
- Crimes Act 1914 and Criminal Code 1985
- the organisation's security plan

Assessment Conditions

Assessment of this unit requires a workplace environment or one that closely resembles normal work practice and replicates the range of conditions likely to be encountered when developing security procedures.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

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PSPSEC012 Develop security risk management plans

Modification History

Release	Comments
1	This unit was released in PSP Public Sector Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to PSPSEC502A Develop security risk management plans. • Unit code updated • Content and formatting updated to comply with new standards • All PC transitioned from passive to active voice • PC 2.1 and 2.2 merged

Application

This unit describes the skills required to treat security risks through the development of a security risk management plan. It includes identifying security countermeasures and developing a plan with schedule for implementing, monitoring and evaluating security strategies.

This unit applies to those working in a security role with some responsibility for addressing organisational risk.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to, particularly those related to developing risk management plans.

Those undertaking this unit would work autonomously occasionally accessing and evaluating support from a broad range of sources. They would perform complex tasks in a range of familiar and unfamiliar contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

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Competency Field

Security

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Identify counter-measures	1.1 Review documented risks and threats and validate management decisions on acceptable and unacceptable risks. 1.2 Determine treatment options and countermeasures to reduce the likelihood of occurrence or consequences of the risk. 1.3 Propose treatments which include continuity plans where appropriate. 1.4 Propose treatments which match the level and type of risk and importance of the function or resource. 1.5 Conduct a cost-benefit analysis to determine countermeasures. 1.6 Consult stakeholders on the cost-benefit analysis and determine and submit countermeasures for prioritising.
2. Develop security plan	2.1 Prepare a security plan containing explanatory information on the importance of security and the organisation’s security objectives in achieving corporate and business objectives. 2.2 Summarise the threat assessments undertaken, current exposure and current protective security arrangements in the plan. 2.3 Outline security strategies for implementing, monitoring and evaluating countermeasures. 2.4 Include timeframes and security budget for implementing countermeasures including assigned responsibilities and methodologies to be used. 2.5 Submit security plan for approval and communicate to stakeholders.

Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

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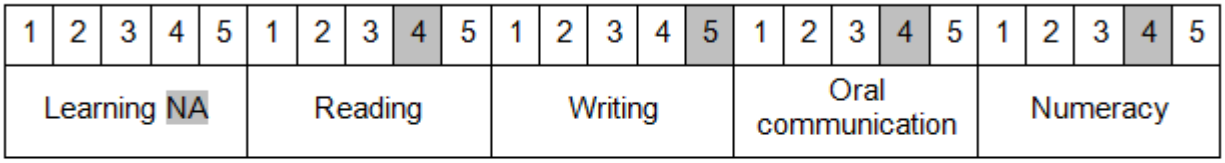
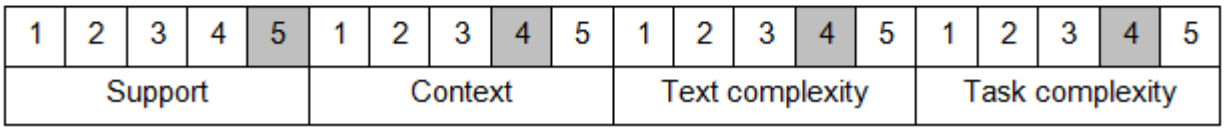
ACSF levels indicative of performance:



Performance variables:



Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

Unit Mapping Information

This unit supersedes and is equivalent to PSPSEC502A Develop security risk management plans.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

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Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

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Assessment Requirements for PSPSEC012 Develop security risk management plans

Modification History

Release	Comments
1	These Assessment Requirements were released in PSP Public Sector Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least two occasions.

- applying legislation, regulations and policies relating to security risk management plans
- using evaluation, deductive reasoning, problem solving and decision making
- communicating with diverse stakeholders involving presentation, listening, questioning, paraphrasing, clarifying, summarising
- reading and analysing complex information in standards and security plans
- writing reports requiring formal language and structure
- representing numerical, graphical and statistical information in diverse formats

Knowledge Evidence

- Operational knowledge of:
  - Crimes Act 1914 and Criminal Code 1985
  - Freedom of Information Act 1982
  - Privacy Act 1988
  - fraud control policy
  - Australian Government Information Security Manual (ISM)
  - Protective Security Policy Framework
  - Australian standards, quality assurance and certification requirements
  - international treaties and protocols
  - requires comprehensive knowledge of cross-jurisdictional protocols
  - organisation’s strategic objectives

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- national strategic objectives
- formats for different types of reports
- cost-benefit analysis techniques
- equal employment opportunity, equity and diversity principles
- public sector legislation, including WHS and environment, in the context of security risk assessment

Assessment Conditions

Assessment of this unit requires evidence gathered over time in a workplace environment or one that closely resembles normal work practice and replicates the diverse conditions likely to be encountered when developing risk management plans.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

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PUACOM001C Communicate in the workplace

Modification History

PUACOM001C Release 2: Layout adjusted. Application added.

PUACOM001C Release 1: Primary release.

Unit Descriptor

This unit covers the competency for interacting with people internally and externally through verbal, nonverbal and written communications in the workplace and the ability to follow verbal and written workplace instructions.

Application of the Unit

This unit applies to all workers, but has a specific focus on the communication skills required by entry level workers with public safety organisations and other safety roles.

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.

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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Communicate verbally	1.1 Language used in all communications is clear concise and appropriate to client, assignment and organisation's requirements. 1.2 Active listening skills and questioning techniques are used to clarify issues. 1.3 Established ***communication*** pathways are used for routine and non-routine communication.
2. Communicate non verbally	2.1 ***Non verbal communication*** is positive, culturally appropriate and tailored to the audience. 2.2 Non verbal communication is consistent with verbal communication.
3. Communicate with clients	3.1 Questioning, learning and summarising skills are used to establish ***client needs.*** 3.2 The needs of ***clients*** are addressed in line with organisation's policy and procedures. 3.3 Confidentiality is observed in accordance with organisation's policies and procedures.
4. Give and receive instructions	4.1 ***Instructions*** received are acted upon within an agreed time frame and to meet organisation needs. 4.2 Difficulties/problem areas are identified and communicated to the appropriate person in a timely manner. 4.3 Clarification of instructions is sought from the appropriate person. 4.4 Instructions are relayed clearly, concisely and accurately and confirmation of understanding obtained.
5. Take part in group discussions and informal meetings	5.1 Contributions are made in small informal group activities and meetings to facilitate outcomes. 5.2 Responses are sought from, and provided to, other group members in a constructive way. 5.3 Views and opinions of individuals or a group are understood, acknowledged and accurately represented to others where required.
6. Prepare and process routine written correspondence notes and records	6.1 Information and ideas are presented in a format, language and timeframe to meet organisation's requirements. 6.2 Presentation of written documents meets organisation's standards of style and accuracy. 6.3 Documents are processed to comply with legislative

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ELEMENT	PERFORMANCE CRITERIA
	requirements and organisation's policy and procedures.

Required Skills and Knowledge

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

Required Skills

- communicate in group setting
- follow written instructions
- give and receive verbal instructions
- interact with clients
- use information technology effectively

Required Knowledge

- effective non verbal communication techniques
- effective verbal communication techniques
- group communication techniques
- small group dynamics
- written communication skills

Evidence Guide

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

It is essential for this unit that competence be demonstrated in effectively interacting with clients and communicate verbally and non verbally.

Consistency in performance

Evidence should be gathered over a period of time in a range of actual or simulated workplace environments.

Context of and specific resources for assessment

Context of assessment

- A combination of oral or written presentations
- observations
- on the job and/or in a simulated workplace environment

Specific resources for assessment

No special requirements.

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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.

Clients may include:
- external
- internal
- representatives of other organisations
- representatives of non government organisations
- contractors
- members of the public
- persons from culturally and linguistically diverse backgrounds
- people with hearing/vision impairments

Instructions may include:
- verbal
- non verbal
- written and may include requests
- directions

Modes of communication may include:
- written
- face to face
- radio
- mobile telephone
- land line telephone
- facsimile
- information technology systems
- signalling systems
- pamphlets translated in other languages for persons from culturally and linguistically diverse backgrounds
- Auslan gestures
- use of interpreters
- signals
- visual signalling re vessels
- helicopter signals
- fixed plane signals
- signalling to vessel skipper re anchoring, towing etc

Client needs may include:
- information
- advice
- directions
- assistance

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Workplace may include:	• office • in the field • workshop • operational area • surf or ocean environment • blue water coastal areas, barrier reef • bars and bar crossings
Non verbal communication may include:	• body language • gestures and signals
Routine correspondence may include:	• brief notes • documents • number of themes covered in document would be simple and limited

Unit Sector(s)

Not applicable.

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PUACOM002 Provide services to clients

Modification History

Release 1. This is the first release of this unit of competency in the PUA Public Safety Training Package.

Application

This unit of competency involves the skills and knowledge required to interact with internal and external clients. It includes identifying and determining client needs and expectations and managing their expectations.

The unit is applicable to personnel who have a requirement to communicate with clients as part of their public safety role. This may include personnel who have a specific client contact role, as well as those in operational roles who meet members of the public as part of their duties.

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

Pre-requisite Unit

Not applicable.

Competency Field

Communication

Unit Sector

Public Safety

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Identify client needs and expectations	**1.1** Current and potential clients are identified
	1.2 Public Safety needs and expectations are discussed and clarified with clients

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	1.3	Range of possible organisational responses are communicated to the client in a timely manner
	1.4	Client is informed of options for further action, in accordance with organisational procedures
2 Determine and implement response to client needs	**2.1**	Appropriate decision making processes are established with client and pertinent stakeholders
	2.2	Options are identified, in accordance with organisational procedures
	2.3	Decision making criteria is identified taking into account client needs and organisational context
	2.4	Decision making criteria are applied to options to identify a range of relevant outcomes
	2.5	Appropriate response is selected and implemented, in accordance with organisational procedures
	2.6	Client needs are recognised, in accordance with anti-discrimination and other organisational policies and procedures
3 Manage client expectations	**3.1**	Courtesy, consideration and sensitivity are applied to all clients
	3.2	Documentation is obtained, completed and processed, in accordance with organisational policies and procedures
	3.3	Organisational policy and procedures relating to confidentiality are implemented
	3.4	Assistance is sought to manage clients' expectations, in accordance with organisational procedures
	3.5	Clients are referred, where appropriate, to other personnel to ensure their needs are managed

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to PUACOM002B Provide services to clients.

Links

PUA Training Package Companion Volume Implementation Guide is found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=3eca5672-6d5a-410b-8942-810d0ba05bbf

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Assessment Requirements for PUACOM002 Provide services to clients

Modification History

Release 1. This is the first release of this unit of competency in the PUA Public Safety Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements and performance criteria on at least one occasion and includes

- analysing and evaluating information
- completing records
- determining and implementing response to client needs
- following organisational policies and procedures including Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements
- identifying client needs and expectations
- locating information
- locating, interpreting and providing information for client requests
- managing client expectations when providing services to clients
- reading selectively and summarising information
- seeking assistance
- using interpersonal skills
- working with organisational client information collection techniques and methods

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements and performance criteria and includes knowledge of

- appropriate responses to suit situations including dealing with difficult clients
- communication methods and techniques
- opportunities for feedback
- organisational documentation, policies and procedures including Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements, client service, information provision, anti-discrimination procedures and privacy principles
- organisational structure, services, facilities and activities
- types of clients and their needs

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Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in industry approved simulated workplace operational situations that reflect workplace conditions.

Resources for assessment must include access to

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, equipment, tools and personal protective clothing and equipment currently used in industry
- applicable documentation including organisational procedures, industry standards, regulations, equipment specifications, codes of practice and operation manuals.

Links

PUA Training Package Companion Volume Implementation Guide is found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=3eca5672-6d5a-410b-8942-810d0ba05bbf

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PUACOM002B Provide services to clients

Modification History

PUACOM002B Release 2: Layout adjusted. Application added.

PUACOM002B Release 1: Primary release.

Unit Descriptor

This unit covers the competency to interact with internal and external clients.

Application of the Unit

This unit applies to all workers who have a requirement to communicate with clients as part of their public safety role. This may include both those workers who have a specific client contact role, as well as operational workers who come in to contact with members of the public as part of their duties.

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.

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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Identify client needs and expectations	1.1 Current and potential ***clients*** are identified. 1.2 Needs and expectations are discussed and clarified with clients.
2. Determine and implement response to client needs	2.1 Appropriate decision making processes are established with client and relevant stakeholders. 2.2 Options are identified. 2.3 Decision making criteria are identified taking account of client needs and organisational context. 2.4 Decision making criteria are applied to options in order to identify range of relevant outcomes. 2.5 ***Appropriate response*** are selected and implemented. 2.6 Client needs are recognised and taken into consideration in accordance with anti discrimination and other organisation policy and procedures.
3. Manage client expectations	3.1 Range of possible organisational responses are communicated to the client in a timely manner. 3.2 Client is informed of options for further action. 3.3 Courtesy, consideration and sensitivity are exercised at all times with the client. 3.4 All ***necessary documentation*** is obtained, completed and processed according to organisation's policy and procedures. 3.5 ***Organisation's policy and procedures*** relating to confidentiality are implemented. 3.6 Assistance is sought to manage clients' expectations when necessary. 3.7 Clients are referred to other personnel where necessary to ensure their needs are managed efficiently.

Required Skills and Knowledge

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

Required Skills

- interpersonal skills
- locating information
- reading selectively and summarising information

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Required Knowledge

- major regulatory functions of organisation
- organisation and structure
- organisation services, facilities and activities
- organisation's anti-discrimination procedures
- organisation's policies and procedures relevant to client service and information provision

Evidence Guide

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

It is essential for this unit that competence be demonstrated in:

- locating, interpreting and providing relevant information to requests
- seeking assistance when necessary
- completing appropriate workplace records
- working in accordance with organisation's policies and procedures

Consistency in performance

Evidence should be gathered over a period of time in a range of actual or simulated workplace environments.

Context of and specific resources for assessment

Context of assessment

A combination of oral or written presentation, observation on the job and/or in a simulated workplace environment.

Specific resources for assessment

No special requirements.

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.

Communication with clients may include:

- spoken
- face-to-face
- telephone

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- written
- electronic
- forms
- letters
- non verbal
- gestures
- body language
- displays of information
- photographs
- interpreters

Clients may include:

- colleagues
- community
- contractors
- personnel from other organisations

Other organisations may include:

- government departments
- community services
- community groups
- public safety organisations
- non government organisations

Effective (spoken) communication may include:

- clear
- sequenced explanations
- instructions
- paraphrasing
- negotiating meaning
- checking back on details
- summarising
- using another language

Appropriate response may include:

- written response involving reading
- selecting and extracting relevant information
- spoken response involving questioning appropriate personnel and relaying information to the client

Completion of necessary documentation may include:

- independent or assisted form filling
- recording events in the sequence they happened

Organisation's policy and procedures may include:

- as documented in procedures manual
- standardised operations
- conveyed through spoken language

Procedures for dealing with difficult clients may include:

- seeking assistance
- referring to other personnel

Opportunities for feedback may include:

- client satisfaction forms
- telephone survey
- follow up contact

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- suggestion box
- verbal

Unit Sector(s)

Not applicable.

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PUACOM003B Manage information

Modification History

PUACOM003B Release 2: Layout adjusted. Application added.

PUACOM003B Release 1: Primary release.

Unit Descriptor

This unit covers the competency to manage information to support the achievement of the organisation's objectives.

Application of the Unit

This unit applies to workers who have the delegated responsibility to ensure that information is collected and disseminated to team members and also that data and information is stored in organisational information systems. This unit is relevant at both local public safety group level and organisation wide. While written specifically for the public safety industry, it may have application in other industries.

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.

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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Identify information needs and sources	1.1 The ***information*** needs of individuals/teams are determined and the sources are identified. 1.2 Information held by the organisation is reviewed to determine suitability and accessibility. 1.3 Plans are prepared to obtain information which is not available or accessible within the organisation.
2. Collect and analyse information	2.1 ***Collection*** of information is timely and relevant to the needs of individuals/teams. 2.2 Information is in a formal suitable for ***analysis***, interpretation and dissemination. 2.3 Information is analysed to identify relevant trends and developments in terms of the needs for which is was acquired.
3. Use management information systems	3.1 ***Management information systems*** are used to store and retrieve data for decision making. 3.2 Technology available in the work area/organisation is used to manage information. 3.3 Recommendations for improving the information system are submitted to designated persons/groups.
4. Record and support information	4.1 The results of information gathering, analysis and synthesis are reported within specified time frames and to the standard defined by the organisation. 4.2 The results of information gathering, analysis and synthesis are reported so they can be inputs to policy development and organisation decision making. 4.3 Information which is gathered is disseminated to appropriate personnel within the specified timeframe.

Required Skills and Knowledge

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

Required Skills

- analyse record information

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- collect and collate information
- communicate effectively
- disseminate information
- present information
- use management information systems to store and retrieve data

Required Knowledge

- analysis and display techniques
- information collection, collation
- information evaluation issues
- information storage requirements and methods
- reporting procedures of the organisation

Evidence Guide

Critical aspects for assessment and evidence required to demonstrate competency in this unit	Establish an effective information system which facilitates achievement of organisational objectives. **Consistency in performance** Evidence will need to be collected over time in a range of actual and/or simulated management contexts.
Context of and specific resources for assessment	**Context of assessment** Evidence will need to be collected over time in a range of actual and/or simulated information management contexts. **Specific resources for assessment** Evidence of competent performance should be obtained by observing an individual in an information management role within the workplace or operational or simulated environment.

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.

Presentation of information may include:	• routine and complex reports and submissions • briefing notes • ministerials

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- proposals
- project plans
- articles and promotional material

Management information systems may include:

- computers
- communication channels
- records management
- procedures
- manuals
- protocol
- legislation
- guidelines and awards
- organisational
- legal and policy materials
- client information
- market trends
- registries and file records
- library
- financial records
- basic statistical information
- personnel resources

Analysis may include:

- application of statistical methods
- mathematical calculations
- critical analysis
- problem solving

Collection techniques may include:

- research
- surveys
- literature search
- interviews
- data bases
- observation

Collection methods may include:

- indexing
- linking
- sorting
- comparing
- categorising
- integrating

Evaluation of information issues may include:

- credibility
- reliability
- validity
- accuracy
- pertinence

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- relevance

Unit Sector(s)

Not applicable.

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PUACOM004B Manage organisational communication strategies

Modification History

PUACOM004B Release 2: Layout adjusted. Application added.

PUACOM004B Release 1: Primary release.

Unit Descriptor

This unit covers competency in developing, implementing, reviewing and evaluating communication strategies and promoting effective communication techniques in the workplace.

Application of the Unit

This unit applies to workers who have an organisation wide role in the development and management of communication strategies. It has no explicit people management requirements however it does require high level skills around interpersonal relationships and communication.

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.

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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Develop communication strategies	1.1 Strategies for effective internal and external dissemination of information are developed to meet the organisation's requirements. 1.2 ***Special communication needs*** are considered in developing ***strategies to avoid discrimination*** in the workplace. 1.3 ***Communication strategies*** are analysed, evaluated and revised where necessary to make sure they are effective.
2. Establish and maintain communication pathways	2.1 Pathways of communication are established to meet requirements of organisation and workforce. 2.2 Pathways are maintained and reviewed to ensure personnel are informed of relevant information.
3. Promote the use of communication strategies	3.1 Information is provided to all areas of the organisation to facilitate implementation of the strategy. 3.2 Effective communication techniques are articulated and modelled to the workforce. 3.3 Personnel are given guidance about adapting communication strategies to suit a range of contexts.

Required Skills and Knowledge

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

Required Skills

- building relationships
- coaching
- conflict resolution
- listening
- negotiation
- networking
- verbal communication

Required Knowledge

- conflict resolution strategies and techniques

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- language and literacy levels of personnel
- negotiation strategies and techniques
- possible communication difficulties
- range of communication strategies
- special communication needs of personnel
- techniques for improving communication and listening skills

Evidence Guide

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

It is essential for this unit that competence be demonstrated in:

- Strategies developed suit organisation's core business and different audiences

Consistency in performance

Evidence should be gathered over a period of time in a range of actual or simulated workplace environments.

Context of and specific resources for assessment

Context of assessment

On the job or in a simulated work environment.

Specific resources for assessment

No special requirements.

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.

Special communication needs may include:	• persons from culturally and linguistically diverse backgrounds • people with a disability
Strategies to avoid discrimination may include:	• emphasis on verbal rather than written communication • simple proformas • plain English documents • provision of individual assistance with reading/writing
Communication strategies	• internal and external information requirements

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may include:
- range of content areas
- dissemination of organisational information
- evaluation and effectiveness

Unit Sector(s)

Not applicable.

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PUACOM005B Foster a positive organisational image in the community

Modification History

Release	TP Version	Comments
3	PUA12 V2.1	Editorial changes.
2	PUA12 V2	Layout adjusted. Application added.
1	PUA00 V8.1	Primary release.

Unit Descriptor

This unit covers the competency to enable effective two-way communication with the community, and to promote a positive public image.

Application of the Unit

This unit applies to workers who are required to take an active community engagement and education role. It is applicable across an organisation from both a local community and local public safety group level to organisation wide. While all workers should actively foster a positive organisational image, this unit focuses on workers with roles that include planned, active engagement.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

PUATEA004D Work effectively in a public safety organisation (Fire sector specific)

Employability Skills Information

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

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Promote the organisation in the community	1.1 ***Community*** requests for ***information*** or participation are responded to in accordance with the organisation's policies and procedures. 1.2 ***Opportunities to*** explain and ***promote*** the organisation's activities are acted on to promote community recognition and support. 1.3 Non-routine requests for information are referred to an ***appropriate person.***
2. Represent the organisation in the community	2.1 The organisation's position on particular issues is represented in a way which acknowledges community concerns and promotes community awareness. 2.2 Communication and presentation to the public enhances the organisation's public image.
3. Advise and involve the community in public safety activities	3.1 The community is advised of a range of ***prevention and mitigation techniques.*** 3.2 Community members are informed and skilled to implement prevention and mitigation activities. 3.3 Community is assisted to initiate, develop and conduct prevention and mitigation techniques addressing their own particular needs.

Required Skills and Knowledge

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

Required Skills

- communicating with wide variety of people

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- evaluating activities
- interpreting comments
- listening to questions

Required Knowledge

- a range of presentation strategies and techniques
- legislative responsibilities relevant to provision of information
- organisation policy relevant to provision of advice
- organisation's position on current issues
- relevant recording procedures

Evidence Guide

Critical aspects for assessment and evidence required to demonstrate competency in this unit	It is essential for this unit that competence be demonstrate in ability to provide advice on prevention and mitigation techniques in a way that acknowledges community concerns. **Consistency in performance** Evidence should be gathered over a period of time in a range of actual or simulated workplace environments.
Context of and specific resources for assessment	**Context of assessment** On the job or in a simulated work environment. In a Fire Sector specific context, this unit should be assessed with PUAFIR301B Undertake community safety activities. **Specific resources for assessment** Access to promotional/informational material.

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.

Information may include:

- how to participate
- publicity material
- contact information

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- prevention and mitigation strategies

Community may include:

- local community
- business community including a range of ages and persons from culturally and linguistically diverse backgrounds
- people with a disability

Opportunities to promote may include:

- answering general enquiries
- presentations at community group gatherings
- special interest forums
- other organisation forums
- community events and festivals
- participating in conferences
- representing organisation on associations and committees
- school visits

Special promotions may include:

- career promotions
- local shows
- marches and ceremonies
- organisation specific weeks and regular state/national events e.g. fire awareness week
- bluey day
- shopping mall promotions

Appropriate person may include:

- more senior personnel
- personnel with specific expertise
- community liaison officer
- other organisation
- bilingual

Response may include:

- referral
- provide action
- details of where to access further information

Prevention and mitigation techniques may include:

- dances
- school/community group visitations/presentations
- station open days
- Police Citizens Clubs
- specific co-operative arrangements with community groups
- business owners
- shopping centres/malls
- etc, and should focus on local community safety issues and the fostering of closer linkages/partnership with policy

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Unit Sector(s)

Not applicable.

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PUACOM006B Plan and conduct a public awareness program

Modification History

Release	TP Version	Comments
3	PUA12 V2.1	Editorial changes.
2	PUA12 V2	Layout adjusted. Application added.
1	PUA00 V8.1	Primary release.

Unit Descriptor

This unit covers competency for developing awareness in the local community about public safety together with an understanding of organisation's services, facilities and activities.

Application of the Unit

This unit applies to workers who are required to take an active community engagement and education role. It is applicable across an organisation from both a local community and local public safety group level to organisation wide.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

PUACOM005B Foster a positive organisational image in the community (Fire sector specific)

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

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

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Plan public awareness/ information presentation	1.1 Details of the ***audience***'s, requirements and expectations are confirmed and clarified to ensure presentation meets client requirements
	1.2 Objectives of presentation and respective roles of those involved are determined in consultation with ***relevant personnel.***
	1.3 Presentation is structured taking into account ***characteristics of the audience***, including ethic composition, anticipated questions and the subject matter to be presented.
	1.4 Relevant ***information*** is accessed and familiarity with subject matter is confirmed to ensure all information ***imparted*** is current and accurate.
	1.5 Required ***equipment*** aids and resources appropriate to the audience are identified and organised.
2. Conduct public awareness/ information presentation	2.1 Information is accurate, culturally appropriate and is presented in a clear manner, in logical sequence.
	2.2 Aids and equipment are used effectively and correctly to help the audience gain knowledge and retain the information.
	2.3 Presentations are conducted using recognised principles of group learning appropriate to the audience characteristics.
	2.4 Feedback from audience and observers is used to assist in assessing own performance and program content.
	2.5 Current publications suitable to audience, and sources of additional information are provided to enable follow-up.
	2.6 Questions asked are answered and ***supplemented with relevant information***.
	2.7 Queries outside the area of responsibility or expertise are referred to the relevant area.
3. Conduct visits to facilities/specific	3.1 ***Facilities***, ***locations*** and/or equipment are prepared prior to demonstration/tour to meet organisation

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ELEMENT	PERFORMANCE CRITERIA
locations of interest	standards and occupational health and safety guidelines, and to promote a positive public image. 3.2 Information given is accurate and provides comprehensive coverage of the facility/location/equipment being discussed or demonstrated.
4. Store resources and complete records	4.1 Equipment and resources are stored according to organisation procedures. 4.2 ***Records*** of presentations/demonstrations are completed in line with organisation requirements.
5. Evaluate/review presentations and demonstrations	5.1 Improvements to own delivery of presentations are implemented within ***operational constraints.*** 5.2 Recommendations for improvement to presentations/demonstrations and associated resources are made to relevant personnel.

Required Skills and Knowledge

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

Required Skills

- analysing feedback
- analysing information requirements
- communicating information verbally and non-verbally
- completing forms
- planning presentations
- presentation techniques
- reviewing own performance

Required Knowledge

- available presentation aids and resources
- knowledge of hazards related to the organisation's responsibility
- occupational health and safety guidelines relevant to safety of public around equipment and in facilities
- organisation procedures for packing up and storing equipment
- organisation requirements for completing records of presentations/demonstrations
- organisation standards relevant to presentation of equipment and facilities
- organisation standards relevant to safety of public in station/base premises
- overhead projector
- policy and procedures relating to provision of information about the organisation's

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activities
- range of communication strategies
- slide presentation equipment
- technical information relevant to presentation/tour
- use of a variety of learning/training/presentation equipment including whiteboard

Evidence Guide

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

It is essential for this unit that competence be demonstrate in:

- The preparation and presentation of information which is accurate and in accordance with the organisation's policies and procedures, guidelines and legal requirements

Consistency in performance

Evidence should be gathered over a period of time in a range of actual or simulated workplace environments.

Context of and specific resources for assessment

Context of assessment

Review plan against organisational guidelines and assess performance on the job.

Specific resources for assessment

Access to presentation venue.

presentation equipment and aids will be required.

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.

Audience may include:
- adults
- children
- senior citizens
- other agencies
- pre-school children
- community groups
- persons from culturally and linguistically diverse

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	backgrounds • people with disabilities
Relevant personnel may include:	• co-presenter • team leader/supervisor • training officer • human resources manager • technical expert/experienced person
Characteristics of audience may include:	• age • size of group • anticipated level of existing knowledge on the subject • the reason for attendance and level of English proficiency
Information may include:	• how to reduce public safety risk • organisation's services • facilities and activities • legal obligations of public and organisations involved
Information ***imparted*** may include:	• in a range of formal and informal situations including organisation displays and information stands • demonstrations • exercises • group displays • ceremonial displays • at local events and festivals •
Venues may include:	• shopping malls • station/base • any public place where organisation is being represented • front counter of station/base • community venues • schools • other organisation's facilities • specific locations of interest, • places of worship
Equipment may include:	• overhead projectors • electronic whiteboard • electronic presentation equipment • organisation technical equipment • practical demonstration equipment

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- writing material

Relevant supplementary information may include:
- information to assist the public
- information of public interest

Facilities, location may include:
- shopping malls
- station/base
- any public place where organisation is being represented
- front counter of station/base
- community venues
- schools
- other organisation's facilities
- specific locations of interest
- places of worship

Records may include:
- brief written reports
- proformas
- forms
- verbal report
- attendance register
- assessment

Operational constraints may include:
- time
- financial resources
- human resources
- availability of materials
- equipment and printed matter

Unit Sector(s)

Not applicable.

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PUACOM007 Liaise with other organisations

Modification History

Release 2.0 This is the second release of this unit of competency in the PUA Public Safety Training Package.

Clarification of text, addition of Performance Criteria and minor changes to Knowledge and Performance Evidence.

Release 1.0 This is the first release of this unit of competency in the PUA Public Safety Training Package.

Application

This unit of competency involves the skills and knowledge required to develop networks and relationships and to liaise with other organisations. It includes establishing networks and relationships and communicating and interacting with other organisations.

The unit applies to personnel who formally liaise on behalf of their own organisation with other organisations to increase response effectiveness and community safety. It should be noted that this unit does not address all of the functions of an incident management liaison officer.

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

Pre-requisite Unit

The fire sector is those sections of government departments, statutory authorities or organisations that have responsibility under jurisdictional arrangements for the delivery of firefighting and fire management services.

It is essential that the prerequisite units listed below are obtained prior to the issuance of this unit to individuals within the fire sector or the units contributing to the attainment of a fire qualification.

PUACOM005 Foster a positive organisational image in the community

Competency Field

Community Safety

Unit Sector

Public Safety

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Establish networks and relationships	**1.1** Formal and informal network opportunities are identified that will support ongoing and future liaisons and collaboration
	1.2 Relationships are developed which provide identifiable benefits to the organisation from shared expertise, information and resources
	1.3 Meetings and forums that support mutual cooperation are participated in
	1.4 Consultation with affected and interested parties is undertaken to support organisational goals and objectives
2 Communicate and interact with other organisations	**2.1** Information is provided to other organisations in a clear, concise and comprehensive manner
	2.2 Communication with other organisations is conducted in accordance with organisational policies and procedures
	2.3 Information gathered from other organisations is used for improvement of services and to avoid duplication of effort
	2.4 Meeting outcomes are documented and disseminated

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

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Unit Mapping Information

This unit replaces and is equivalent to PUACOM007B Liaise with other organisations.

Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=3eca5672-6d5a-410b-8942-810d0ba05bbf

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Assessment Requirements for PUACOM007 Liaise with other organisations

Modification History

Release 2.0 This is the second release of this qualification in the PUA Public Safety Training Package.

Clarification of text, addition of Performance Criteria and minor changes to Knowledge and Performance Evidence.

Release 1.0 This is the first release of this unit of competency in the PUA Public Safety Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements and performance criteria on at least one occasion and includes

- communicating, liaising and interacting with other organisations
- documenting and disseminating meeting outcomes
- following organisational policies and procedures
- networking and developing relationships
- participating in meetings and forums
- providing accurate and clear information.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements and performance criteria and includes knowledge of

- confidentiality requirements and privacy principles
- goals and objectives of own organisation and other organisations, agencies and sectors
- interorganisational cooperation and collaboration techniques
- key roles and responsibilities in own and other organisations
- organisational documentation, policies and procedures
- protocols and procedures for meetings.

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the

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time of assessment.

Assessment must occur in operational situations or in simulated operational training situations that reflect workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to

- a range of exercises and/or case studies
- appropriate materials and equipment currently used in industry
- applicable documentation including organisational procedures, standards, equipment specifications, regulations, codes of practice and operational manuals.

Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=3eca5672-6d5a-410b-8942-810d0ba05bbf

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PUACOM007B Liaise with other organisations

Modification History

Release	TP Version	Comments
3	PUA12 V2.1	Editorial changes.
2	PUA12 V2	Layout adjusted. Application added.
1	PUA00 V8.1	Primary release.

Unit Descriptor

This unit covers the competency to develop networks and relationships and liaise effectively with other organisations.

Application of the Unit

This unit applies to workers who have a role that includes formally liaising with other organisations in order to increase response effectiveness and community safety. While all workers should engage in networking opportunities with like-minded organisations in order to increase the effective of response in incidents, this unit is focussed at a more strategic liaisons, from local public safety group level to organisation wide.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

PUACOM005B Foster a positive organisational image in the community (Fire sector specific)

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the Performance Criteria describe the required performance

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essential outcomes of a Unit of Competency.	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. Establish networks and relationships	1.1 Formal and informal networks are established to support ongoing and future liaisons and collaboration. 1.2 Relationships are developed and used in a way which provides identifiable benefits to the organisation from shared expertise, information and/or resources. 1.3 Participation in regular meetings and forums supports mutual cooperation. 1.4 Consultation with ***affected and interested parties*** is undertaken to support the ***organisational goals and objectives***.
2. Communicate and interact with other organisations	2.1 Information is provided to other ***organisations*** in a clear, concise and comprehensive manner. 2.2 Communication with other organisations is conducted in accordance with organisational policy and procedures. 2.3 Information from other organisations is gathered to inform the improvement of services and to avoid duplication of effort.

Required Skills and Knowledge

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

Required Skills

- chairing meetings
- networking and developing relationships
- public speaking
- using networks effectively

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Required Knowledge

- awareness of role and responsibilities of other organisations
- chairing meetings
- knowledge of current practices and procedures for communicating in the workplace
- meeting protocols and procedures
- organisation's confidentiality requirements
- organisational policy and procedures relating to liaison with other organisations
- role

Evidence Guide

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

It is essential for this unit that competence be demonstrated as follows:

- Networks and relationships developed and used effectively
- All information provided is accurate and clear

Consistency in performance

Evidence should be gathered over a period of time in a range of actual or simulated workplace environments.

Context of and specific resources for assessment

Context of assessment

On the job or in a simulated work environment.

Specific resources for assessment

No special requirements.

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.

Affected and interested parties may include:

- local community
- business community
- commonwealth
- state and territory and local governments

Organisational goals and objectives may vary between

- organisational performance standards
- organisational personnel practices and guidelines

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sectors and organisations and may include:	• organisational quality standards • customer focussed service delivery • community awareness of public safety issues • effective response to incidents/operations/emergencies • community participation in public safety activities • inter-organisation cooperation and collaboration • organisational goals and objectives may vary between sectors and organisations
Organisations may include:	• public safety organisations • government organisations • emergency response organisations • local • state/territory and commonwealth • government • suppliers • non-government organisations e.g. Red Cross • Salvation Army • volunteers • rescue etc

Unit Sector(s)

Not applicable.

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PUACOM010B Promote the organisation's mission and services

Modification History

Release	TP Version	Comments
3	PUA12 V2.1	Editorial changes.
2	PUA12 V2	Layout adjusted. Application added.
1	PUA00 V8.1	Primary release.

Unit Descriptor

This unit covers the competency of building networks which facilitate the promotion and representation of the organisation.

Application of the Unit

This unit applies to public safety managers with a broad and strategic role in promoting the organisation’s mission and services.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

PUACOM007B Liaise with other organisations (Fire sector specific)

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

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performance is to be consistent with the Evidence Guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Build networks and develop working relationships	1.1 Formal and informal networks are established at the local, regional and national levels to support ongoing and future liaison and collaboration. 1.2 The roles and responsibilities of ***stakeholders*** are recognised and taken account of in interactions. 1.3 Working relationships are developed with stakeholders and used in a way which provides identifiable benefits to the organisation and the community from shared expertise and resources. 1.4 Dealings with stakeholders are conducted in line with ethical and professional standards to develop a relationship of trust and mutual understanding. 1.5 Feedback is obtained from other organisations and governments to inform and improve service delivery.
2. Represent the organisation	2.1 The organisation's message is imparted accurately and in a clear, concise and confident manner to gain stakeholder's understanding and commitment. 2.2 The organisation's representation is sought and promoted on external bodies. 2.3 Opportunities to promote the organisation through media, government and the community are utilised in a positive and constructive manner, in line with organisational requirements. 2.4 Advice to stakeholders is provided consistent with organisation policy, needs, quality standards and legislative responsibilities. 2.5 Advice is provided in the context of strategic planning for the organisation. 2.6 Advice is provided confidentially on matters sensitive to governments and the organisation, in line with privacy and confidentiality legislation and guidelines.

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Required Skills and Knowledge

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

Required Skills

- building networks and relationships
- gaining cooperation of others
- speaking publicly

Required Knowledge

- confidentiality requirements
- goals and objectives of the organisation
- legislation
- organisation policies
- regulation
- responsibilities of three levels of government relevant to the organisation
- roles and responsibilities of other agencies and relevant organisations
- statutes impacting on the organisation

Evidence Guide

Critical aspects for assessment and evidence required to demonstrate competency in this unit	It is essential for this unit that competence be demonstrated in establishment and maintenance of networks which will promote the organisation and achieve the organisation's outcomes. **Consistency in performance** Evidence should be gathered over a period of time in a range of actual or simulated workplace environments.
Context of and specific resources for assessment	**Context of assessment** On the job or in a simulated work environment. **Specific resources for assessment** No special requirements.

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***

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wording in the Performance Criteria is detailed below.

Stakeholders may include:

- local
- state/territory and federal governments
- industry
- national and international associations
- other emergency management and non-government organisations e.g. Red Cross/Salvation Army/Cave Rescue
- volunteers
- community groups
- technical advisers
- consultants
- work groups and individuals internal to the organisation
- customers
- utilities

Unit Sector(s)

Not applicable.

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PUACOM011B Develop community awareness networks

Modification History

Release	TP Version	Comments
3	PUA12 V2.1	Editorial changes.
2	PUA12 V2	Layout adjusted. Application added.
1	PUA00 V8.1	Primary release.

Unit Descriptor

This unit covers the competency to develop appropriate networks within the community to enable the development and implementation of effective public safety awareness activities.

Application of the Unit

This unit applies to workers with a role that includes creating networks within geographically specific communities in order to advance public safety knowledge within that community. This may be relevant to managers of local public safety groups, however may be more relevant to managers responsible for supporting multiple public safety groups within a larger geographical area.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

PUAFIR301B Undertake community safety activities (Fire sector specific)

Employability Skills Information

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

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Develop networks within the community	1.1 Individual and group ***stakeholders*** within the community, and their issues and concerns, are identified. 1.2 Rapport is established and maintained with appropriate community representatives and groups.
2. Manage public safety awareness activities	2.1 Need for activities is determined. 2.2 Cooperation and support is enlisted from industry, government and the ***community*** in planning and initiating special promotions which target the identified needs. 2.3 Representation for the organisation in public forums and community events is arranged to promote awareness and a positive public image of the organisation.
3. Facilitate community group discussions and formal meetings	3.1 Relevant ***information*** is provided to the group to facilitate its outcomes. 3.2 Contributions are sought, acknowledged and encouraged to foster group participation. 3.3 ***Strategies*** appropriate to the group are implemented to promote ongoing participation of all group members. 3.4 Objectives and agendas for meetings are negotiated to assist the community. 3.5 Meeting procedures are appropriate to the level of formality and the community context.
4. Report on public safety awareness activities	4.1 Community perceptions of organisational personnel and quality of service delivery are consistently monitored by listening to feedback, both direct and via the media. 4.2 ***Public safety awareness*** activities are evaluated.

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ELEMENT	PERFORMANCE CRITERIA
	4.3 Reports detailing activities, results and recommendations are completed and processed in line with organisation guidelines.

Required Skills and Knowledge

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

Required Skills

- analyse and evaluate the effectiveness of public safety awareness activities
- analysing community safety needs
- communicating in a group setting
- communicating with wide variety of people
- establishing networks
- evaluating activities
- facilitating group discussion and participation
- interpreting comments
- listening to questions
- media liaison
- relevant recording procedures
- reporting procedures and standards
- writing reports

Required Knowledge

- a range of presentation strategies and techniques
- activities and level of community activity of various organisations in the community
- fairs and events
- how to identify leaders/stakeholders representatives'
- legislative considerations and organisation standards relevant to communication and provision of information
- organisation policy relevant to provision of advice
- possible implications of community festivals
- possible protocols and procedures
- promotional techniques and methods
- role
- small group dynamics

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Evidence Guide

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

It is essential for this unit that competence be demonstrated in the identification and establishment of networks relevant to the development and implementation of public safety awareness activities.

Consistency in performance

Evidence should be gathered over a period of time in a range of actual or simulated workplace environments.

Context of and specific resources for assessment

Context of assessment

On the job or in a simulated work environment.

Specific resources for assessment

No special requirements.

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:

- local community
- service clubs
- neighbourhood watch
- ethnic groups
- festival and show committees
- sporting groups
- tourist industry
- local businesses
- chambers of commerce
- local facility management

Community includes:

- local community
- business community and will include a range of ages and a diversity of cultural, linguistic and ethnic backgrounds

Information may include:

- how to manage public safety risks

Opportunities to promote may include:

- presentations at community group gatherings
- special interest forums
- other organisation forums
- community events and festivals

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- speaking at seminars
- participating in conferences
- representing organisation on associations and committees

Public safety awareness may include:

- career promotions
- local shows
- marches and ceremonies
- organisation - specific weeks and regular state/national events e.g. fire safety week
- bluey day
- shopping mall promotions
- processes derived from models such as community fire guard
- Neighbourhood Watch and Landcare

Appropriate person may include:

- more senior personnel
- personnel with specific expertise
- community liaison officer
- other organisation and bilingual personnel

Public safety awareness activities should be evaluated in terms of:

- their costs and benefits

Identification of needs may include:

- surveys
- questionnaires
- research
- policy directive from management

Appropriate media and equipment may include:

- whiteboard
- overhead projectors
- slides
- multi-media
- electronic whiteboard
- computerised slide presentation
- organisation technical equipment
- models
- dummies
- microphones

Appropriate presentation techniques style and language may include:

- recognised group presentation techniques including audience participation
- questioning
- activities
- change of pace
- use of range of equipment
- level of formality appropriate to group/own position

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- language appropriate to age
- language level of group

Strategies may include:

- encouragement
- reinforcement
- icebreakers
- active physical involvement

Records may include:

- minutes of meetings
- diarised entries
- formal reports
- proformas

Response may include:

- refer
- provide advice
- details of where to access further information

Unit Sector(s)

Not applicable.

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PUACOM012B Liaise with media at a local level

Modification History

Release	TP Version	Comments
3	PUA12 V2.1	Editorial changes.
2	PUA12 V2	Layout adjusted. Application added.
1	PUA00 V8.1	Primary release.

Unit Descriptor

This unit covers the liaison with media at a low level incident and providing information about local events.

Application of the Unit

This unit applies to workers of local public safety groups who are delegated the responsibility to liaise with media in both emergency and non-emergency situations.

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

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performance is to be consistent with the Evidence Guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Determine media requirements	1.1 ***Organisational protocols*** are followed when ***liaising with the media.***
	1.2 The media's potential interest is assessed and arrangements are made to meet needs where appropriate.
	1.3 ***Operational responsibilities*** are balanced against the provision of information to the ***media.***
2. Provide information to the media	2.1 A positive image of the ***organisation*** is maintained when liaising with the media.
	2.2 Every opportunity is used to promote the organisation, its services and personnel.
	2.3 ***Relevant and succinct information*** is supplied to media when operational responsibilities are under control and when organisational representative is available to talk to the media.
3. Publicise an event	3.1 Relationship is established with media contacts.
	3.2 ***Event*** details and support materials are gathered and presented in a logical, relevant and concise manner to the media.
	3.3 Information provided to media is recorded and maintained.

Required Skills and Knowledge

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

Required Skills

- attention to detail
- communicating facts in a fluent, clear and interesting manner
- empathy with victims and operational personnel
- liaison with media and other organisation personnel
- media presentation
- prioritisation between operational responsibilities and provision of information to

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media
- public speaking
- retaining professionalism under duress

Required Knowledge

- organisational protocols relating to media liaison, for example legal and organisation requirements relating to:
  - confidentiality
  - libel
  - accuracy
  - discrimination
- role of media in disseminating information
- requirements of media to present information in a newsworthy/informative manner
- requirements of different media:
  - newspapers
  - magazines
  - radio
  - television (local, regional, national media)
- communication skills
- establishing media relationship

Evidence Guide

Critical aspects for assessment and evidence required to demonstrate competency in this unit	It is essential for this unit that competence be demonstrated in providing information to media whilst managing operational responsibilities. **Consistency in performance** Evidence should be gathered over a period of time in a range of actual or simulated workplace environments.
Context of and specific resources for assessment	**Context of assessment** On the job or in a simulated work environment. **Specific resources for assessment** No special requirements.

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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.

Organisation may include	• Fire • Police • State Emergency Service • Emergency Management
Organisational protocols may include	• organisational policies and procedures • personal presentation being as neat as possible considering the operational circumstances • ensuring media liaison person is fully briefed and prepared • acknowledge support of other organisations • seeking advice from headquarters where appropriate • limiting comments on role of own service • relevant Federal and State legislation and regulations
Liaising with the media may include	• print (local, community, daily newspapers, magazines) • television (live or pre-recorded) • radio (live or pre-recorded)
Operational responsibilities may include	• preservation of life and property, which is the principal concern to all public safety personnel • presenting information relevant to the public
Event may include	• long service to organisation • medal presentation • awarding of certificates • donations/sponsorships/fundraising • recruiting • new equipment • VIP visit • open day • training • unusual rescues • self help information
Media's potential interest may include:	• enormous media event • standard report • human interest • in the public's interest
Media's requirements may include:	• deadlines • capabilities

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- visual and verbal requirements
- types of medium
- variation
- journalists
- amenities
- briefing area
- access to media liaison person
- bilingual personnel and bilingual information

Media may include:

- representatives from mainstream, community and ethnic television
- print and broadcast media

Organisational positive image may include:

- promote the relevance and efficiency of the service
- report the facts
- heroism of personnel
- organisational personnel are co-operative and responsive
- organisational personnel well presented
- handling media in most positive manner in even the most adverse conditions/circumstances

Media opportunity may include:

- opportunity to promote the services
- provide educational information to the public
- airplay

Relevant and succinct information may include:

- information that according to protocol is available for public release
- report facts and avoid speculation
- do not supply classified information
- use language that can be readily understood by all to avoid misinterpretation

Unit Sector(s)

Not applicable.

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PUAEMR001 Establish context for emergency risk assessment

Modification History

Release 1. This is the first release of this unit of competency in the PUA Public Safety Training Package.

Application

This unit of competency involves the skills and knowledge required to determine an emergency risk assessment's objectives, scope, stakeholders and risk criteria. It includes identifying emergency risk assessment objectives and scope by research and consultation with stakeholders, clarifying roles and requirements with stakeholders to develop risk criteria and monitoring and reviewing an assessment.

The unit is applicable to personnel required to initiate 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.

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

Pre-requisite Unit

Not applicable.

Competency Field

Emergency Management

Unit Sector

Not applicable

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Identify objectives and scope by research and	**1.1** Objectives and scope are identified using emergency risk management standards and guidelines

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	consultation	
		1.2 Stakeholder roles and required scope inputs are determined, in accordance with organisational policies and procedures
		1.3 Budget, timeframe and schedule for research and consultation are determined, in accordance with organisational policies
		1.4 Community information is obtained, in accordance with organisational policies and procedures
2	**Identify and consult with stakeholders**	**2.1** Stakeholders are identified, in accordance with organisational policies and communication procedures
		2.2 Existing and potential liaison networks are identified and evaluated for relevance
		2.3 Stakeholder networks are developed using a range of strategies
		2.4 Communication and consultation are established, in accordance with organisational policies and procedures
		2.5 Communication options are evaluated and selected to develop a communication plan
3	**Clarify roles and requirements with stakeholders**	**3.1** Stakeholder roles and their participation are clearly defined and emphasised in seeking their cooperation
		3.2 Stakeholders are informed of the aims, objectives, risk management context and structure within which they must operate
		3.3 Stakeholder needs are determined with conflicting requirements being identified, recorded and communicated to relevant personnel
4	**Develop risk criteria with stakeholders**	**4.1** Social, environmental, financial and timeframe constraints are identified in consultation with stakeholders
		4.2 Legal, technical and political considerations are identified in consultation with stakeholders
		4.3 Reasons and selection of criteria are negotiated and agreed with stakeholders

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	4.4	Risk criteria and practical constraints are determined taking into account the community's acceptance of risk
	4.5	Community expectations of acceptable risk are established
5 Monitor and review	**5.1**	Hazard and risk assessment context and evaluation criteria are monitored, in accordance with organisational policies and procedures
	5.2	Risk assessment evaluation criteria are reviewed, in accordance with industry standards and guidelines

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to PUAEMR022 Establish context for emergency risk assessment.

Links

PUA Training Package Companion Volume Implementation Guide is found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=3eca5672-6d5a-410b-8942-810d0ba05bbf

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Assessment Requirements for PUAEMR001 Establish context for emergency risk assessment

Modification History

Release 1. This is the first release of this unit of competency in the PUA Public Safety Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements and performance criteria on at least two separate occasions and includes

- analysing stakeholder acceptance of risk
- clarifying roles and requirements with stakeholders
- communicating and consulting in a group context
- communicating with relevant personnel
- developing risk criteria with stakeholders
- documenting emergency risk assessment process outcomes
- facilitating of group stakeholder processes
- following organisational policies and procedures including Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements
- identifying and consulting with stakeholders
- identifying objectives and scope by research and consultation
- implementing risk assessment control measures
- monitoring and reviewing emergency risk assessment
- negotiating with stakeholders
- researching geographic, demographic and socio-economic analysis
- solving problems in accordance with organisational policies and procedures

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements and performance criteria and include knowledge of

- community demographic information including
  - cultural makeup and mix
  - demographic measures
  - local economy and industry makeup and interdependencies
  - socio-economic measures
- emergency risk management concepts and principles

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- hazards and practical constraints including
  - arrangements, roles and responsibilities set down in existing facility emergency response plan
  - availability of technical expertise, technology and equipment
  - budgets, time, availability and capability of personnel
  - land use planning policy, authority and regulation
  - legislation covering emergency management, environmental management, safety standards and local government regulations
  - limited community knowledge of emergency risk management processes and benefits
  - political, social and cultural considerations
- industry standards and guidelines
- legislative and regulatory requirements relevant to emergency risk management
- organisational documentation, policies and procedures including
  - arrangements specified in legislation
  - existing disaster plans, agreements or memoranda of understanding
  - facility emergency response plan
  - organisational or jurisdictional emergency risk management policies or procedures
  - Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements
- risk criteria including
  - how likelihood will be defined
  - how the level of risk is to be determined
  - level at which risk becomes acceptable or tolerable
  - nature and types of causes and consequences that can occur and how they will be measured
  - risk mitigation processes
  - timeframes of the likelihood and/or consequences
  - views of stakeholders
  - whether combinations of multiple risks should be considered and if so how and which combinations should be considered
- stakeholders including
  - client, community and industry groups
  - decision makers
  - elected officials
  - non-government organisations
  - public
  - public and private sector organisations
  - staff

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include

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requirements in the Standards for Registered Training Organisations current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Resources for assessment must include access to

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, equipment, tools and personal protective clothing and equipment currently used in industry
- applicable documentation including organisational procedures, industry standards, equipment specifications, regulations, codes of practice and operational manuals.

Links

PUA Training Package Companion Volume Implementation Guide is found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=3eca5672-6d5a-410b-8942-810d0ba05bbf

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PUAEMR002 Assess emergency risk

Modification History

Release 1. This is the first release of this unit of competency in the PUA Public Safety Training Package.

Application

This unit of competency involves the skills and knowledge required to identify, analyse and evaluate risks to determine which need treatment, and the treatment priorities. It includes identifying, analysing and evaluating risk and monitoring and reviewing emergency risks to a community.

The unit applies to personnel undertaking 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.

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

Pre-requisite Unit

PUAEMR001 Establish context for emergency risk assessment

Competency Field

Emergency Management

Unit Sector

Not applicable

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Identify risk	**1.1** Sources of risk are identified by considering the interaction of hazards, communities and the environment

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	1.2	Elements at risk are identified, in accordance with organisational policies and procedures
	1.3	Stakeholders are consulted throughout the risk assessment process
	1.4	Risk statements describing consequences are documented, in accordance with organisational policies and procedures
2 Analyse risk	**2.1**	Risks are analysed by considering the likelihood of consequences occurring
	2.2	Vulnerability of communities and environments is determined by analysing their susceptibility and resilience to risks
	2.3	Risks are rated, in accordance with organisational procedures and agreed risk probability criteria
3 Evaluate risk	**3.1**	Risks requiring additional analysis or treatment are determined and documented
	3.2	Tolerability and acceptability of risks are agreed with stakeholders
	3.3	Risk treatments are prioritised using agreed risk criteria
4 Monitor and review	**4.1**	Hazard and risks assessments are monitored, in accordance with relevant standards and guidelines
	4.2	Evaluated risks assessments are reviewed and reported, in accordance with industry standards and organisational guidelines

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

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Unit Mapping Information

This unit replaces and is equivalent to PUAEMR023 Assess emergency risk.

Links

PUA Training Package Companion Volume Implementation Guide is found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=3eca5672-6d5a-410b-8942-810d0ba05bbf

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Assessment Requirements for PUAEMR002 Assess emergency risk

Modification History

Release 1. This is the first release of this unit of competency in the PUA Public Safety Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements and performance criteria on at least one occasion and includes

- analysing qualitative and quantitative risk
- analysing risk and probability
- demonstrating appropriate methods to identify risk, producing risk statements and applying risk criteria in consultation with stakeholders
- evaluating risk
- following organisational policies and procedures including Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements
- identifying hazards and associated risks
- identifying sources of risk to the social, built, economic and natural environments
- identifying stakeholders including negotiating with stakeholders
- monitoring and reviewing existing emergency risk assessments
- using analysis techniques
- using emergency risk modelling processes to estimate risk

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements and performance criteria and includes knowledge of

- application of analysis techniques including spatial analysis
- concepts of credible consequence level, likelihood rating, confidence rating and as low as reasonably practicable principles
- consultation with stakeholders about risk criteria
- emergency risk management concepts and principles including industry standards
- jurisdiction or organisational emergency risk management principles and guidelines
- methods to identify risk including tolerable and acceptable risks
- organisational documentation, policies and procedures including Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements and facility emergency response plans
- production of risk statements

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- research, demographic and economic analysis techniques
- risk criteria including
  - how likelihood will be defined
  - level at which risk becomes acceptable or tolerable
  - nature and types of causes and consequences that can occur and how they are measured
  - risk mitigation and how the level of risk is to be determined
  - timeframe of the likelihood or consequences
  - view of stakeholders
  - whether combinations of multiple risks should be considered and if so how and which combinations should be considered
- risk identification tools
- risk statements and risk register
- sources of risk including
  - built environment failures
  - commercial and legal relationships
  - disease including plant, animal or human
  - economic systems and relationships
  - human behaviour
  - natural events
  - political circumstances
  - technology and technical issues, management activities and controls
- structure of risk criteria and the application of scenario dynamics including how a hazard creates consequences

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Resources for assessment must include access to

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, equipment, tools and personal protective clothing and equipment currently used in industry

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- applicable documentation including organisational procedures, industry standards, equipment specifications, regulations, codes of practice and operational manuals.

Links

PUA Training Package Companion Volume Implementation Guide is found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=3eca5672-6d5a-410b-8942-810d0ba05bbf

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PUAEMR003 Develop treatment options for emergency risk

Modification History

Release 2.0 This is the second release of this unit of competency in the PUA Public Safety Training Package.

Previously deleted unit reinstated.

Release 1.0 This is the first release of this unit of competency in the PUA Public Safety Training Package.

Application

This unit of competency involves the skills and knowledge required to determine a range of treatment options which can be used to reduce emergency risk. It includes identifying, evaluating and recommending treatment options and developing treatment plans.

The unit applies to personnel who are part of a working group developing treatment options during an emergency risk assessment with a community group.

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

Pre-requisite Unit

Not applicable.

Competency Field

Emergency Management

Unit Sector

Not applicable

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Identify treatment options	**1.1** Emergency risk treatment objectives are identified, in consultation with stakeholders

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	1.2	Existing emergency risk treatment options are identified through research and stakeholder consultation
	1.3	Range of potential emergency risk treatment options are identified through research and stakeholder consultation
2 Evaluate treatment options	**2.1**	Evaluation methods are agreed with stakeholders, in accordance with organisational procedures
	2.2	Feedback on likely implications and impact of emergency risk treatment options is obtained from stakeholders
	2.3	Residual emergency risks are assessed for tolerability or acceptance
	2.4	Cost benefit analysis is completed for each risk treatment option, in accordance with organisational procedures
3 Recommend treatment options	**3.1**	Recommended treatment options including implementation responsibilities are agreed, in consultation with stakeholders
	3.2	Recommended treatment options and residual emergency risks are documented, in accordance with organisational policies and procedures
	3.3	Recommended treatment options are submitted for approval, in accordance with organisational policies and procedures
4 Develop treatment plan	**4.1**	Treatment options, resources, milestones, budgets, reporting procedures, roles and responsibilities for implementation are identified
	4.2	Communication and project management strategies are developed with stakeholders, in accordance with organisational procedures
	4.3	Treatment plan implementation issues are identified and contingencies are developed, as required
	4.4	An agreed treatment plan is documented and submitted for approval to authorised personnel, in accordance with organisational policies and procedures

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to PUAEMR024 Develop treatment options for emergency risk.

Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=3eca5672-6d5a-410b-8942-810d0ba05bbf

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Assessment Requirements for PUAEMR003 Develop treatment options for emergency risk

Modification History

Release 2.0 This is the second release of this unit of competency in the PUA Public Safety Training Package.

Previously deleted unit reinstated.

Release 1.0 This is the first release of this unit of competency in the PUA Public Safety Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements and performance criteria on at least two occasions and includes

- determining residual risks
- developing treatment plans
- evaluating treatment options
- following organisational policies and procedures including Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements
- identifying treatment options for emergency risk including conducting cost benefit analysis for each risk treatment option
- researching potential treatment options including recommending treatment options
- using evaluation methods
- working with stakeholders to generate an agreed list of recommended treatment options

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements and performance criteria and includes knowledge of

- emergency risk management concepts and principles including industry standards
- evaluation methods including
  - analysis of treatment effectiveness
  - first pass cost benefit analysis
  - legal, regulatory and compliance impact
  - potential to create new or secondary risks
  - stakeholder acceptability
- legislative and regulatory requirements relevant to emergency risk management
- organisational documentation, policies and procedures including
  - arrangements specified in legislation

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  - existing disaster plans, agreements or memoranda of understanding
  - facility emergency response plan
  - organisational or jurisdictional emergency risk management policies or procedures
  - WHS/OHS requirements including risk mitigation
- potential stakeholders
- range of options for treating emergency risk
- risk treatment options including
  - a hazard impacting on elements at risk
  - avoidance of the risk
  - changing the consequences of an identified hazard impact
  - changing the likelihood of an initiating event or source of risk occurring
  - removing a risk source
  - retaining the risk based on an informed decision
  - sharing the risk
- submissions
- techniques to facilitate evaluating residual risk including cost benefit analysis for each risk treatment option

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Candidates must demonstrate an ability to work with stakeholders and generate an agreed list of recommended treatment options in an appropriate format. They are expected to present evidence from at least two different contexts, one of which may be simulated.

Resources for assessment must include access to

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, equipment, tools and personal protective clothing and equipment currently used in industry
- applicable documentation including organisational procedures, industry standards, equipment specifications, regulations, codes of practice and operational manuals.

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Links

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PUAEMR004 Manage risk treatment implementation

Modification History

Release 1. This is the first release of this unit of competency in the PUA Public Safety Training Package.

Application

This unit of competency involves the skills and knowledge required to communicate, facilitate and review implementation of selected risk treatments. It includes confirming implementation context, developing implementation plan, communicating the treatment plan, facilitating treatment plan implementation and monitoring and reviewing treatment plan implementation.

The unit applies to managers or members of project teams responsible for implementing a risk treatment plan who are working at local, regional or state level organisations.

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

Pre-requisite Unit

Not applicable.

Competency Field

Emergency Management

Unit Sector

Not applicable

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Confirm implementation context	**1.1** Project drivers, triggers, risks, risk management contexts, treatment options, priorities and practical constraints are clarified
	1.2 Applicable policies and procedures are identified

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	1.3	Key stakeholders are identified along with their potential interests, sensitivities, roles and responsibilities
2 Develop implementation plan	**2.1**	Risks to be treated and current treatment options are confirmed, in accordance with organisational policies and procedures
	2.2	Performance criteria for assessing the effectiveness of treatment implementation are established, in consultation with stakeholders
	2.3	Treatment actions, resources required, milestones, budget, reporting procedures and roles and responsibilities of project team members are identified
	2.4	Implementation issues are identified and contingencies are developed, as required, in accordance with organisational policies
	2.5	An agreed treatment plan is documented and submitted for approval, in accordance with organisational policies and procedures
3 Communicate the treatment plan	**3.1**	Processes to effectively consult and communicate are selected for implementation
	3.2	Consultation plan is developed and implemented, in accordance with organisational procedures
4 Facilitate treatment plan implementation	**4.1**	Treatment tasks and activities are allocated, in accordance with the implementation plan
	4.2	Communication between working group members is maintained
	4.3	Stakeholders are kept informed of progress, performance and any proposed variations in strategy or implementation
	4.4	Agreed treatment plan variations are planned, assessed and presented to accommodate changed circumstances or to achieve more effective outcomes
5 Monitor and review treatment plan implementation	**5.1**	A review process is established, in accordance with organisational policies and in consultation with stakeholders
	5.2	Effectiveness of treatment activities, adequacy of resources, project progress and expenditure are

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monitored against plans and are recorded and reported

5.3 Implementation plans are adjusted, as required, following the review process

5.4 Adjustments to implementation plans are communicated to stakeholders, in accordance with treatment plan

5.5 Residual risk is re-evaluated after treatment to determine whether to accept the risk or reassess the risk, in accordance with the treatment plan

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to PUAEMR025 Manage risk treatment implementation.

Links

PUA Training Package Companion Volume Implementation Guide is found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=3eca5672-6d5a-410b-8942-810d0ba05bbf

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Assessment Requirements for PUAEMR004 Manage risk treatment implementation

Modification History

Release 1. This is the first release of this unit of competency in the PUA Public Safety Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements and performance criteria on at least two separate occasions and includes

- applying a range of media communication and methods to communicate with stakeholders
- communicating treatment plan
- confirming implementation context
- developing implementation plan
- facilitating treatment plan implementation
- following organisational policies and procedures including Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements
- identifying practical constraints for existing control measures with stakeholders
- monitoring and reviewing treatment plan implementation
- stakeholder networking and relationship building
- working with stakeholder groups

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements and performance criteria and includes knowledge of

- analytical, problem solving and decision making techniques to facilitate monitoring progress against targets
- emergency risk management concepts and principles including industry standards
- jurisdiction and organisational documentation and reporting procedures
- jurisdictional and organisational responsibilities for implementing risk treatment options
- legislative and regulatory requirements relevant to implementing risk treatments
- options for communicating with stakeholders
- organisational policies and procedures including
  - arrangements in legislation
  - existing disaster plans, agreements and/or memorandums of understanding
  - facility emergency response plan

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    - local planning regulations, development controls and environmental plans
    - organisational or jurisdictional emergency risk management policies or procedures
    - Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements including risk mitigation
- performance criteria for assessing treatment implementation including
    - continuous monitoring of maintenance of equity
    - continued involvement of stakeholders
    - cost effectiveness of treatment
    - evaluation in terms of actual risk reduction
    - evaluation of need for redefinition of policy
    - feedback mechanism
    - consideration of change that takes place over time
- practical constraint requirements and context including
    - arrangements, roles and responsibilities set down in existing facility emergency response plans
    - availability of technical expertise, technology and equipment
    - budgets, time, availability and capability of people
    - land use planning
    - legislation covering emergency and environmental management, safety standards and local government regulations
    - limited community knowledge of emergency risk management processes and benefits
    - political, social and cultural considerations

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Candidates must demonstrate that they have developed criteria to monitor implementation progress, report on progress and communicate and consult with stakeholders. They must present evidence from at least two different contexts, one of which may be simulated.

Resources for assessment must include access to

- a range of relevant exercises, case studies and/or simulations

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- relevant and appropriate materials, equipment, tools and personal protective clothing and equipment currently used in industry
- applicable documentation including organisational procedures, industry standards, equipment specifications, regulations, codes of practice and operational manuals.

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PUAEMR005 Treat operational risk

Modification History

Release 1. This is the first release of this unit of competency in the PUA Public Safety Training Package.

Application

This unit of competency involves the skills and knowledge required to identify, plan and implement treatment options to reduce risk. It includes making risk decisions by identifying, assessing and implementing risk control measures, treatment options and monitoring and reviewing risk mitigation processes.

The unit applies to personnel working in a relatively simple and routine workplace in which organisational policy and procedures are used. They would normally have local supervisory and/or management responsibility and will apply appropriate solutions to a variety of predictable problems.

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

Pre-requisite Unit

PUAEMR027 Assess operational risk

Competency Field

Emergency Management

Unit Sector

Not applicable

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Make risk decisions	**1.1** Hazards are identified and risks are assessed, in accordance with operational policies and procedures

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	1.2	Risk that is determined as unacceptable is documented and noted for treatment
2 Identify and select treatment options	**2.1**	Treatment options of known risks are identified and confirmed, in accordance with organisational standards, guidelines and supervisor's guidance
	2.2	Treatment options under consideration are evaluated for effectiveness within the given context
	2.3	Selected treatment options are documented and communicated, in accordance with organisational policies and procedures
3 Implement treatment options	**3.1**	Treatment plans incorporating selected options are implemented, in accordance with organisational policies and procedures
	3.2	Treatment plans are communicated within the workplace, in accordance with organisational policies and procedures
4 Monitor and review risks and process	**4.1**	Effectiveness and efficiency of the treatment plan is monitored, reviewed and recorded, in accordance with organisational policies and procedures, to ensure compliance and validity
	4.2	Residual risk is calculated and communicated to supervisors, so that a decision can be made whether to accept the risk or re-establish the risk management process
	4.3	Treatments are adjusted and communicated following the review process

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

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Unit Mapping Information

This unit replaces and is equivalent to PUAEMR026 Treat operational risk.

Links

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Assessment Requirements for PUAEMR005 Treat operational risk

Modification History

Release 1. This is the first release of this unit of competency in the PUA Public Safety Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements and performance criteria on at least three separate occasions and includes

- communicating with personnel at all levels of organisation and risk management specialists
- following organisational policies and procedures including Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements
- implementing and monitoring designated actions
- implementing treatment options including identifying and selecting treatment options
- interpreting information and data to identify areas for improvement
- making observations and recording outcomes accurately
- managing simple project implementation
- monitoring and reviewing risks mitigation processes
- undertaking basic research to access relevant information and data
- using consultation and negotiation skills in relation to developing plans

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements and performance criteria and includes knowledge of

- duty of care
- communication techniques
- legislation including regulations, codes of practice, associated standards and guidance material
- organisational documentation, policies, procedures including Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements
- guidelines relevant to risk
- risk assessment including
  - benefits to individual and organisation
  - cost benefits from implementation of treatment
  - cost of implementing treatment option
- risk management terminology and language relevant to industry standards including

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    - acceptable risk
    - residual risk
    - unacceptable risk
- specified methods or tools for use in the identification and analysis of risk
- team work principles and strategies
- techniques and methods used to identify or analyse risk management information
- techniques for giving and receiving feedback in a constructive manner
- treatment options for risks including
    - avoidance of risk
    - changing consequences of an identified hazard impact
    - changing likelihood of an initiating event or source of risk occurring
    - hazard impacting on elements at risk
    - removing a risk source
    - retaining risk based on an informed decision
    - risk mitigation
    - sharing risk
    - treatment options may
- treatment plans including
    - budgeting
    - expected outcome of treatments
    - performance measures
    - responsibilities
    - review process to be used
    - schedules

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment must confirm the ability to define and identify risk language, definitions and terminology. Evidence must also be provided of stakeholder involvement throughout the treatment process and that an informed analysis and selection of treatment options has been

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undertaken using the methodology and procedures approved by the organisation.

Resources for assessment must include access to

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, equipment, tools and personal protective clothing and equipment currently used in industry
- applicable documentation including organisational procedures, industry standards, equipment specifications, regulations, codes of practice and operational manuals.

Links

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PUAEMR006 Assess operational risk

Modification History

Release 1. This is the first release of this unit of competency in the PUA Public Safety Training Package.

Application

This unit involves the skills and knowledge required to identify and assess risk in an operational environment. It includes establishing the risk context by identify, analysing and evaluating risk.

The unit of competency applies to personnel at a relatively simple and routine level, in which they are using established organisational policy and procedures. Personnel would normally have local supervisory or management responsibility and apply appropriate solutions to a variety of predicable problems.

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

Pre-requisite Unit

Not applicable.

Competency Field

Emergency Management

Unit Sector

Not applicable

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Establish the risk context	**1.1** Risk assessment objectives and scope are identified using organisational risk management procedures, industry standards and guidelines
	1.2 Risk criteria are identified and confirmed, in accordance with organisational policies, procedures or with

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		supervisor's guidance
	1.3	Structure for planning required to conduct a risk assessment is determined
	1.4	Stakeholder aims and objectives are identified and recorded, in accordance with organisational procedures and guidelines
2 Identify risk	**2.1**	Sources of risk which affect the situation or objectives are identified and recorded, in consultation with stakeholders
	2.2	Risks are identified using a specified methodology or tool, in accordance with organisational procedures and guidelines
	2.3	Risk statements describing consequences are generated, in accordance with organisational procedures
3 Analyse risk	**3.1**	Risks are analysed by estimating the likelihood of consequences, in accordance with organisational procedures
	3.2	Levels of risk are determined, documented and communicated, in accordance with organisational policies and procedures
4 Evaluate risk	**4.1**	Levels of risks are prioritised for control, in consultation with stakeholders
	4.2	Risk assessment rating is compared to established risk evaluation criteria and is communicated to the supervisor
	4.3	Risks are monitored and reviewed until appropriate treatment measures have been implemented

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

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Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to PUAEMR027 Assess operational risk.

Links

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Assessment Requirements for PUAEMR006 Assess operational risk

Modification History

Release 1. This is the first release of this unit of competency in the PUA Public Safety Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements and performance criteria on at least three separate occasions and includes

- analysing organisational information and data
- communicating with stakeholders
- contributing to the assessment of resources
- establishing risk context and identifying, analysing and evaluating risk
- following organisational policies and procedures including Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements
- interpreting information and data to identify areas for improvement
- making observations including interactions between personnel, their activities, equipment, environment and systems
- preparing detailed reports for a range of target groups including WHS/OHS or risk committee, WHS/OHS representatives, managers and supervisors
- undertaking basic research including accessing information and data
- using consultation and negotiation skills in relation to developing plans and implementing and monitoring designated actions

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements and performance criteria and include knowledge of

- communication techniques including language style and active listening
- concept of duty of care in emergency risk management
- organisational documentation, policies, procedures and guidelines including Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements
- principles of operational risk assessment
- risk management terminology and language
- risk profiles or criteria including
  - how likelihood will be defined
  - level at which risk becomes acceptable or tolerable

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  - nature and types of causes and consequences that can occur and how they will be measured
  - risk mitigation and how level of risk is determined
  - roles and responsibilities in assessing risk
  - timeframes of likelihood or consequences
  - views of stakeholders
  - whether combinations of multiple risks should be considered and if so how and which combinations should be considered
- specified methods and tools used in the identification and analysis of risk
- structure and forms of legislation including regulations, codes of practice, industry standards and guidance material
- techniques and methods used to identify and analyse information

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment must confirm the ability to define and identify risk language, definitions and terminology. Evidence must also be provided of stakeholder involvement throughout the process and that an informed analysis of the risks has been undertaken using tools and methodology approved by the organisation.

Resources for assessment must include access to

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, equipment, tools and personal protective clothing and equipment currently used in industry
- applicable documentation including organisational procedures, industry standards, equipment specifications, regulations, codes of practice and operational manuals.

Links

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PUAEMR009 Facilitate emergency risk assessment

Modification History

Release 2.0 This is the second release of this unit of competency in the PUA Public Safety Training Package.

Clarification of text, addition/deletion of Performance Criteria and minor changes to Knowledge and Performance Evidence.

Release 1.0 This is the first release of this unit of competency in the PUA Public Safety Training Package.

Application

This unit of competency involves the skills and knowledge required to facilitate the development of an agreed list of prioritised risks, using an emergency risk management process developed in cooperation with the community, that is consistent with standards. It includes identifying, defining and engaging with entities, establishing context and risk criteria, identifying and analysing risk, evaluating risks, promoting ongoing commitment to process and outcomes and monitoring and reviewing processes and outcomes.

The unit applies to personnel who facilitate emergency risk assessments with a community or part of a community and who will act as a project manager or facilitator for working groups that are used to conduct emergency risk assessments.

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

Pre-requisite Unit

Not applicable.

Competency Field

Emergency Management

Unit Sector

Not applicable

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential	Performance criteria describe the performance needed to

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outcomes.	demonstrate achievement of the element.
1 Identify, define and engage entities	**1.1** Entities are defined and identified
	1.2 Known risks, stakeholder/entity analysis, specialist expertise and community and organisational sources of information are used to identify communication and consultation networks that may be useful
	1.3 Working group is established with an appropriate balance of expertise, representation and authority included
	1.4 Emergency risk principles, terminology and processes are explained to and further developed with the community
	1.5 Implementation of emergency risk management processes are negotiated with relevant entities
	1.6 Communication strategies are selected to develop a communication plan
2 Establish context and risk criteria	**2.1** Legislative, regulatory and organisational requirements including policies, procedures, standards and desired outcomes are identified
	2.2 Objectives, expectations and scope of risk assessment are identified using emergency risk management standards and guidelines
	2.3 Information on community characteristics, safety expectations, risk perceptions, roles and the requirements of entities is collected
	2.4 Practical constraints, existing treatment strategies and expectations are reviewed when developing the risk criteria
	2.5 Draft criteria and supporting explanations are circulated for comment
	2.6 Processes for accountability and communication of accurate and consistent information to entities are developed and applied
3 Identify and analyse risks	**3.1** Sources of risk are identified through interaction of hazards, communities and the environment

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	3.2	Community elements at risk are identified
	3.3	Risk vulnerability of communities and the environment is determined according to likelihood, consequence and confidence
	3.4	Risk statements describing consequences are analysed and documented
	3.5	Risks are analysed in accordance with organisational procedures
	3.6	Risks and risk statements are rated and prioritised in accordance with agreed risk criteria
	3.7	Entities are consulted and feedback is documented
	3.8	Promotion of the emergency risk project is authorised before being communicated to others
4 Evaluate risks	**4.1**	Risks requiring additional analysis or treatment are determined
	4.2	Tolerability and acceptability of risks are agreed with entities
5 Promote ongoing commitment to process and outcomes	**5.1**	Consultation is undertaken throughout all stages of the emergency risk process
	5.2	Various communication and engagement strategies are used in accordance with organisational procedures and community expectations
	5.3	Stages of the risk assessment process, decisions taken and outcomes are documented
	5.4	Information is provided to the community taking into consideration language, literacy and cultural needs
6 Monitor and review process and outcomes	**6.1**	Emergency risk assessment is completed and documented
	6.2	Data and contact information for entities is reviewed regularly and updated
	6.3	Review of the risk register is undertaken in accordance with the schedule or in response to emergency risk

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drivers or triggers

6.4 Opportunities for improving the emergency risk assessment plan and processes are reported and action is taken

6.5 Allocated tasks are completed on time, whilst encouraging entities to help achieve common goals

6.6 Documentation, records, confidentiality and privacy of information is maintained

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to PUAEMR009B Facilitate emergency risk assessment.

Links

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Assessment Requirements for PUAEMR009 Facilitate emergency risk assessment

Modification History

Release 2.0 This is the second release of this unit of competency in the PUA Public Safety Training Package.

Clarification of text, addition/deletion of Performance Criteria and minor changes to Knowledge and Performance Evidence.

Release 1.0 This is the first release of this unit of competency in the PUA Public Safety Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all requirements of the elements and performance criteria on at least one occasion and includes

- applying organisational policies and procedures
- calculating probability and consequences from sources of risk for vulnerable communities and the environment
- communicating emergency risk management concepts and processes and promoting its benefits to entities
- defining and engaging the community
- demonstrating decision making techniques
- establishing context and risk criteria
- evaluating environmental assets throughout risk assessment during risk assessment
- identifying, analysing and evaluating risks
- locating and interpreting community information
- monitoring and reviewing emergency risk assessment processes and outcomes
- promoting commitment and ownership for emergency risk assessment processes and outcomes
- summarising and explaining key information.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all requirements of the elements and performance criteria and includes knowledge of

- community entities
- emergency risk management concepts, plans and principles
- evaluation methods and techniques
- how to identify and define entities

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- how to locate and interpret entity information
- organisational documentation, policies and procedures
- practical constraints including political, social, environmental and cultural considerations
- risk assessment standards
- risk criteria
- sources of risk for vulnerable communities and the environment.

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in operational situations or in simulated operational training situations that reflect workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to

- a range of exercises and/or case studies
- appropriate materials and equipment currently used in industry
- applicable documentation including organisational procedures, standards, equipment specifications, regulations, codes of practice and operational manuals.

Links

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PUAEMR011 Manage and evaluate emergency management exercises

Modification History

Release 1. This is the first release of this unit of competency in the PUA Public Safety Training Package.

Application

This unit of competency involves the skills and knowledge required to manage and evaluate activities which exercise elements of emergency management arrangements. It includes preparing and managing exercise activities to any context in which an emergency management exercise is appropriate and evaluating outcomes against exercise objectives.

Emergency management exercises may be used in any context where there is a requirement to plan for or manage an emergency. An exercise scale can range from a small activity in a volunteer emergency response unit to a major evacuation exercise for an industrial plant.

The unit applies to personnel who are responsible for implementing and evaluating pre-designed emergency management exercises.

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

Pre-requisite Unit

Not applicable.

Competency Field

Emergency Management

Unit Sector

Not applicable

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1	**Prepare exercise**	**1.1** Exercise documentation are reviewed to confirm governance and stakeholder requirements
		1.2 Exercise aim, objectives, activities and evaluation plan are examined and confirmed
		1.3 Relevant permissions, authorities, clearances and approvals are identified and confirmed
		1.4 Logistic requirements are identified and organised, in accordance with organisational procedures
		1.5 Communication plan is designed and implemented, in consultation with stakeholders
2	**Manage exercise activities**	**2.1** Exercise management team is formed, in accordance with organisational policies and procedures
		2.2 Communication and consultation is established and maintained with activity personnel throughout the conduct of the exercise
		2.3 Exercise site preparation and familiarisation is ensured, in accordance with the exercise plan
		2.4 Briefings are prepared and delivered to stakeholders detailing exercise objectives and activities
		2.5 Confirmation and management of logistic requirements for exercise activities are confirmed
		2.6 Exercise plan is used to initiate and facilitate the conduct and direction of the exercise
		2.7 Exercise hazards are identified, risks are continually assessed and control measures are implemented
3	**Evaluate outcomes against exercise objectives**	**3.1** Post exercise debriefings are conducted and feedback is obtained and actions are identified
		3.2 Exercise feedback is collated, recorded, analysed and issues are identified
		3.3 Exercise report, including recommendations, is prepared, in accordance with organisational procedures and is distributed to relevant stakeholders

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to PUAEMR030 Manage and evaluate emergency management exercises.

Links

PUA Training Package Companion Volume Implementation Guide is found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=3eca5672-6d5a-410b-8942-810d0ba05bbf

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Assessment Requirements for PUAEMR011 Manage and evaluate emergency management exercises

Modification History

Release 1. This is the first release of this unit of competency in the PUA Public Safety Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements and performance criteria on at least two separate occasions and includes

- building networks and relationships
- completing exercise risk and safety requirements
- consulting with stakeholders including implementing the communications plan
- determining and managing small group activities
- evaluating exercise outcomes against exercise objectives
- following organisational policies and procedures including Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements and evacuation plans
- gathering and analysing feedback
- managing exercise plan and directing activity personnel
- planning and delivering briefings and debriefings
- preparing to manage emergency management exercises
- reviewing pace and intensity of an exercise
- supervising exercise activities
- working in group settings

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements and performance criteria and includes knowledge of

- budget and logistics management principles
- educational principles underpinning the design of objectives and linking those to activities
- exercise management concepts and principles
- logistic requirements including
  - accommodation
  - catering
  - equipment
  - exercise management personnel

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  - exercise role players
  - facilities
  - finance and accounting procedures
  - first aid and medical supplies and personnel
  - guest or specialist speakers or presenters
  - participants
  - transport
- organisational documentation, policies and procedures including
  - environmental management and sustainability policies
  - exercise plan
  - facility emergency response plan
  - legislation relevant to organisational operational, corporate and strategic plans
  - performance standards
  - personnel and roles
  - quality standards
  - Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) practices and guidelines
- risk and safety management principles including risk mitigation

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Assessment must occur in two different types of workplace operational situations, including at least one exercise that requires multi organisational exercises where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated operational situations that replicate workplace conditions.

Assessment must confirm the ability to

- ensure all permissions, authorities, clearances and approvals are obtained
- ensure all resources are available for the exercise and
- pace of the exercise proceeds appropriately to achieve its' objectives

Resources for assessment must include access to

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, equipment, tools and personal protective clothing

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currently used in industry
- applicable documentation including organisational procedures, industry standards, equipment specifications, regulations, codes of practice and operational manuals.

Links

PUA Training Package Companion Volume Implementation Guide is found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=3eca5672-6d5a-410b-8942-810d0ba05bbf

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PUAEMR013 Design emergency management exercises

Modification History

Release 1. This is the first release of this unit of competency in the PUA Public Safety Training Package.

Application

This unit of competency involves the skills and knowledge required to design, develop and/or modify activities that exercise elements of emergency management exercise arrangements. It includes determining exercise purpose by designing and planning exercise activities, assessing exercise risks and then planning resource allocation

Emergency management exercises are used to test emergency plans, practise responding to an emergency, develop and/or practise emergency management skills, build motivation for emergency management personnel and/or measure an organisation's ability to manage an emergency. An exercise can range from a small activity in a volunteer emergency response unit to a major evacuation exercise for an industrial plant.

The unit applies to personnel with responsibility for designing emergency management exercises. The design skills in this unit can be applied to any context in which an emergency management exercise is appropriate.

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

Pre-requisite Unit

Not applicable.

Competency Field

Emergency Management

Unit Sector

Not applicable

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1	**Determine exercise purpose**	**1.1** Exercise stakeholders are identified and engaged, in accordance with organisational policies and procedures
		1.2 Exercise governance arrangements are confirmed, in accordance with organisational policies and procedures
		1.3 Exercise aim is identified, in consultation with stakeholders
		1.4 Exercise objectives are confirmed as meeting identified aim
		1.5 Exercise focus is determined, based on operational outcomes, results of training needs analysis, previous exercises and evaluation reports
2	**Design and plan exercise activities**	**2.1** Planning team is established, in accordance with organisational policies and procedures
		2.2 Governance and planning meetings are held, agreements and decisions are made and outcomes are communicated to stakeholders
		2.3 Components of the exercise program are identified, developed and documented in the exercise plan
		2.4 Exercise style and activities consistent with objectives are selected, in consultation with stakeholders
		2.5 Design planning processes are undertaken with stakeholders to meet exercise objectives and components
		2.6 Exercise documentation is prepared, in accordance with organisational policies and procedures
3	**Assess exercise risks**	**3.1** Risk and safety considerations are identified and included in the planning process
		3.2 Activities which mitigate or reduce risks associated with conducting exercise activities are designed
		3.3 Exercise risk and safety management plan is prepared, in accordance with organisational policies and procedures
4	**Plan resource allocation**	**4.1** Resources to support the exercise are identified and secured

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4.2 Exercise location and/or host is identified and a commitment to achieving exercise objectives is secured

4.3 Appropriate authorisation to use resources are obtained and documented, in accordance with organisational policies

4.4 Availability and timeframes for use of resources is agreed by appropriate personnel and/or authorities

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to PUAEMR031 Design emergency management exercises.

Links

PUA Training Package Companion Volume Implementation Guide is found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=3eca5672-6d5a-410b-8942-810d0ba05bbf

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Assessment Requirements for PUAEMR013 Design emergency management exercises

Modification History

Release 1. This is the first release of this unit of competency in the PUA Public Safety Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements and performance criteria on at least two separate occasions and includes

- designing and planning exercise activities processes including
  - assessment and emergency management exercise criteria
  - background information and emergency management exercise inputs
  - briefings and debriefings
  - design of emergency management exercise scenario and activities
  - development and review of key performance indicators
  - duration of exercise activities
  - emergency management exercise contingency plans
  - emergency management exercise documentation
  - emergency management exercise management structure
  - emergency management exercise meetings
  - identifying and managing risks
  - issuing notifications to affected stakeholders
  - scoping of organisations and agencies participating and the level at which they are participating
  - seasonal weather considerations
  - securing resources
- determining emergency management exercise purpose and objectives
- following organisational policies and procedures including Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements including assessing emergency management exercise risks
- interpreting organisational needs to develop measurable, achievable objectives
- liaising and communicating with other organisations and agencies
- managing small group workshops and activities
- planning and delivering briefings and debriefings
- planning resource allocation
- preparing exercise documentation

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- working in group settings

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements and performance criteria and includes knowledge of

- components of emergency management exercises including
  - activity plan
  - aim and objectives
  - authorities, permissions and governance
  - budget and logistics plan
  - debrief plan
  - detailed schedule of activities
  - evaluation or assessment plan
  - evidence collection tools and templates
  - exercise name
  - location
  - risk and safety management plan
  - scope or purpose statement
- educational principles underpinning the design of emergency exercise objectives and activities
- exercise management concepts and principles
- incident management principles
- jurisdictional emergency management arrangements
- legislative and regulatory arrangements for using resources such as land, buildings, equipment and volunteers
- organisational documentation, policies and procedures including WHS/OHS requirements and facility emergency response plans
- risk and safety management principles including risk mitigation

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Assessment must occur in workplace operational contexts or exercise styles, including at least

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one exercise that requires multi-organisational input and of which one may be simulated, where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment must confirm the ability to

- bring together an effective exercise design and planning team
- facilitate the construction of realistic, meaningful and safe activities that address the exercise aim and objectives

Resources for assessment must include access to

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, equipment, tools and personal protective clothing and equipment currently used in industry
- applicable documentation including organisational procedures, industry standards, equipment specifications, regulations, codes of practice and operational manuals.

Links

PUA Training Package Companion Volume Implementation Guide is found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=3eca5672-6d5a-410b-8942-810d0ba05bbf

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PUAEMR022 Establish context for emergency risk assessment

Modification History

Release	TP version	Comments
1	PUA12 V1	First release.

Unit Descriptor

This unit describes the outcomes required to determine an emergency risk assessment's objectives, scope, stakeholders, and risk criteria.

Application of the Unit

This unit applies to people required to initiate 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.

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	Performance Criteria describe the required performance needed to demonstrate achievement of the element. Where ***bold italicised*** text is used, further information is

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

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
1. Identify objectives and scope by research and consultation	1.1 Objectives and scope are identified using emergency risk management ***standards and guidelines.***
	1.2 ***Stakeholder*** roles and required inputs are determined in accordance with ***policies and procedures.***
	1.3 Budget, timeframe and schedule for research and consultation are determined.
	1.4 Information about communities is obtained.
2. Identify and consult with stakeholders	2.1 Stakeholders are identified.
	2.2 Existing and potential liaison networks are identified and evaluated for relevance.
	2.3 Stakeholder networks are developed using a range of strategies.
	2.4 Communication and consultation are established.
	2.5 Communication options are selected to develop a communication plan.
3. Clarify roles and requirements with stakeholders	3.1 Stakeholders' roles and the need for their input are clearly defined and emphasised in seeking their cooperation.
	3.2 Stakeholders are informed of the aims, objectives, risk management context and structure within which they must operate.
	3.3 Stakeholders' needs are determined and conflicting needs identified and noted.
4. Develop risk criteria with stakeholders	4.1 Social, environmental, financial and timeframe needs are identified in consultation with stakeholders.
	4.2 Legal, technical and political considerations are identified in consultation with stakeholders.
	4.3 Reasons for, and selection of, criteria are negotiated with stakeholders and agreed upon.
	4.4 ***Risk criteria*** are recommended which take into account ***practical constraints*** and the community's

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	acceptance of risk.
	4.5 Community expectations of acceptable risk are established.
5. Monitor and review	5.1 Context and evaluation criteria are monitored in accordance with policies and procedures.
	5.2 Context and evaluation criteria are reviewed in accordance with standards and guidelines.

Required Skills and Knowledge

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

Required Skills

- stakeholder analysis
- communication and consultation in a group context
- facilitation of group processes
- negotiation
- problem solving
- project management
- research skills to conduct geographic, demographic and socio-economic analysis

Required Knowledge

- emergency risk management concepts and principles included in the current National Emergency Risk Assessment Guidelines
- legislative and regulatory requirements relevant to emergency risk management
- problem solving and decision making techniques

Evidence Guide

Critical aspects for assessment and evidence required to demonstrate competency in this unit	Stakeholders are comprehensively identified and consulted to establish a clear context, which includes objectives, scope and risk criteria. **Consistency in performance** Candidates should be expected to present evidence from at least two different contexts, one of which may be simulated.
Context of and specific	**Context of assessment**

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resources for assessment	Evidence of competence in this unit may be collected in a simulated environment and a real environment, often as part of a larger project with concurrent assessment of other emergency risk management competencies. **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 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.

Standards and guidelines may include:	• AS/NZS ISO 31000:2009, Risk management—Principles and Guidelines • HB 327:2010, Communicating and consulting about risk • ISO Guide 73:2009, Risk management—Vocabulary • National Emergency, Management Committee (2010), National Emergency Risk Assessment Guidelines • jurisdictional or organisational emergency risk management policies and procedures
Stakeholders may include:	• staff • client groups • decision makers • members of the public

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	• community groups • industry groups • public and private sector organisations • non-government organisations • elected officials
Policies and procedures may include:	• arrangements specified in legislation • organisational or jurisdictional emergency risk management policies or procedures • existing disaster plans, agreements or memoranda of understanding
Information about communities may include:	• demographic measures • socio-economic measures • local economy and industry makeup and interdependencies • cultural makeup and mix
Risk criteria may include:	• the nature and types of causes and consequences that can occur and how they will be measured • how likelihood will be defined • the timeframe(s) of the likelihood and/or consequence(s) • how the level of risk is to be determined • the views of stakeholders • the level at which risk becomes acceptable or tolerable • whether combinations of multiple risks should be taken into account and, if so, how and which combinations should be considered
Practical constraints may include:	• arrangements, roles and responsibilities set down in existing emergency management plans • availability of technical expertise, technology, equipment • budgets, time, availability and capability of people • land use planning policy, authority and regulation • legislation covering emergency management, environmental management, safety standards, local government regulations • limited community knowledge of emergency risk management processes and benefits • political, social and cultural considerations

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Unit Sector(s)

Not applicable.

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PUAEMR024 Develop treatment options for emergency risk

Modification History

Release	TP version	Comments
1	PUA12 V1	First release.

Unit Descriptor

This unit describes the outcomes required to determine a range of treatment options which can be used to reduce emergency risk.

Application of the Unit

This unit applies to people who are part of a working group that develops treatment options during 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.

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	Performance Criteria describe the required performance needed to demonstrate achievement of the element. Where ***bold italicised*** text is used, further information is

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

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
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.
1. Identify treatment options	1.1 Risk treatment objectives are identified in consultation with ***stakeholders***. 1.2 Existing ***risk treatment options*** are identified through research and stakeholder consultation. 1.3 A range of potential risk treatment options are identified through research and stakeholder consultation.
2. Evaluate options	2.1 ***Evaluation methods*** are agreed with stakeholders. 2.2 Feedback on likely implications and impacts of treatment options is obtained from stakeholders. 2.3 Residual risks are assessed for tolerability or acceptance 2.4 Cost-benefit analysis is completed for each risk treatment option.
3. Recommend treatment options	3.1 Recommended options, including implementation responsibilities, are agreed in consultation with stakeholders. 3.2 Recommended options and residual risk are documented according to organisational ***policies and procedures***. 3.3 Recommended options are submitted for approval in line with organisational policies and procedures.
4. Develop treatment plan	4.1 Treatment options, resources required, milestones, budget, reporting procedures and roles and responsibilities for implementation are identified. 4.2 Communication and project management strategies are developed with stakeholders. 4.3 Implementation issues are identified and

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	contingencies developed where necessary.
	4.4 An agreed treatment plan is documented and submitted for approval in accordance with organisational policies procedures.

Required Skills and Knowledge

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

Required Skills

- Research and analysis skills to determine potential treatment options
- ability to negotiate and work effectively with stakeholder groups
- analytical techniques to determine residual risk
- analytical techniques to conduct benefit:cost analysis at an appropriate level

Required Knowledge

- emergency risk management concepts and principles included in the current National Emergency Risk Assessment Guidelines and AS/NZS ISO 31000:2009 *Risk management—Principles and Guidelines*
- legislative and regulatory requirements relevant to emergency risk management
- jurisdiction and organisational documentation and submission procedures
- analytical, problem solving and decision making techniques to facilitate evaluating residual risk and cost-benefit analysis
- geospatial databases and presentation options
- range of options for treating emergency risk

Evidence Guide

Critical aspects for assessment and evidence required to demonstrate competency in this unit	Candidates must demonstrate an ability to work with stakeholders and generate an agreed list of recommended treatment options in an appropriate format. **Consistency in performance** Candidates should be expected to present evidence from at least two different contexts, one of which may be simulated.
Context of and specific	**Context of assessment**

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resources for assessment	Evidence of competence in this unit may be collected in a simulated environment and real environment, often as part of a larger project with concurrent assessment of other emergency risk management competencies. **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 project. This unit may be assessed with other units that address 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
Risk treatment options may include:	• avoidance of the risk • removing a risk source • changing the likelihood of

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	• an initiating event or source of risk occurring • a hazard impacting on elements at risk • changing the consequences of an identified hazard impact • sharing the risk • retaining the risk based on an informed decision
Evaluation methods may include:	• first-pass cost-benefit analysis • analysis of treatment effectiveness • potential to create new or secondary risks • stakeholder acceptability • legal, regulatory and compliance impact
Policies and procedures may include:	• arrangements specified in legislation • organisational or jurisdictional emergency risk management policies or procedures • existing disaster plans, agreements or memoranda of understanding

Unit Sector(s)

Not applicable.

Custom Content Section

Not applicable.

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PUAEMR030 Manage and evaluate emergency management exercises

Modification History

PUAEMR030 Release 1: Primary release.

Unit Descriptor

This unit describes the outcomes required to manage and evaluate activities which exercise elements of emergency management arrangements.

Application of the Unit

This unit applies to people who are responsible for implementing and evaluating pre-designed emergency management exercises. Emergency management exercises may be used in any context where there is a requirement to plan for, or manage an emergency. The exercise scale can range from a small activity in a volunteer emergency response unit to a major evacuation exercise for an industrial plant. The skills in this unit can be applied to any context in which an emergency management exercise is appropriate.

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

Not applicable.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

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Guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Prepare to manage the exercise	1.1 Exercise ***documentation*** reviewed to confirm governance and ***stakeholder*** requirements. 1.2 Exercise aim**,** objectives, activities and evaluation plan are confirmed. 1.3 Relevant permissions, authorities, clearances and approvals are identified and confirmed. 1.4 ***Logistic requirements*** are identified and organised. 1.5 Communication plan is designed and implemented in consultation with stakeholders.
2. Manage exercise activities	2.1 Exercise management team is formed where required. 2.2 Communication and consultation is established with ***activity personnel*** and maintained throughout the conduct of the exercise. 2.3 Exercise site preparation and familiarisation are ensured in accordance with the exercise plan. 2.4 Briefings are prepared and delivered to stakeholders reflecting exercise objectives and activities. 2.5 Confirmation and management of logistic requirements required to conduct exercise activities is ensured. 2.6 The exercise plan is used to initiate and facilitate the conduct and direction of the exercise. 2.7 Risk is managed throughout the exercise.
3. Evaluate outcomes against exercise objectives	3.1 Post-exercise debriefings are conducted and feedback is gathered. 3.2 Exercise feedback is collated, recorded, analysed and issues identified. 3.3 An ***exercise report,*** including recommendations, is prepared to organisational standards and distributed to stakeholders.

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Required Skills and Knowledge

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

Required Skills

- manage small-group activities
- build effective networks and relationships
- work effectively in a group setting
- consult with stakeholders
- manage and direct activity personnel
- plan and deliver briefings and debriefings
- manage the pace and intensity of the exercise
- manage risk and safety
- gather and analyse feedback

Required Knowledge

- exercise management concepts and principles
- educational principles underpinning the design of objectives and linking those to activities
- legislative, regulatory and insurance arrangements relevant to using resources, such as land, buildings, equipment, staff and volunteers
- relevant organisational policies and procedures (such as legislation relevant to the operation/ incident/response; legislation relevant to the organisation; 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)
- problem solving and decision making techniques
- project management principles
- project management principles
- risk and safety management principles
- budgeting and logistic management principles

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: • ensure all permissions, authorities, clearances and approvals are obtained,

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- ensure all resources are available for the exercise, and
- the pace of the exercise proceeds appropriately to achieve the objectives

Consistency in performance

Candidates should be expected to present evidence of managing two different types of exercise, including at least one exercise that requires multi-agency or organisation input.

Context of and specific resources for assessment

Context of assessment

This competency cannot be assessed in a simulated environment.

Specific resources for assessment

- Access is required to real-life exercises, including supporting resources.

Method of assessment

This unit contains transferable skills, such as communication, consultation, and logistic management skills that can be applied to managing an emergency management exercise. Assessors may use formative assessment strategies in a simulated environment to contextualise underpinning knowledge.

Summative assessment requires application of the unit to manage exercises in the workplace. Evidence of performance can be gathered by:

- 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.

Documentation may include:

- activity inputs (general and special ideas)
- activity notification
- activity management checklists
- assessor documentation

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- evaluation checklist
- evidence collection templates
- exercise injects
- general instruction
- incident action plans
- permissions and approvals risk assessments
- risk action plans
- safety instructions
- specific inputs
- timetable/schedule of events
- umpire documentation

Stakeholder 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

Logistic requirements may include:

- catering
- equipment
- facilities
- finance and accounting procedures
- transport
- accommodation
- guest or specialist speaker(s) or presenters
- first aid and medical supplies and personnel
- exercise management personnel
- role players
- participants

Activity personnel may include:

- exercise management staff
- exercise evaluation staff
- casualty simulation staff
- role players
- public information staff
- participants' management

Exercise report may include:

- executive summary
- acknowledgements
- exercise aim and objectives
- introduction

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- exercise scenario
- sequence of events
- exercise critique (relating observations and feedback to the objectives)
- summary
- recommendations
- attachments (exercise management team, participating organisations and volunteers, referee reports, debrief notes)

Unit Sector(s)

Not applicable.

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PUAEMR031 Design emergency management exercises

Modification History

PUAEMR031 Release 1: Primary release.

Unit Descriptor

This unit describes the outcomes required to design, develop or modify activities that exercise elements of emergency management arrangements.

Emergency management exercises are used to test emergency plans, practise responding to an emergency, develop and/or practise emergency management skills, build motivation for emergency management personnel, and/or measure an organisation's ability to manage an emergency.

Application of the Unit

This unit applies to workers with the responsibility for designing emergency management exercises. It does not cover the skills and knowledge for implementing those designs.

Emergency management exercises can be used in any context where there is a requirement to plan for, or manage an emergency. The exercise scale can range from a small activity in a volunteer emergency response unit to a major evacuation exercise for an industrial plant. The design skills in this unit can be applied to any context in which an emergency management exercise is appropriate.

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 Performance Criteria describe the required performance

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essential outcomes of a Unit of Competency.	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. Determine exercise purpose	1.1 Exercise ***stakeholders*** are identified and engaged. 1.2 Exercise governance arrangements are confirmed. 1.3 Exercise aim is identified in consultation with stakeholders. 1.4 ***Exercise objectives*** that meet the identified aim are determined. 1.5 ***Exercise focus*** is determined, based on operational outcomes, results of training needs analysis, previous exercises and evaluation reports.
2. Design and plan exercise activities	2.1 Planning team is established where required. 2.2 Governance and planning meetings are held, agreements and decisions are made, and outcomes are communicated to stakeholders. 2.3 ***Components of the exercise program*** are identified, developed and documented in the exercise plan. 2.4 ***Exercise style*** and activities consistent with exercise objectives are selected in consultation with stakeholders. 2.5 ***Design planning processes*** are undertaken with stakeholders to meet exercise objectives and components. 2.6 Exercise documentation is prepared.
3. Assess exercise risks	3.1 Risk and safety considerations are included in planning process. 3.2 Activities which mitigate/reduce risks associated with conducting exercise activities are designed and included. 3.3 Exercise risk and safety management plan is prepared.
4. Plan resource allocation	4.1 ***Resources*** to support the exercise are identified and secured. 4.2 Exercise host is identified and commitment to

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achieving exercise objectives is secured.

4.3 Appropriate authorisation(s) to use resources are obtained and documented.

4.4 Availability and timeframes for use of resources is agreed by appropriate authorities.

Required Skills and Knowledge

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

Required Skills

- manage small-group workshops and activities
- build effective networks and relationships
- work effectively in a group setting
- liaise and communicate with other agencies
- plan and deliver briefings and debriefings
- prepare exercise documentation
- interpret organisational needs to develop measurable, achievable objectives
- research skills to build scenarios and exercise inputs

Required Knowledge

- exercise management concepts and principles
- educational principles underpinning the design of objectives and linking those to activities
- incident management principles
- legislative and regulatory arrangements relevant to using resources, such as land, buildings, equipment and volunteers
- problem solving and decision making techniques
- project management principles
- risk and safety management principles
- budgeting and logistic management principles
- jurisdictional emergency management arrangements

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 must confirm the ability to:

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assessment and evidence required to demonstrate competency in this unit

- bring together an effective exercise design and planning team
- facilitate the construction of realistic, meaningful and safe activities that address the exercise aim and objectives

Consistency in performance

Candidates should be expected to present evidence from at least two different contexts or exercise styles, including at least one exercise that requires multi-agency or organisation input and of which one may be simulated

Context of and specific resources for assessment

Context of assessment

Competency should be assessed on-the-job or in a simulated workplace environment.

Specific resources for assessment

Access is required to a real-life exercise design project.

Method of assessment

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

Assessment may occur in a work environment or in a 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.

Stakeholders may include:

- staff
- client groups
- decision makers
- members of the public

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- community groups
- industry groups
- public and private sector organisations
- non-government organisations
- elected officials

Exercise objectives may include:

- assessing and/or demonstrating the capability of individuals, teams, systems and/or arrangements
- assessing or auditing system(s) performance
- developing new skills
- evaluating emergency management plans
- evaluating individuals/teams/facilities/systems
- evaluating risk treatment strategies
- exploring issues
- improving team cohesion
- meeting legislative or regulatory requirements
- practising skills, systems or procedures
- promoting awareness
- sharing information
- validating training objectives or learning outcomes

Exercise focus may include:

- improving systems, plans or arrangements
- developing/training participants
- sharing information
- testing or auditing systems, plans, arrangements, facilities, and/or individual or team competencies

Components of the exercise program may include:

- exercise name
- authorities, permissions and governance
- scope or purpose statement
- aim and objectives
- activity plan
- detailed schedule of activities
- location (s)
- risk and safety management plan
- budget and logistics plan
- evaluation/assessment plan
- evidence collection tools/templates
- debrief plan

Exercise style may include:

- case study
- discussion/desktop exercises
- hypothetical exercise/scenario analysis
- distributed interactive exercise
- field exercise
- functional centre exercises

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	• role play
Design planning processes may include:	• Determining assessment and performance criteria • planning briefings and debriefings • developing contingency plans • scenario and activity design • developing background information and exercise inputs • determination of activity management structure • developing documentation • issuing notification s to affected stakeholders • identifying and managing risks • identifying and securing resources • meetings • developing and reviewing key performance indicators • scoping of agencies participating and the level at which they are participating • seasonal weather considerations • agreeing on duration of exercise activities
Exercise documentation may include:	• Activity inputs (general and special ideas) • activity notification • activity management checklists • assessor documentation • evaluation checklist • evidence collection templates • exercise injects • general instruction • incident action plans • meeting details • permissions and approvals • risk assessments • risk action plans • safety instructions • specific inputs • timetable/schedule of events • umpire documentation
Resources may include:	• agency guidelines/instructions • catering • equipment • exercise staff • facilities • finance

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- first aid personnel
- guest/specialist speaker
- medical supplies and personnel
- personnel
- presenter
- responders or victims with experience of an emergency
- response guide
- safety advisor
- transport
- volunteers
- welfare support

Unit Sector(s)

Not applicable.

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PUAFER004 Respond to facility emergencies

Modification History

Release 1. This is the first release of this unit of competency in the PUA Public Safety Training Package.

Application

This unit of competency involves the skills and knowledge required by occupants to recognise emergencies in a facility, to report emergencies and to take appropriate action during facility emergency situations. It includes preparing for emergency situations, reporting emergencies, responding to emergency warnings and advice, choosing the most appropriate course of action and evacuating from a danger area.

The unit has been developed to cover the facilities as specified in Australian Standard (AS) 3745 and AS4083. For this unit, as covered by AS3745 and AS4083, occupants are people attending a facility on a permanent or temporary basis such as an employee, contractor, student, resident but not a visitor or patient and a facility is a building, structure or workplace that is, or may be, occupied by people (occupants).

All aspects of the unit must be undertaken in accordance with legislative requirements, organisational policies and procedures and accepted safe practices. It applies to occupants who are required to be 'emergency aware' in their facility.

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

Pre-requisite Unit

Not applicable

Competency Field

Facility Emergency Response

Unit Sector

Public Safety

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential	Performance criteria describe the performance needed to

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outcomes.	demonstrate achievement of the element.
1 Prepare for emergency situations	**1.1** Facility emergency procedures to be used by occupants are identified and followed
	1.2 Emergency resources in a facility are identified and located
	1.3 Emergency response exercises are participated in, in accordance with facility emergency procedures
2 Report emergencies	**2.1** Emergencies are identified and reported, in accordance with facility emergency procedures
	2.2 Occupants in any immediate danger from an emergency or potential emergency are alerted, in accordance with facility emergency procedures
3 Respond to emergency warnings and advice	**3.1** Emergency warnings and advice are responded to, in accordance with facility emergency procedures
	3.2 Instructions from emergency control organisation or attending emergency services are complied with during an emergency
4 Choose most appropriate course of action	**4.1** Emergencies that require evacuation are determined
	4.2 Emergencies that require occupants to shelter-in-place (no evacuation) are determined
	4.3 Shelter or refuge is assessed to determine suitability and sustainability when a shelter-in-place response is the preferred option
	4.4 Emergencies that require lockdown are determined
	4.5 Appropriate cover is assessed when lockdown is required
5 Evacuate from danger area	**5.1** Need to evacuate from danger area is determined and issued under facility emergency procedures
	5.2 Work area is prepared for evacuation, in accordance with facility emergency procedures
	5.3 Area of danger is evacuated, in accordance with facility emergency procedures
	5.4 Where it is safe to do so, assistance is provided to

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occupants who may require it

5.5 Evacuation procedures and instructions from emergency control organisation or emergency response personnel are followed

5.6 Alternative pathways or methods of evacuation are identified, assessed and chosen, in accordance with facility emergency procedures, if usual means of evacuation are blocked or occupants are endangered

5.7 Communication system is used to respond to facility emergencies, in accordance with facility procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to PUAWER004B Respond to facility emergencies.

Links

PUA Training Package Companion Volume Implementation Guide is found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=3eca5672-6d5a-410b-8942-810d0ba05bbf

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Assessment Requirements for PUAFER004 Respond to facility emergencies

Modification History

Release 1. This is the first release of this unit of competency in the PUA Public Safety Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements and performance criteria on at least one occasion and includes

- applying Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements
- complying with legislation, industry standards, codes of practice and regulations
- evacuating from work area
- following facility emergency procedures and direction of emergency control organisation members and/or attending emergency services
- identifying and evacuating occupants who may require assistance
- identifying and reporting emergencies
- maintaining own safety and the safety of others in emergency situations
- participating in emergency response exercises including briefings, debriefings, simulations, reviews and desk top drills
- preparing for emergency situations
- responding to emergency warnings and advice
- selecting the most appropriate course of action during an emergency

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements and performance criteria and includes knowledge of

- circumstances where evacuation may need to be modified
- emergency response exercises including participation in briefings and debriefings
- evacuation alarms and facility emergency procedures including action to take when evacuation to a location external to the building might expose evacuated occupants and/or personnel to a greater level of danger
- facility emergency documentation, policies and procedures
- facility emergency reporting systems and procedures facility emergency warning system, signals and instructions
- legislation, industry standards, codes of practice and regulations
- locations of assembly areas and post evacuation actions

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- locations of emergency equipment in a facility
- roles, responsibilities and authority of emergency personnel, emergency control organisations and emergency response teams
- types of emergencies, hazards and evacuation actions associated with each one
- types of occupants who may require assistance
- where Personal Emergency Evacuations Plans (PEEPs) for occupants who have a disability are kept
- Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in industry approved simulated workplace operational situations that reflect workplace conditions.

Resources for assessment must include access to

- a range of relevant exercises, case studies and/or simulations
  - that reflect emergency situations that may occur in a facility and include shelter in place, partial evacuation and/or full evacuation
- relevant and appropriate materials, equipment, tools and personal protective clothing and equipment currently used in industry
- applicable documentation including organisational policies, facility emergency plan, facility emergency response procedures, industry standards, equipment specifications, regulations, codes of practice and operation manuals.

Links

PUA Training Package Companion Volume Implementation Guide is found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=3eca5672-6d5a-410b-8942-810d0ba05bbf

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PUAFIR508 Develop and analyse the behaviour and suppression options for a wildfire

Modification History

Release 1. This is the first release of this unit of competency in the PUA Public Safety Training Package.

Application

This unit of competency involves the skills and knowledge required to provide an analysis of the behaviour and spread of a wildfire and to prepare suppression options that are appropriate for expected fire behaviour.

The unit applies to personnel required to provide fire behaviour and spread predictions for consideration by the incident management team and state control centre.

The fire sector is those sections of government departments, statutory authorities or organisations that have responsibility under jurisdictional arrangements for the delivery of firefighting and fire management services.

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

Pre-requisite Unit

Not applicable.

Competency Field

Fire

Unit Sector

Fire

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Analyse factors that can impact a wildfire and	**1.1** Information on current and future fire behaviour and spread is collected from a range of sources and is

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develop predictions		recorded, in accordance with organisational procedures
	1.2	Analysis is undertaken of fuels, fuel assessment, weather analysis and the effects of topography on fire behaviour
	1.3	Relevant site information is sought form data bases or experts, in accordance with organisational procedures
	1.4	Appropriate fire prediction tools and references are utilised in the analysis of fire behaviour and spread
	1.5	Fire behaviour and spread predictions are developed, in accordance with organisational procedures
	1.6	Predicted fire behaviour is validated against actual observations and intelligence as it becomes available
2 Develop and maintain maps and data	**2.1**	Required map information and data regarding predicted fire spread and behaviour is prepared
	2.2	Quality information is provided within required timeframes for fire control planning
	2.3	Key assumptions and limitations affecting the predictions are identified and reported
	2.4	Fire behaviour and spread predictions are updated as new weather and fire information becomes available
3 Analyse and communicate risks	**3.1**	Location and timing of potential future impact of the fire is predicted
	3.2	Key risks of fire to human, economic and environmental assets are considered, in accordance with organisational procedures
	3.3	Fire and weather are monitored to assess if and or when fire behaviour is likely to change
	3.4	Identified risks and impacts are communicated to relevant personnel
4 Contribute to the analysis of fire suppression options	**4.1**	Participate in preparation of options analysis for consideration by the Incident Management Team (IMT)
	4.2	Relevant time frames and fire behaviour thresholds for fire suppression strategies and tactics are considered
	4.3	Predicted changes to or variations in fire behaviour

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conditions due to fuel, weather, topography and fire size are reviewed and considered

4.4 Advice and analysis are provided to the IMT, in accordance with organisational procedures, to assist in developing strategies including fall back strategies

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

firefighting strategies must include	• defensive strategies - community and asset protection • offensive strategies - direct, indirect and parallel attack
firefighting tactics must include	• aerial suppression • back burning and burning out • control line construction - hand and machine • direct application of firefighting media

Unit Mapping Information

This unit replaces and is equivalent to PUAFIR512 Develop and analyse the behaviour and suppression options for a Level 2 wildfire.

Links

PUA Training Package Companion Volume Implementation Guide is found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=3eca5672-6d5a-410b-8942-810d0ba05bbf

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Assessment Requirements for PUAFIR508 Develop and analyse the behaviour and suppression options for a wildfire

Modification History

Release 1. This is the first release of this unit of competency in the PUA Public Safety Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements, performance criteria and range of conditions on at least one occasion and includes

- accessing and interpreting weather products including conducting weather analysis, consideration of fuels, using topographical information to predict fire behaviour and the selection fire prediction tools
- analysing and communicating key risks
- analysing factors impacting on wildfire and developing incident predictions
- applying topographical information to predict fire behaviour
- applying Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) organisational requirements
- conducting weather analysis
- considering fuels
- developing and maintaining maps and data information for fire predictions
- preparing and analysing fire suppression options including strategies and tactics consistent with incident objectives
- providing for use to an Incident Management Team (IMT) an accurate analysis and projection of fire spread and fire behaviour indicating probable and possible scenarios and an analysis of a range of appropriate fire suppression options
- selecting and applying fire prediction tools and references

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements, performance criteria and range of conditions and includes knowledge of

- conditions suitable for and limitations of fire suppression strategies and tactics
- effects of topography on fire behaviour
- fire behaviour including fire perimeter, fire size, growth and shape, fire whirls, flame characteristics such as height and depth, heat output and intensity, junction zones, rate of spread, smoke and spotting
- fire considerations and risks

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- fire suppression strategies and tactics
- fire weather
- fuel and fuel assessment
- fuel types and fuel assessment techniques
- human, economic and environmental assets
- impact of weather on fire behaviour
- map information and data including
  - fire behaviour estimates
  - maps of fire spread estimated at time intervals as required by the incident management team with separate mapping for probable and possible scenarios
  - narrative regarding limitations, assumptions, prediction uncertainties and other comments to assist in the interpretation of data
- organisational documentation, policies and procedures
- sources of information relating to weather and fire behaviour
- types of fire prediction tools and references
- Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) organisational requirements including risk mitigation and categories of risk

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in industry approved simulated workplace operational situations that reflect workplace conditions.

Competency should be demonstrated over time in actual or simulated wildfire incidents

Resources for assessment must include access to

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, equipment, tools and personal protective clothing and equipment currently used in industry including
  - a range of actual or simulated fires
  - a range of sources of information related to fire spread and behaviour
  - organisational templates for fire behaviour prediction
- applicable documentation including organisational procedures, industry standards, equipment specifications, regulations, codes of practice and operation manuals.

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Links

PUA Training Package Companion Volume Implementation Guide is found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=3eca5672-6d5a-410b-8942-810d0ba05bbf

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PUAFIR512 Develop and analyse the behaviour and suppression options for a Level 2 wildfire

Modification History

Release	TP Version	Comments
2	PUA12 V2.1	Editorial changes.
1	PUA12 V2	New unit.

Unit Descriptor

This unit covers the competency required to provide an analysis of the spread and behaviour of an intermediate wildfire and to prepare fire suppression options that are appropriate for the expected fire behaviour.

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

Application of the Unit

This unit applies to personnel required to provide fire behaviour and spread predictions for consideration by the Incident Management Team.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

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

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Analyse factors impacting on the spread and behaviour of an intermediate wildfire and develop an incident prediction	1.1 Information on the current and future fire spread and ***fire behaviour*** is collected from a range of ***sources*** and recorded. 1.2 Analysis is conducted using ***consideration of fuels and fuel assessment***, ***weather analysis***, the ***effects of topography*** and likely resultant fire behaviour. ***1.3 Fire prediction tools and references*** are effectively utilised in the analysis of fire spread and behaviour. 1.4 Results of the fire behaviour analysis are validated against fire observations as they become available.
2. Develop maps and data, and maintain associated information regarding projected fire spread and behaviour	2.1 Necessary ***map information and data*** is prepared. 2.2 Fire spread and behaviour projections are developed in a manner appropriate to the incident. 2.3 Use of the information in planning the control of the incident is facilitated through quality, timeliness and presentation of the information. 2.4 Fire spread and fire behaviour projections are updated as new weather and fire information becomes available.
3. Analyse and communicate key risks of the projected fire spread and behaviour	3.1 Site information is sought from agency databases or experts. 3.2 Area and timing of potential future impact of the fire is projected. 3.3 Key ***risks*** of the fire to ***human, economic and environmental assets*** are considered. 3.4 Fire and weather are monitored to assess if or when fire danger is likely to suddenly increase.
4. Prepare and analyse a range of fire suppression	4.1 Range of options with an analysis of probable level of success and consequences of failure is prepared

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options consistent with incident objectives	for consideration by the Incident Management Team. 4.2 Time available and the threshold fire behaviour for which each ***strategy*** and ***tactic*** is likely to be effective are considered. 4.3 Projected changes to or variation in fire behaviour conditions (due to fuel, weather, topography, fire size) are considered. 4.4 Advice and analysis are provided to the Incident Management Team to assist in development of strategies and fallback strategies.

Required Skills and Knowledge

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

Required Skills

- access and interpret weather products
- implement strategic risk analysis techniques
- interpret fire spread source data
- manage data and maintain accurate records
- understand and interpret topographic maps in order to plot potential fire spread
- use fire prediction tools and suppression guides

Required Knowledge

- categories of risk
- conditions suitable for and the limitations of fire suppression strategies
- effects of topography on fire behaviour
- fire behaviour factors
- fire suppression strategies and tactics
- fire weather
- fuel and fuel assessment
- sources of data relating to fire behaviour

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	Assessment must confirm the ability to:

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required to demonstrate competency in this unit	• provide (for use by the Incident Management Team to plan the control of an intermediate wildfire):
	  • accurate analysis and projection of fire spread and fire behaviour, indicating probable and possible scenarios
	  • analysis of a range of appropriate fire suppression options
	Consistency in performance
	Competency should be demonstrated over time in actual or simulated wildfire incidents.

Context of and specific resources for assessment	**Context of assessment** Competency should be assessed in a range of actual or simulated wildfire incidents. **Specific resources for assessment** Access is required to: • range of actual or simulated fires • range of sources of information related to fire spread and behaviour • agency templates for fire behaviour prediction
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 agency-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

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different work environments and situations that may affect performance. ***Bold italicised*** wording in the Performance Criteria is detailed below.	
Fire behaviour must include:	• fire perimeter • fire size/growth/shape • fire whirls • flame characteristics (height and depth) • heat output and intensity • junction zones • rate of spread • smoke • spotting
Sources may include:	• air or ground observations • automated weather stations • Bureau of Meteorology websites and/or fire weather experts • fire history maps • fuel type maps • fireground information, operational situation reports and infrared scans • geographic information systems (GIS) and agency site-related databases • land managers • persons with local knowledge
Consideration of fuels and fuel assessment may include:	• bark fine fuels • canopy fine fuels • coarse fuels • coarse standing fuels • coarse surface fuels • dead course fuel moisture • dead fine fuel moisture • elevated fine fuels • fine fuels • fuel and fire behaviour • live fuel moisture • moisture content assessment • near surface fine fuels • surface fine fuels • total fuel load
Weather analysis may include:	• atmospheric stability • Bureau of Meteorology products and tools • calculation of fire danger ratings

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	• cold fronts • diurnal cycles • droughts • Foehn winds • Katabatic and Anabatic winds • long-term weather cycles • relative humidity and dew point temperature • sea breezes and land breezes • seasonal cycles • short-term and local weather effects • temperature • temperature inversions • wind gustiness and directional variation • wind speed and direction
Eeffects of topography on fire behaviour must include:	• acceleration effects • dry upper winds – mixing/range effect • drought index and drought factor • fuel distribution • elevation • rockiness/continuity • land form (channelling) • slope and aspect
Fire prediction tools and references may include:	• CSIRO (Mcarthur) forest fire danger meter • CSIRO (Mcarthur) grassland fire danger meter • CSIRO (Mcarthur) grassland fire spread meter • Vesta fire model • WA forest fire behaviour tables • overall fuel hazard guide (DSE, 1999) • other fuel specific fire behaviour prediction systems (such as buttongrass in Tasmania, mallee-heath model, spinifex model)
Map information and data may include:	• maps of fire spread, estimated at time intervals as required by the incident management team, with separate mapping for probable and possible scenarios • narrative regarding limitations, assumptions, prediction uncertainties and other comment to assist in the interpretation of the data • victoria fire behaviour estimates
Risks may include:	• operational risk • public safety risk • risks to public and private assets

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	• economic risk • environmental risk • legal risk • technical risk • political risk
Human, economic and environmental assets may include:	• areas of environmental or conservation value • areas of tourism value • crops and farm assets • historic sites • indigenous cultural sites • key infrastructure such as a major bridge or power transmission lines • plantations • private or public buildings • towns or settlements • water catchments

Strategy may include:	• offensive strategies:
	  • direct attack
	  • indirect attack
	  • parallel attack
	• defensive strategies:
	  • community and asset protection

Tactic may include:	• aerial suppression • back-burning/burning out • control line construction (hand, machine)

Unit Sector(s)

Not applicable.

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PUAMAN002B Administer work group resources

Modification History

Release	TP version	Comments
2	PUA12 V1	Layout adjusted. Application revised.
1	PUA00 V8.1	Primary release on TGA.

Unit Descriptor

This unit covers the competency to administer work group resources to support the achievements of organisational and operational objectives.

Application of the Unit

This unit applies to public safety managers with responsibility for resources allocation. It is relevant for managers at a local level through to organisational level.

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

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performance is to be consistent with the Evidence Guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Access and allocate resources	1.1 Required ***resources*** are identified, and accessed in accordance with organisation's policy and procedures. 1.2 ***Resources are allocated*** to facilitate required outcomes . 1.3 Equipment stock and supplies are stored in accordance with ***organisation's policy and procedures.*** 1.4 Resources are handled in accordance with organisation's policy and procedures and ***resource management systems.***
2. Monitor, evaluate and report on resource usage	2.1 Records of resources allocation and usage are maintained in accordance with relevant legislation and organisational guidelines. 2.2 Resource usage is monitored and evaluated against targets and organisational standards. 2.3 Resource utilisation issues are addressed.

Required Skills and Knowledge

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

Required Skills

- evaluate resource usage
- interpret budget reports
- monitor resource allocation and usage
- produce resource reports
- utilise resource inventories

Required Knowledge

- computer based tools to produce resource reports
- equal employment opportunity policy and procedures
- management information systems

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- occupational health and safety policy and procedures
- organisation's policies and procedures for budget administration
- organisation's policy and procedures relating to resource acquisition and allocation
- stock handling procedures

Evidence Guide

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

It is essential for this unit that competence be demonstrated in knowledge and application of the coordination of resources in a range of contexts to achieve the organisation's objectives.

Consistency in performance

Evidence should be gathered over a period of time in a range of actual or simulated workplace environments.

Context of and specific resources for assessment

Context of assessment

Evidence of competent performance should be gathered by observing an individual in a resource coordination role in the workplace or exercise or operational environment.

Specific resources for assessment

No special requirements.

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.

Resources may include:

- finances
- facilities equipment
- stock and supplies
- human resources

Organisation's policy procedures and standards may include:

- equal employment opportunity and occupational health and safety work group policy and procedures
- environmental protection and sustainability
- organisation's work group plans
- organisation's financial and other resource

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	management guidelines • technology and data associated with management information systems
Resource management systems may include:	• human resource systems • computer databases resource lists • contact details lists • financial accounting systems • communication systems
Allocations of resources considerations may include:	• suitability • type of resource • urgency • cost effectiveness • accessibility • maintenance demands • availability • deployment time

Unit Sector(s)

Not applicable.

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PUAMAN004B Manage procurement

Modification History

Release	TP version	Comments
3	PUA12 V2.1	Editorial changes.
2	PUA12 V1	Layout adjusted. Application revised.
1	PUA00 V8.1	Primary release on TGA.

Unit Descriptor

This unit covers the competency to call for tenders and manage the awarding of contracts.

Application of the Unit

This unit applies to workers who have a specific role relating to tenders and contracts within a public safety organisation, particularly responsibility for ensuring that the organisation's legal and risk management process is applied.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

PUAMAN002B Administer work group resources (Fire sector specific)

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a Unit	Performance Criteria describe the required performance needed to demonstrate achievement of the element. Where ***bold italicised*** text is used, further information is

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

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Prepare appropriate documentation	1.1 Preparation of documentation is managed. 1.2 Conditions of tendering the contract and specifications meet organisation/government policies and guidelines. 1.3 Tendering process conforms with tender/supply code. 1.4 An appropriately experienced officer is identified to handle all inquiries during the tender process and all tenderers are advised of clarifications.
2. Establish the basis of tendering	2.1 ***The form of tender***, public or selective is determined. 2.2 Expressions of interest are sought. 2.3 Expressions of interest are evaluated and potential tenderers short listed.
3. Receive and assess tenders	3.1 Documents are received and opened in accordance with ***organisational policies and procedures.*** 3.2 Tenders are checked for compliance with conditions set out in request for offers. 3.3 Details of tenders are compared with established ***evaluation criteria.*** 3.4 Checks are made to ensure that principles of probity, fairness and commercial confidentiality are met throughout the tender process. 3.5 Issues which may require negotiation are identified.
4. Select successful respondent/s	4.1 ***Selection*** is based on evaluation criteria and relevant factors affecting the tender. 4.2 Selection is ethically sound and does not breach probity principles. 4.3 All actual or potential conflicts of interests are disclosed. 4.4 Where possible the contractor is selected from a registered panel of contractors who are proven to have the relevant expertise and capacity. 4.5 Contractor's price and conditions are examined in

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ELEMENT	PERFORMANCE CRITERIA
	order to determine that the offer is clear, calculable and not open to manipulation.
	4.6 A cost-benefit analysis shows that the selected contractor offers best value for money.
5. Finalise contract details	5.1 Letter of acceptance outlines all relevant requirements for signing of documentation and satisfaction of pre-commencement conditions.
	5.2 Discrepancies and disagreements about proposed supply arrangements are clarified and resolved prior to entering into the agreement.
	5.3 Contract is properly executed by the successful proponent and is in accordance with legal requirements.
	5.4 Unsuccessful tenderers are briefed if appropriate.
	5.5 Contract conditions are read and understood by all personnel involved in contract administration.
	5.6 Contract documents are prepared, approved and distributed.
	5.7 Fulfilment of any ***outstanding requirements*** is checked and rectified if necessary.
6. Evaluate performance of the contract on completion	6.1 Contract conditions and responsibilities are reviewed with relevant personnel to ensure satisfactory completion of contract.
	6.2 Contract completion is authorised in writing to confirm completed services have been undertaken according to contract objectives and specifications.
	6.3 ***Contractor performance***/level of service is evaluated against agreed benchmark.

Required Skills and Knowledge

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

Required Skills

- establish effective feedback and monitoring systems
- implement risk management plans
- monitor and review contract performance
- plan effectively and solve problems
- supply information relevant to contract performance

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Required Knowledge

- assessment of tenders
- award of contracts
- basics of contract law
- contract administration
- contract requirements
- negotiation processes
- organisational procedures and guidelines for the calling of tenders
- principles of quality assurance
- risk management principles
- sources of legal advice
- terms and conditions

Evidence Guide

Critical aspects for assessment and evidence required to demonstrate competency in this unit	Demonstration of knowledge and skills required to award, manage and evaluate a contractor's performance and attend to any variations and difficulties which arise during the course of the contract. **Consistency in performance** Evidence should be gathered over a period of time in a range of actual or simulated contract management environments.
Context of and specific resources for assessment	**Context of assessment** Evidence should be gathered over a period of time in a range of actual or simulated contract management environments. **Specific resources for assessment** Evidence of competent performance by observing an individual in a contract management role within the workplace or simulated environment. Knowledge may be assessed through written assignments, project reports, debriefings and action learning projects.

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***

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wording in the Performance Criteria is detailed below.

Forms of tenders may include:	• public • selective
Evaluation criteria may include:	• project objectives • technical specifications • risk • user requirements • timing resources – staff • supplies • budget • environmental policies
Selection of contractors may be based on:	• assessment against evaluation criteria • expertise of contractor • resources allocated to project • contractor's proven performance record • contractor's reputation for quality • contractor's background knowledge of the project • contractor's understanding of organisational requirements • availability of contractor • estimated cost
Performance of contractors may be evaluated on:	• progress towards milestones and objectives • adherence to proposed timelines • adherence to estimated costs • access to resources • staff • supplies • materials • goods • advice • implementation of recommendations • technical specifications • quality assurance • environmental policies
Outstanding requirements may include:	• insurance (public liability • professional indemnity • WorkCover • personal accident) • evidence of covers • security deposits/bank guarantees • warranties of equipment performance

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Monitoring of contractor performance may include:	• site visits • inspections • project management meetings • progress meetings • reports validation of quality systems • partial or full audits
Organisational policy and procedures may vary between sectors and organisations and may include:	• legislation relevant to procurement • legislation relevant to the organisation • operational corporate and strategic plans • operational performance standards • organisational personnel practices and guidelines

Unit Sector(s)

Not applicable.

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PUAOHS002B Maintain safety at an incident scene

Modification History

Release	TP version	Comments
3	PUA12 V2.1	Editorial changes.
2	PUA12 V1	Layout adjusted. Application revised.
1	PUA00 V8.1	Primary release on TGA.

Unit Descriptor

This unit covers the competency to recognise potential health and safety risks and take action to eliminate or control those risks at incident scenes, to prevent injury to self, other personnel or members of the public.

Application of the Unit

This unit applies to all public safety workers attending an incident scene, and links to the individual's responsibility to maintain personal safety and to be aware of how actions affect the safety of others, including team members, other agency workers, and general public.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

PUAFIR215 Prevent Injury (Fire sector specific)

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the Performance Criteria describe the required performance

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essential outcomes of a Unit of Competency.	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. Determine hazards at incident site	1.1 Issues affecting safety of self and other personnel are established by identification of ***hazards*** and assessment of ***risks***, and by liaison with others at the scene. 1.2 Relevant operational safety procedures are implemented in accordance with organisation's policies. 1.3 Duties are undertaken in line with organisational health and safety codes of practice and ***relevant legislation.***
2. Implement hazard controls at incident scene	2.1 Hazards are identified and mitigation procedures are selected in line with work instructions and procedures. 2.2 Hazardous situations rectified where possible and reported and/or recorded according to organisation's policies and procedures. 2.3 Changes in situation and/or conditions are reported immediately to ***designated person.*** 2.4 ***Hazard controls*** are monitored and communicated to relevant personnel to ensure continuing effectiveness. 2.5 Hazard control and mitigation measures are implemented with minimum damage to the environment, while maintaining safety of self and others. 2.6 Incident/accident scene is effectively secured to preserve the scene and maintain ***public safety*** in line with legislative requirements.
3. Maintain personal safety	3.1 ***Personal protective clothing and equipment*** is selected and checked according to organisational procedures to ensure it is operational prior to entry into incident situation. 3.2 Personal protective clothing and equipment

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ELEMENT	PERFORMANCE CRITERIA
	appropriate to dealing with the hazard is worn/fitted and used in accordance with organisation's policies and procedures and manufacturer's guidelines.
	3.3 Water and food intake, rest breaks and shelter requirements are maintained.
	3.4 ***Survival technique strategies*** are implemented in accordance with organisation's policies and guidelines.
4. Contribute to maintaining safety of other work group members	4.1 Impact of own actions on safety of others is recognised.
	4.2 Contact is maintained at all times with other work group members.
	4.3 Signals are correctly used, interpreted, confirmed and acted upon in a timely manner.

Required Skills and Knowledge

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

Required Skills

- communicate non-verbally and verbally
- follow procedures and instructions
- record information
- use communication equipment
- work with others in a team situation

Required Knowledge

- accidents and incidents
- commonly encountered hazards and procedures and safety precautions to prevent injury on encountering various hazards
- employee responsibilities and obligations
- food intake
- hazards
- heat induced illness - factors leading to prevention
- injuries
- labelling and storage of hazardous substances
- manual handling hazards
- means of relaying warnings to other personnel
- methods of hazard control and reporting
- organisation's occupational health and safety policy

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- problems associated with insufficient water intake
- procedures for investigating injuries
- procedures for participating in occupational health and safety arrangements
- procedures for reporting hazards
- protection
- relevant standard operating procedures
- respiratory system - functions
- rest breaks
- State and Territory occupational health and safety requirements
- survival techniques for various situations
- symptoms and treatment
- techniques and aids
- use and limitations of relevant protective clothing and equipment

Evidence Guide

Critical aspects for assessment and evidence required to demonstrate competency in this unit	It is essential for this unit that competence be demonstrated in maintaining personal safety and safety of others. **Consistency in performance** Evidence should be gathered over a period of time in a range of actual or simulated workplace environments.
Context of and specific resources for assessment	**Context of assessment** A real life incident, exercise or simulation, or series of tasks are required to demonstrate competence in this unit. This may involve setting scenarios to be completed either individually or as a member of a team. Written or verbal questions may be used as supporting evidence. **Specific resources for assessment** A range of protective clothing and equipment may be required.

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.

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Working environment may be:	• hazardous • unpredictable • subject to time pressure • chaotic and expose responders to risk
Public Safety workplaces include:	• any location where a Public Safety incident occurs
Response situation include:	• single and multi agency response situations
Hazards include:	• all potential sources of injury or damage to property or the environment including identified and potential hazards to persons • equipment or the environment
Risk is:	• the likelihood of injury or damage occurring and the potential consequences of any injury or damage

Incidents may include:	• a variety of natural or man made events including but not limited to rescues and extrications
	• flood
	• storm
	• tempest
	• natural disaster
	• vehicle
	• aircraft
	• rail
	• industrial
	• civil defence
	• fires:
	  • structural
	  • wild
	  • prescribed burning
	• search and rescue :
	  • urban
	  • rural
	  • sea
	• hazardous materials and dangerous goods

Hazards may be identified by:	• scene assessment • visual inspections • plan reviews • recognising hazard warnings • accessing data bases • interviewing others at scene • seeking expert advice

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Others at scene may include:	• organisational personnel • personnel from other organisations • general public
Hazardous materials may include:	• thermal • mechanical • explosives • toxic • corrosive • asphyxiant • radiation • etiological hazards • mutagenic materials
Biological hazards may include:	• bacteria • viruses • fungi and yeasts • including exotic organisms
Physical hazards may include:	• noise • slippery surfaces • poor visibility • smoky environments • fallen/falling objects • fatigue
Electrical hazards may include:	• pole fires • electrical fires • electricity in damaged/burning structures • energised vehicles/structures due to downed wires • photovoltaic generation systems
Manual handling hazards may include:	• heavy objects • content and shape of containers
Environmental hazards may include:	• temperature • darkness • fire • snow • floods • winds • rain • hail • flora • fauna • postural restrictions and access • terrain

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Hazard control measures may include:	• traffic • erection of barriers • establishment of control zone • use of spill clean up kits • use of electrically insulated tools and equipment • vehicle protection hoses and devices • life support equipment (heat radiation shielded crew cabin • vehicle cabins with/without sprays) • entry control procedures to hazardous areas • decontamination • isolation of electricity supply
Relevant legislation may include:	• state or territory occupational health and safety acts and regulations
Personal protective clothing and equipment may include:	• breathing apparatus • personal lines • air lines • personal distress units • respiratory protection • protective hoods • goggles • hearing protectors • sunscreen • chemical protective clothing • personal flotation devices • wet suits • turnout uniform • gloves • hard hat • safety boots • overalls • chainsaw chaps • bullet proof vests • firearms • batons • handcuffs
Hazard control equipment may include:	• atmospheric monitoring equipment • meteorological equipment • radiation monitoring equipment • oxygen meters • flammable gas detectors

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Reporting may include:	• verbal • written reports • completing standard forms • logs • sitreps • note taking • logging entry to hazardous areas
Designated person may include:	• supervisor • team leader • workplace occupational health and safety representative • officer in charge
Survival strategies which may be applied in:	• buildings • wildfire situations • water • extreme heat or cold
Factors which may require monitoring may include:	• traffic • weather conditions • vegetation type • spectators • temperature • structural integrity • relative humidity • slope • terrain • water supply/pressure • fire development • stream flows • suspect atmospheres
Contact with other personnel may include:	• visual • vocal • touch • radio • audible warnings • signalling

Unit Sector(s)

Not applicable.

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PUAOPE013 Operate communications systems and equipment

Modification History

Release 1. This is the first release of this unit of competency in the Public Safety Training Package.

Application

This unit of competency involves the skills and knowledge required to transmit and receive communications in routine and operational situations using the organisation's communications systems and equipment.

The unit is applicable to personnel who are required to operate an organisation's communications systems and equipment in support of the tasks they are undertaking. This may occur either in the field or from a facility.

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

Pre-requisite Unit

Not applicable.

Competency Field

Operations

Unit Sector

Public Safety

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Use communications systems and equipment	**1.1** Communications equipment and techniques, including verbal transmissions and voice procedures, are selected to best meet the task, context and needs of the situation
	1.2 Equipment is operated safely to support communications

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		consistent with organisational policies and procedures
	1.3	Communications system is correctly utilised to facilitate transmission and reception
2 Transmit and receive communications	**2.1**	Information is transmitted concisely and clearly to facilitate accurate reception of the message, in accordance with organisational policies and procedures
	2.2	Contact is acknowledged, communication is confirmed, and action is initiated
	2.3	Communication faults and deficiencies are reported, in accordance with organisational policies and procedures
	2.4	Alternative communications strategies are employed, in accordance with organisational procedures, to address identified faults and deficiencies in communication
	2.5	Communication is processed and recorded, in accordance with organisational policies and procedures
3 Maintain communications equipment	**3.1**	Communications equipment is inspected to ensure operational readiness
	3.2	Fault finding techniques are applied and basic maintenance is conducted, in accordance with organisational policies and procedures
	3.3	Faulty equipment is identified and noted for repair and documentation is completed, in accordance with organisational procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

organisation's communications equipment must include	• radio • telephone

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Unit Mapping Information

This unit replaces and is equivalent to PUAOPE013A Operate communications systems and equipment.

Links

PUA Training Package Companion Volume Implementation Guide is found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=3eca5672-6d5a-410b-8942-810d0ba05bbf

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Assessment Requirements for PUAOPE013 Operate communications systems and equipment

Modification History

Release 1. This is the first release of this unit of competency in the Public Safety Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements, performance criteria and range of conditions on at least one occasion and includes

- applying Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements
- following organisational protocols, policies and procedures
- maintaining communications equipment
- making verbal transmissions
- operating a range of different communications equipment
- reporting communication faults and deficiencies
- transmitting and receiving communications using the organisation's communications systems and equipment
- using communications systems and equipment under non-operational and operational conditions
- using verbal communication procedures
- using voice techniques

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements, performance criteria and range of conditions and includes knowledge of

- organisational documentation, policies and procedures
- range of communications equipment available
- types of and use of communications systems including organisational networks and hardware
- verbal transmission procedures
- voice techniques
- Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements including risk mitigation

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Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in industry approved simulated workplace operational situations that reflect workplace conditions.

Resources for assessment must include access to

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, equipment, tools and personal protective clothing and equipment currently used in industry including
  - communications systems and equipment
- applicable documentation including organisational procedures, industry standards, equipment specifications, regulations, codes of practice and operation manuals.

Links

PUA Training Package Companion Volume Implementation Guide is found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=3eca5672-6d5a-410b-8942-810d0ba05bbf

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PUAOPE013A Operate communications systems and equipment

Modification History

Release	TP version	Comments
2	PUA12 V1	Layout adjusted.
1	PUA00 V8.1	Primary release on TGA.

Unit Descriptor

This unit covers the competency required to transmit and receive communications in routine and operational situations using the organisation's communications systems and equipment.

Application of the Unit

This unit applies to a person who is required to operate an organisation's communications systems and equipment in support of the tasks they are undertaking. This work may occur either in the field or from a facility.

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	Performance Criteria describe the required performance needed to demonstrate achievement of the element. Where ***bold italicised*** text is used, further information is

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of Competency.	detailed in 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 ***Communications equipment*** and techniques including ***verbal communications*** and ***voice procedures***, are selected to best meet the task, context and needs of the situation 1.2 Equipment is operated safely to support communications consistent with organisational policies and procedures 1.3 ***Communications system*** is correctly utilised to facilitate transmission and reception
2. Transmit and receive communications	2.1 Information is transmitted concisely and clearly to facilitate accurate reception of the message in accordance with organisational policies and procedures 2.2 Contact is acknowledged, communication is confirmed and action is initiated 2.3 Communication faults and deficiencies are reported according to organisational policies and procedures 2.4 Alternative communications strategies are employed according to organisational procedures to address identified faults and deficiencies in communication 2.5 Communication is processed and recorded in accordance with organisational policies and procedures
3. Maintain communications equipment	3.1 Communications equipment is inspected to ensure operational readiness 3.2 Fault finding techniques are applied and basic maintenance is conducted according to organisational policies and procedures 3.3 Faulty equipment is identified and noted for repair, and documentation is completed in accordance with organisational procedures

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Required Skills and Knowledge

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

Required Skills

- maintain communications equipment according to organisational procedures
- operate the different communications equipment required by the organisation
- report communication faults and deficiencies according to organisational procedures
- use verbal communication procedures consistent with the organisation's communications system
- utilise the organisation's communications processes and systems

Required Knowledge

- organisational policies and procedures relevant to the operation of communications equipment (such as relevant legislation; 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)
- organisation's communications system
- range of communications equipment available to the organisation

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: • use communications equipment under non-operational and operational conditions • accurately transmit and receive communications using the organisation's communications systems and equipment. **Consistency in performance** Competency should be demonstrated over time in a range of actual or simulated workplace environments.
Context of and specific resources for assessment	**Context of assessment** Competency should be assessed in an operational environmentor in an industry-approved multi-agency simulated workplace environment. **Specific resources for assessment**

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	Access is required to: • relevant communications equipment.
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.

Communications equipment may include:	• Computers • Facsimiles • Pagers • Radio • Signalling devices • Telephones (mobile, landline and satellite)
Verbal communications procedures may include:	• Call signs • Coded messages • Emergency procedures • Phonetic alphabet • Pro-words • Use of abbreviations
Voice procedures may include:	• Corrections • Pitch • Repetitions • Rhythm

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Communications systems may include:	• Sentences • Speed • Volume • Communication protocols • Communications software • Organisation's networks • Verbal communication procedures

Unit Sector(s)

Not applicable.

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PUAOPE015 Conduct briefings and debriefings

Modification History

Release 1. This is the first release of this unit of competency in the PUA Public Safety Training Package.

Application

This unit of competency involves the skills and knowledge required to lead and conduct a briefing and/or a debriefing in operational and nonoperational situations, in a range of environments. It includes planning and preparing for briefings and debriefings, conducting briefings and debriefings and concluding briefings and debriefings.

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

Pre-requisite Unit

Not applicable.

Competency Field

Operations

Unit Sector

Public Safety

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Plan and prepare for briefing and debriefing	**1.1** Content and format for briefing and debriefing are determined
	1.2 Briefing and debriefing plan is prepared, in accordance with organisational policies and procedures
	1.3 Personnel involved in the activity are identified and informed of briefing and debriefing requirements

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	1.4	Safe and appropriate location for the briefing and debriefing is selected
2 Conduct briefing and debriefing	**2.1**	Purpose and structure of the briefing and debriefing is outlined to incident personnel
	2.2	Understanding is sought and clarifications are provided, as required
	2.3	Contributions during the debriefing and evaluation by personnel of their anticipated or actual roles in the activity is encouraged
	2.4	Briefing is conducted using Situation, Mission, Execution, Administration/logistics, Command/control and Safety (SMEACS)
	2.5	Briefing and debriefing checklist is used, as appropriate, in accordance with organisational policies and procedures
3 Conclude briefing and debriefing	**3.1**	Contributions of personnel are acknowledged in a positive way
	3.2	Briefing and debriefing follow up action is identified and acted upon in a timely manner
	3.3	Debriefing activity is reviewed against the policies, procedures and training of the organisation to identify lessons learnt and opportunities for continuous improvement
	3.4	Briefing and debriefing findings are summarised and recorded, in a format suitable for subsequent action

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

content and format for briefings and

- adapting language to suit audience

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debriefings must include	• collaborative approach • descriptive and illustrative • facilitator led • predetermined Situation, Mission, Execution, Administration/logistics, Command/control and Safety (SMEACS) • problem based

Unit Mapping Information

This unit replaces and is equivalent to PUAOPE015A Conduct briefings and debriefings.

Links

PUA Training Package Companion Volume Implementation Guide is found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=3eca5672-6d5a-410b-8942-810d0ba05bbf

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Assessment Requirements for PUAOPE015 Conduct briefings and debriefings

Modification History

Release 1. This is the first release of this unit of competency in the PUA Public Safety Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements, performance criteria and range of conditions on at least one occasion and includes

- communicating with personnel in a group setting
- concluding briefings and debriefings including follow up and subsequent actions
- conducting briefings and debriefings using Situation, Mission, Execution, Administration/logistics, Command/control and Safety (SMEACS)
- eliciting and encouraging contributions to briefings and debriefings in a constructive and positive way
- following organisational policies and procedures including Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements
- planning and preparing for the briefings and debriefings including content, format and location
- preparing briefing and debriefing checklist and plan

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements performance criteria and range of conditions and includes knowledge of

- appropriate follow up and subsequent actions after a briefing or debriefing
- briefing and debriefing plans
- content and format for conducting briefings and debriefings
- organisational documentation, policies and procedures including Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements
- personnel roles and responsibilities
- personnel who may participate in briefings and debriefings including contractors, local, state, territory and federal government employees, operations personnel, support personnel, volunteers and personnel from other organisations and/or agencies
- safe and appropriate locations to conduct briefings and debriefings
- types of briefings and debriefings
- use of Situation, Mission, Execution, Administration/logistics, Command/control and Safety

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(SMEACS) in briefings

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in industry approved simulated workplace operational situations that reflect workplace conditions.

Resources for assessment must include access to

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, equipment, tools and personal protective clothing and equipment currently used in industry
- applicable documentation including organisational procedures, industry standards, equipment specifications, regulations, codes of practice and operation manuals.

Links

PUA Training Package Companion Volume Implementation Guide is found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=3eca5672-6d5a-410b-8942-810d0ba05bbf

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PUAOPE015A Conduct briefings and debriefings

Modification History

Release	TP version	Comments
2	PUA12 V1	Layout adjusted.
1	PUA00 V8.1	Primary release on TGA.

Unit Descriptor

This unit covers the competency required to lead and manage a briefing and a debriefing.

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

Application of the Unit

This unit applies to people who are required to conduct briefings and debriefings in operational and non-operational situations in a range of environments.

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	Performance Criteria describe the required performance needed to demonstrate achievement of the element.

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of Competency.	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. Plan and prepare for the briefing and debriefing	1.1 ***Content and format*** for briefing and debriefing are determined. 1.2 Briefing and debriefing plan is prepared in accordance with organisational policies and procedures. 1.3 ***Relevant personnel*** involved in the ***activity*** are identified and informed of briefing and debriefing requirements. 1.4 ***Safe and appropriate location*** for the briefing and debriefing is selected.
2. Conduct the briefing and debriefing	2.1 Purpose and structure of the briefing and debriefing is outlined to incident personnel. 2.2 Understanding is sought and clarifications are provided, where required. 2.3 Contributions from personnel during the debriefing and evaluation by personnel of their anticipated or actual roles in the activity is encouraged. 2.4 Briefing and debriefing is ***conducted*** in accordance with organisational policies and procedures. 2.5 Briefing and debriefing ***checklist*** is used as appropriate.
3. Conclude the briefing and debriefing	3.1 Contributions of personnel are acknowledged in a positive way. 3.2 ***Briefing and debriefing follow-up action*** is identified and acted upon in a timely manner. 3.3 Debriefing activity is reviewed against the policies, practices and training of the organisation to identify opportunities for continuous improvement and to identify lessons learnt. 3.4 Briefing and debriefing findings are summarised and recorded, if appropriate, in a format suitable for ***subsequent action*** by appropriate personnel.

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Required Skills and Knowledge

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

Required Skills

- communicate clearly in a group setting
- lead and manage group processes
- prepare briefing and debriefing plans
- provide feedback and encourage contributions from group members

Required Knowledge

- organisational policies
- organisational procedures for activity briefing and debriefing
- practices and training processes in relation to activity

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: • communicate effectively with personnel • elicit and encourage contributions to the briefings and debriefings in a constructive and positive way **Consistency in performance** Competency should be demonstrated over time in a range of actual or simulated workplace environments.
Context of and specific resources for assessment	**Context of assessment** Competency should be assessed conducting briefings and debriefings in a variety of actual and/or simulated workplace contexts. **Specific resources for assessment** There are no specific resource requirements for this unit.
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

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	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.

Content and format for briefing and debriefing may include:	• Collaborative • Descriptive illustrative • Facilitator led • Level of language used • Predetermined (SMEAC) • Problem based
Briefing and debriefing plan may include:	• Appropriate incident information collected prior to undertaking operational activities • Location • Methodology • Participants • Purpose • Subject matter • Timing
Organisational policies and procedures may include:	• Briefing and debriefing formats • Legislation relevant to the operation/incident/response • Legislation relevant to the organisation • 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

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	• Organisation's approach to environmental management and sustainability
Relevant personnel may include:	• Contractors • Local, state/territory and federal government employees • Operations personnel • Support personnel • Volunteers • Other agency personnel
Activity may include:	• Incidents • Meetings • Public safety campaigns
Safe and appropriate locations may vary according to:	• Ambient conditions (noise, light, smell) • Distractions • Timing of the briefing and debriefing which may be before, during or following an activity • Weather • Whether briefing and debriefing is under operational or non-operational conditions
Briefing and debriefing may be conducted:	• After a meeting/event • As soon as possible following an incident • At convenient time after the incident • At regular intervals • At shift change over • Immediately after the incident • Prior to undertaking training • Prior to undertaking workplace projects and other work related activities • When incident personnel have been relieved • When personnel return to their home base • When significant changes are anticipated at an incident
Briefing and debriefing checklist may include:	• Control and command • Communications • Damage • Equipment and plant • Fatalities • First aid and medical • Incident background • Incident response • Injuries • Loss

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	• Resources committed to the incident • Strategies to improve response • Stress • Supporting organisations • Welfare
Briefing and debriefing follow-up action may include	• Action taken to address issues identified • Informing participants on the outcomes of the debriefing
Subsequent action may include	• Reporting to appropriate supervisor or agency • Reviewing procedures

Unit Sector(s)

Not applicable.

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PUAPRO001 Promote a learning environment in the workplace

Modification History

Release 2.0 This is the first release of this unit of competency in the Public Safety Training Package.

Editorial adjustments and clarification of text in Assessment Conditions.

Release 1.0 This is the first release of this unit of competency in the PUA Public Safety Training Package.

Application

This unit of competency involves the skills and knowledge required to promote a learning environment in which work and learning are integrated to support the achievement of individual and organisational objectives.

The unit is applicable to all public safety personnel who have a leadership role in their organisation, it is particularly relevant to those with supervisory or managerial responsibilities for teams.

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

Pre-requisite Unit

Not applicable

Competency Field

Public safety

Unit Sector

Public safety

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Create learning	**1.1** Organisational environment which facilitates learning is

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opportunities		developed and supported
	1.2	Learning plans are developed as an integral part of individual and team performance plans
	1.3	Learning plans reflect diversity of learning styles, development needs and learning opportunities
	1.4	Individual and team access to and participation in learning opportunities is facilitated
	1.5	Advice is sought on planning and provision of learning, as required
2 Facilitate and promote learning	**2.1**	Organisational activities are used as opportunities for learning
	2.2	Coaching and mentoring is used to develop organisational knowledge, skills and attitudes
	2.3	Benefits of learning are shared with others in the team and organisation
	2.4	Work achievements are recognised by timely and appropriate recognition, feedback and rewards
3 Monitor and improve learning effectiveness	**3.1**	Learning of individuals and teams is monitored to determine type and extent of additional work based support
	3.2	Additional learning support is provided or arranged, as required
	3.3	Feedback from individuals and teams is used to identify and introduce improvements in future learning arrangements
	3.4	Change in the organisational environment is facilitated to promote learning
	3.5	Records and reports of competency are documented and maintained, in accordance with organisational procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to PUAPRO001B Promote a learning environment in the workplace.

Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=3eca5672-6d5a-410b-8942-810d0ba05bbf

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Assessment Requirements for PUAPRO001 Promote a learning environment in the workplace

Modification History

Release 2.0 This is the second release of this unit of competency in the Public Safety Training Package.

Editorial adjustments and clarification of text in Assessment Conditions.

Release 1.0 This is the first release of this unit of competency in the PUA Public Safety Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements and performance criteria on at least one occasion and includes

- arranging support for individuals who have learning difficulties
- creating learning opportunities
- developing learning plans
- developing links between work and learning
- encouraging and promoting achievement of competencies
- facilitating and promoting learning
- following organisational policies and procedures
- monitoring and improving learning effectiveness
- promoting collaborative processes in learning environments
- providing leadership and support to individuals and teams to develop and maintain flexible learning environments
- supporting and encouraging learning by individuals and teams.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements and performance criteria and includes knowledge of

- group dynamics
- learning opportunities within the organisation or team
- learning strategies including coaching, mentoring, exchanges and/or rotations, action learning and structured training programs
- organisational documentation, policies and procedures
- organisational records and reports on competencies
- principles of adult learning.

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Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in operational situations or in simulated operational training situations that reflect workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to

- a range of relevant exercises, case studies and/or simulations
- appropriate materials, equipment, tools and personal protective clothing and equipment currently used in industry
- applicable documentation including organisational procedures, industry standards, equipment specifications, regulations, codes of practice and operation manuals.

Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=3eca5672-6d5a-410b-8942-810d0ba05bbf

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PUATEA002B Work autonomously

Modification History

Release	TP version	Comments
3	PUA12 V2.1	Editorial changes.
2	PUA12 V1	Layout adjusted. Application revised.
1	PUA00 V8.1	First release in TGA.

Unit Descriptor

This unit covers competency for working as a member of a team or as an individual for periods of time without direct supervision and for mentoring and coaching either in an operational or non-operational environment.

Application of the Unit

This unit applies to all workers working in the Public Safety Industry, but is particularly relevant for new workers to understand the organisation’s expectations and limits in regards decision making.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

PUATEA001B Work in a team (Fire sector specific)

Employability Skills Information

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

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Undertake work activities	1.1 Work requirements are identified and undertaken. 1.2 Instructions and directions are understood and implemented. 1.3 Communication is maintained with team leader advising of progress of task/activity. 1.4 Personal safety and safety of others is maintained. 1.5 Any legal requirements and/or ramifications of ***activities*** are communicated to team leader. 1.6 ***Work area*** is determined or selected in accordance with operational or organisation's requirements. 1.7 Equipment is operated in accordance with the manufacturer's specifications. 1.8 OH&S and the organisation's policies and procedures.
2. Accept responsibilities	2.1 Responsibilities are accepted according to the organisation's policy and procedures. 2.2 Team leader is appraised of the outcome of task/activity. 2.3 Any activity that exceeds the scope of the defined task is referred to the supervisor.
3. Set performance requirements	3.1 ***Performance requirements*** are based on objectives and goals and agreed with supervisor.
4. Maintain team performance	4.1 Individual performance is monitored against defined performance requirements and appropriate action taken to maintain performance if required. 4.2 Performance of others is monitored and appropriate action is taken through coaching and mentoring to ensure team objectives and goals are met. 4.3 Supervisor is provided with feedback and

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ELEMENT	PERFORMANCE CRITERIA
	constructive advice.
	4.4 Issues which cannot be rectified or addressed are referred to the supervisor for appropriate action according to the organisation's policy.
	4.5 Supervisor is advised of any changes in priorities or tasks.
	4.6 All ***required documentation*** relevant to performance is completed.
5. Act as a team leader as required	5.1 Responsibility for the performance of the team is accepted.
	5.2 Goals are set, tasks identified and presented to team members.
	5.3 Instructions and directions are communicated to team members clearly and unambiguously.
	5.4 Team members' concerns and queries are recognised, discussed and dealt with.
	5.5 Any legal requirements and/or ramifications of team activities are communicated to team members.
	5.6 Duties, rosters and responsibilities are allocated to team members having regard to the skills and knowledge required to properly undertake the assignment or task and according to organisation's policy and procedures.
	5.7 Feedback on own performance is provided as required.
	5.8 Level of authority is recognised and adhered to.
	5.9 Operational debrief is conducted in accordance with the organisation's requirements.

Required Skills and Knowledge

Required Skills

- communicating instructions and directions
- communicating performance expectations
- completing a range of documentation
- encouraging team members
- informal performance counselling
- providing feedback on performance
- representing issues to management

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- team building

Required Knowledge

- defined OH&S policies and procedures
- knowledge of current principles and practices
- legal requirements and ramifications of team activities
- method of monitoring performance
- organisation's policy for referring performance issues
- organisation's policy relevant to hours of work and work allocation
- organisation's requirements for documenting team performance and activities
- procedures and methods of setting performance expectations
- required to work in a team
- team members' duties and responsibilities

Evidence Guide

Critical aspects for assessment and evidence required to demonstrate competency in this unit	It is essential for this unit that competence be demonstrated in communication of performance expectations and providing feedback to team members. **Consistency in performance** Evidence should be gathered over a period of time in a range of actual or simulated workplace environments.
Context of and specific resources for assessment	**Context of assessment** On the job or in a simulated work environment. Where workplace observation is insufficient simulations or case studies may be used. **Specific resources for assessment** No special requirements.

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.

Scope of allocated task may include:	• extent of activity • content of activity • degree of responsibility for task

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Performance requirements include	• goals • objectives • plans • standards • performance indicators • production rates
Work area may be dependent upon	• activity conducted • road accessibility • logistical support • water availability • vicinity of built-up areas • areas of reduced visibility • distance to operation • hazards • vehicle parking
Performance issues may include:	• occupational health and safety • hours of work details • concerns about ability to complete work • inadequate resources
Appropriate personnel may include:	• manager • human resource personnel • team leader • supervisor • team members
Required documentation may include:	• forms • proformas • incident reports • rosters • timesheets • written reports • logs • standard operating procedures • checklists

Activities may include:	• non operational activities:
	  • tasks
	  • projects
	  • preparing documentation
	• operational activities:
	  • responding in a combat or support role to natural emergencies (fire/flood)
	  • technological/industrial emergencies

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- civil/political emergencies and non-emergency operations including community events
- public relations activities
- sporting events
- parades
- festivals

Conditions under which operational activities may be may include:

- hazardous conditions including adverse weather
- after dark operations
- emergency operations
- difficult terrain
- time pressure
- varying time frames from immediate/short term to long term response operations
- varying access to equipment necessitating the use of improvised techniques
- varying levels of resources
- single or multi organisation responses

Unit Sector(s)

Not applicable.

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PUATEA003 Lead, manage and develop teams

Modification History

Release 1. This is the first release of this unit of competency in the Public Safety Training Package.

Application

This unit of competency involves the skills and knowledge required to achieve organisational objectives and working relationships through leading, managing and developing individuals and teams.

The unit applies to public safety personnel who have a management and/or leadership role that includes basic human resource functions and responsibilities for the ongoing development of a team.

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

Pre-requisite Unit

The fire sector is those sections of government departments, statutory authorities or organisations that have responsibility under jurisdictional arrangements for the delivery of firefighting and fire management services.

It is essential that the prerequisite units listed below are obtained prior to the issuance of this unit to individuals within the fire sector or the units contributing to the attainment of a fire qualification.

PUATEA002 Work autonomously

Competency Field

Team work

Unit Sector

Not applicable

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential	Performance criteria describe the performance needed to

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outcomes.	demonstrate achievement of the element.
1 Develop and maintain a team	**1.1** Work contributions or suggestions from team members are continually sought and encouraged
	1.2 Contributions to team operations are acknowledged and suggestions are dealt with constructively
	1.3 Team members' skills are used and developed according to organisational work requirements
	1.4 Team members are consulted about implementing new organisational work practices
2 Communicate objectives and required standards	**2.1** Team members are provided with up to date information about work task objectives and standards required by the organisation
	2.2 Team members' understanding and application of work task objectives and organisational standards are monitored
	2.3 Organisational standards and values relating to equal employment opportunity, antidiscrimination and workplace harassment are modelled and promoted to team members
3 Manage and improve performance of teams and individuals	**3.1** Team development plans are based on identified strengths and weaknesses of team members
	3.2 Regular and constructive feedback on all aspects of work performance is provided to individuals and the team
	3.3 Performance is assessed and addressed, in accordance with organisational policies and procedures
4 Support and participate in development activities	**4.1** Training needs of individuals and the team are identified and assessed, in accordance with organisational policies and procedures
	4.2 Action plans to meet individual and team training and development needs are created, agreed with relevant personnel and are implemented
	4.3 Training is provided to individuals and teams, in accordance with organisational requirements and standards to meet identified needs

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	4.4	Team members are encouraged and supported to attend training and to undertake other development opportunities
	4.5	Coaching and mentoring are utilised to address identified needs as team and individual development tools
5 Provide leadership to individuals and teams	**5.1**	Team function and the goals of the organisation are communicated to the team
	5.2	Participative decision making is used to develop, implement and review the work of the team and to allocate responsibilities
	5.3	Opportunities are given to individuals and teams to develop new and innovative work practices and strategies
	5.4	Delegation of tasks and activities to individuals and team members is undertaken, in accordance with organisational policies and procedures
	5.5	Allocated tasks are within the competence of team members and are supported with appropriate authority, autonomy and training
6 Manage difficulties to achieve positive outcomes	**6.1**	Potential or actual conflict between team members or between self and other individuals is recognised and addressed, in accordance with organisational procedures
	6.2	Difficulties in achieving organisational outcomes are identified, analysed and solutions are developed and communicated to appropriate personnel
	6.3	Individuals experiencing difficulties which cannot be addressed within the team are referred to appropriate personnel, in accordance with organisational policies and procedures
7 Create and maintain conditions for productive work	**7.1**	Work environment is monitored to ensure it is maintained, in accordance with organisational standards
	7.2	Improvements to the working environment are recommended and implemented, where possible
	7.3	Workplace hazards are identified and managed to maintain safe working conditions

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to PUATEA003B Lead, manage and develop teams.

Links

PUA Training Package Companion Volume Implementation Guide is found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=3eca5672-6d5a-410b-8942-810d0ba05bbf

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Assessment Requirements for PUATEA003 Lead, manage and develop teams

Modification History

Release 1. This is the first release of this unit of competency in the Public Safety Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements and performance criteria on at least one occasion and includes

- allocating tasks and activities
- applying conflict resolution and negotiation techniques
- applying Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements including recognising and managing hazards
- assessing team and individual training needs
- communicating organisational objectives and standards
- completing organisational documentation
- consulting team members developing and maintaining a team including creating productive work conditions
- displaying and using interpersonal skills including coaching and mentoring
- following organisational policies and procedures
- identifying and meeting organisational objectives and performance requirements
- leading and supervising individuals and teams including managing and improving the performance of teams and individuals
- managing team and individual difficulties to achieve positive outcomes
- providing constructive feedback and leadership to individuals and teams
- supporting and participating in development activities

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements and performance criteria and includes knowledge of

- courses and opportunities for training and development
- industrial awards and agreements
- organisational documentation, policies and procedures
- organisational human resource and personnel practices and guidelines
- organisational training standards
- principles related to team operations, leadership and human resource management
- protocols and organisational standards, including legislative, related to work group activities

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- roles and responsibilities of organisational personnel
- Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements including hazard identification and risk mitigation

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, equipment, tools and personal protective clothing and equipment currently used in industry
- applicable documentation including organisational procedures, industry standards, equipment specifications, regulations, codes of practice and operational manuals.

Links

PUA Training Package Companion Volume Implementation Guide is found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=3eca5672-6d5a-410b-8942-810d0ba05bbf

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PUATEA003B Lead, manage and develop teams

Modification History

Release	TP version	Comments
3	PUA12 V2.1	Editorial changes.
2	PUA12 V1	Layout adjusted. Application revised.
1	PUA00 V8.1	First release in TGA.

Unit Descriptor

This unit covers competency in achieving organisational objectives and effective working relationships through managing and developing individuals and teams.

Application of the Unit

This unit applies to Public Safety workers who have a management/leadership role that includes basic HR functions and responsibility for ongoing development of the team.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

PUATEA002B Work autonomously (Fire sector specific)

Employability Skills Information

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

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Develop and maintain a team	1.1 Work contributions or suggestions from staff are continually sought and encouraged. 1.2 Contributions to team operations are acknowledged and suggestions are dealt with constructively. 1.3 Team members' skills are used and developed according to work requirements. 1.4 Team members are consulted about implementing new work practices.
2. Communicate objectives and required standards	2.1 Team members are provided with up-to-date information concerning the objectives and standards required by the organisation. 2.2 Team members' understanding of objectives and standards is checked. 2.3 Organisational standards and values relating to equal employment opportunity, anti discrimination and workplace harassment are modelled and promoted to team members.
3. Manage and improve performance of teams and individuals	3.1 Relevant and realistic team development plans are based on identified strengths and weaknesses of all team members. 3.2 Regular constructive feedback on all aspects of work performance is provided to individuals and the team. 3.3 Performance is assessed and addressed in a fair and timely manner in accordance with organisational guidelines and procedures.
4. Support and participate in development activities	4.1 Training needs of individuals and the team are identified and assessed on a regular basis in line with organisational guidelines and procedures. 4.2 An action plan to meet individual and team training and development needs is developed, agreed and

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ELEMENT	PERFORMANCE CRITERIA
	implemented. 4.3 On the job training is provided to the required organisational standard and to meet team needs. 4.4 Team members are encouraged and supported to attend ***training*** and to undertake other ***development opportunities.*** 4.5 Coaching and mentoring are utilised as development tools.
5. Provide leadership to individuals and teams	5.1 The link between the function of the team and the goals of the organisation is understood and communicated to the team. 5.2 Participative decision making is used to develop, implement and review work of the team and allocate responsibilities where appropriate. 5.3 Opportunities are given to individuals and teams to develop new and innovative work practices and strategies. 5.4 Delegation to individuals and team members is appropriate and relevant to team objectives and goals in accordance with organisational policy and procedures. 5.5 Allocated tasks are within the competence of team members and supported with appropriate authority, autonomy and training.
6. Manage difficulties to achieve positive outcomes	6.1 Potential or actual conflict between team members or between self and other individuals is recognised and addressed. 6.2 Difficulties in achieving required outcomes are identified, analysed and solutions developed and communicated to appropriate personnel. 6.3 Individuals experiencing difficulties which cannot be addressed within the team are referred to ***appropriate personnel*** according to organisational policies and procedures.
7. Create and maintain conditions for productive work	7.1 Work environment is monitored to ensure it is maintained in line with organisational standards. 7.2 Improvements to working environment are recommended and implemented where possible. 7.3 Workplace hazards are identified or anticipated and managed to maintain safe working conditions.

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Required Skills and Knowledge

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

Required Skills

- assessing training needs
- conflict resolution and negotiation
- consulting team members
- interpersonal skills
- leading and supervising individuals and teams
- problem solving
- providing constructive feedback

Required Knowledge

- all organisational policies
- anti discrimination and harassment
- industrial awards and agreements
- legislation relevant to work group activities
- occupational health and safety requirements
- organisational personnel practices and guidelines
- organisational policy relating to equal employment opportunity
- organisational quality standards and values
- principles of effective team operation and leadership
- principles of human resource management
- principles of leadership
- procedures
- protocols and standards affecting work group activities
- relevant training courses and development opportunities

Evidence Guide

Critical aspects for assessment and evidence required to demonstrate competency in this unit	It is essential for this unit that competence be demonstrated by team leader meeting objectives and performance requirements. **Consistency in performance** Evidence should be gathered over a period of time in a range of actual or simulated workplace environments.
Context of and specific resources for assessment	**Context of assessment** A combination of oral or written presentations on the job and/or in a simulated scenario.

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Specific resources for assessment

No special requirements.

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.

Training and development opportunities may include:	• formal course participation • on the job training • work experience • external study • conference and seminar attendance • induction • job rotation
Training standards may include:	• industry best practice • legislative requirements • organisational standards • Australian standards • manufacturers' specifications • endorsed competencies
Appropriate personnel may include:	• human resource manager • counsellors • supervisors • team members • managers
Organisational policy procedures requirements and guidelines may vary between sectors and organisations and may include:	• legislation relevant to the organisation • operational • corporate and strategic plans • organisational performance standards • organisational personnel practices and guidelines • organisational quality standards • protocols • standard operating procedures • equal employment opportunity policies • occupational health and safety and welfare policy • learning strategies • codes of conduct • Civil Aviation Orders

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- requirements of regulatory authorities
- search and rescue time/procedures/action
- organisation’s approach to environmental management and sustainability

Unit Sector(s)

Not applicable.

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RIISTD201D Read and interpret maps

Modification History

Release	Comment
1	This unit replaces RIISTD201A Read and interpret maps
2	Removed irrelevant points in Knowledge Evidence; Editorial corrections
3	Required frequency and volume of evidence amended in Performance evidence. Substantial amendments made in Assessment Conditions field, including: references to Industry Sectors, assessor and subject matter expert experience requirements, how assessment should be conducted and what it should confirm.

Application

This unit describes a participant's skills and knowledge required to read and interpret maps in the Resources and Infrastructure Industries.

This unit is appropriate for those working in operational roles.

No licensing or certification requirements apply to this unit at the time of publication.

Elements and Performance Criteria

1. Plan and prepare for navigation	1.1 Access, interpret and apply navigation documentation and ensure the work activity is compliant 1.2 Obtain, interpret, clarify and confirm navigation information, work requirements and travel details 1.3 Select maps, equipment and navigation aids, and check for accuracy, currency and operational effectiveness 1.4 Identify faults/errors in maps and equipment, and record, report and address issues 1.5 Establish and maintain communication plan
2. Plan the route	2.1 Assess and select route to destination, consider information from map/plan/field observations 2.2 Examine maps, and identify relevant symbols, information and navigation data 2.3 Identify and locate current position in the field, on map/plan

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	using landmarks and key geographical features 2.4 Identify and locate required destination on map/plan 2.5 Review the map route/plan, field observations, and local knowledge 2.6 Identify potential hazards and plan risk control measures 2.7 Measure and estimate distance to destination using map scale for selected route 2.8 Document in writing planned route on a navigation data sheet
3. Conduct navigation	3.1 Navigate planned route and schedule 3.2 Orientate the map/plan to surroundings and planned route 3.3 Use and interpret navigation aids 3.4 Navigate alternative routes to bypass obstacles and improve efficiency of route or course 3.5 Maintain clear and concise communication during navigation activity

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit. Further information is available in the Resources and Infrastructure Industry Training Package Companion Volume.

Unit Mapping Information

RIISTD201A Read and interpret maps

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=88a61002-9a21-4386-aaf8-69c76e675272

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Assessment Requirements for RIISTD201D Read and interpret maps

Modification History

Release	Comment
1	This unit replaces RIISTD201A Read and interpret maps
2	Removed irrelevant points in Knowledge Evidence; Editorial corrections
3	Required frequency and volume of evidence amended in Performance evidence. Substantial amendments made in Assessment Conditions field, including: references to Industry Sectors, assessor and subject matter expert experience requirements, how assessment should be conducted and what it should confirm.

Performance Evidence

Evidence is required to be collected that demonstrates a candidate's competency in this unit. Evidence must be relevant to the roles within this sector's work operations and satisfy all of the requirements of the performance criteria of this unit and include evidence that the candidate:

- locates and applies relevant documentation, policies and procedures
- implements requirements, procedures and techniques for the safe, effective read and interpret map activities including:
  - applying problem solving skills to resolve issues to navigation route
  - applying mathematical skills, including: basic angles and geometry for compass bearings, estimation and measurement
- works effectively with others to undertake and complete read and interpret map activities that meets all of the required outcomes including:
  - communicating by speaking clearly and listening actively
  - demonstrating the practice of working with others to read and interpret maps
  - maintaining written records and reporting
- demonstrates completion of the reading and interpreting of maps that safely, effectively and efficiently meets all of the required outcomes on more than one (1) occasion including:
  - reviewing the map route/plan by identifying and using:
    - symbols
    - navigation data
    - landmarks

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  - geographical features
  - scale
- identifying obstacles and navigating alternative routes
- undertaking a minimum 2 km navigation following established route
- traversing a 2 km route to specified destination
- orienting the map to ground and surrounds
- documenting the navigation route and details on the navigational data sheet
- communicating the planned navigation route to others

Knowledge Evidence

The candidate must demonstrate knowledge of reading and interpreting maps through:

- identifying fatigue management techniques
- identifying and using various types of communication systems and equipment
- engaging map reading and road navigation techniques
- identifying and interpreting types of maps, charts and scales and their uses
- determining representation of topographic features on maps and plans
- determining common scales used on maps and plans
- identifying and using features and use of a compass and factors that affect compass accuracy
- identifying the applications of a GPS
- advantages and disadvantages of different map and chart types and sources of error
- techniques for estimating distance travelled

Assessment Conditions

- An assessor of this unit must satisfy the requirements of the NVR/AQTF or their successors; and Industry regulations for certification and licensing; and,
- this unit is best assessed in the context of this sector's work environment;
- where personal safety or environmental damage are limiting factors, assessment may occur in a simulated environment provided it is realistic and sufficiently rigorous to cover all aspects of this sector's workplace performance, including environment, task skills, task management skills, contingency management skills and job role environment skills; and,
- this unit must be assessed in compliance with relevant legislation/regulation and using policies, procedures, processes and operational manuals directly related to the industry sector for which it is being assessed; and,
- assessment may be conducted in conjunction with the assessment of other Units of Competency; and,
- assessment must confirm consistent performance can be applied in a range of relevant workplace circumstances; and,
- assessors must demonstrate the performance evidence, and knowledge evidence as outlined in this Unit of Competency, and through the minimum years of current* work experience specified below in an Industry sector relevant to the outcomes of the unit; or,

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- where the assessor does not meet experience requirements a co-assessment or partnership arrangement must exist between the qualified assessor and an Industry subject matter expert. The Industry subject matter expert should hold the unit being assessed (or an equivalent unit) and/or demonstrate equivalence of skills and knowledge at the unit level. An Industry technical expert must also demonstrate skills and knowledge from the minimum years of current work experience specified below in the Industry sector, including time spent in roles related to the unit being assessed; and,
- assessor and Industry subject matter expert requirements differ depending on the Australian Qualifications Framework Level (AQF) of the qualification being assessed and/or Industry Sector as follows:

Industry sector	AQF** Level	Required assessor or Industry subject matter expert experience
Drilling, Metalliferous Mining, Coal Mining, Extractive (Quarrying) and Civil Construction	1	1 Year
	2	2 Years
Drilling, Coal Mining and Extractive (Quarrying)	3-6	3 Years
Metalliferous Mining and Civil Construction	3-6	5 Years
Other sectors	Where this Unit is being assessed outside of the Resources and Infrastructure Sectors assessor and/or Industry subject matter expert experience should be in-line with industry standards for the sector in which it is being assessed and where no Industry standard is specified should comply with any relevant regulation.	

*Assessors can demonstrate current work experience through employment within Industry in a role relevant to the outcomes of the Unit; or, for external assessors this can be demonstrated through exposure to Industry by conducting frequent site assessments across various locations.

**Where a unit is being delivered outside of a Qualification the first numeric character in the Unit code should be considered to indicate the AQF level

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=88a61002-9a21-4386-aaf8-69c76e675272

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SISOBWG201A Demonstrate bushwalking skills in a controlled environment

Modification History

Not Applicable

Unit Descriptor

This unit describes the performance outcomes, skills and knowledge required to participate in supervised bushwalks. This unit focuses on the demonstration of bushwalking skills through the participation in planned bushwalks and associated activities under the supervision of a suitably qualified leader.

Application of the Unit

This unit applies to those working as assistant bushwalking guides under supervision, in tracked or easy untracked areas that are reliably marked on maps and are obvious on the ground.

This unit may also apply to outdoor recreation leaders working for outdoor education or adventure providers, volunteer groups, not-for-profit organisations or government agencies.

Licensing/Regulatory Information

No licensing, regulatory or certification requirements apply to this unit at the time of endorsement.

Pre-Requisites

Nil

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements and Performance Criteria

ELEMENT **PERFORMANCE CRITERIA**

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ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
1. Plan for a bushwalk.	1.1. Identify ***food and water requirements*** according to ***principles of nutrition*** and the ***duration of the walk*** to maintain physiological well being during activity. 1.2. Identify an appropriate activity location according to ***relevant legislation*** and ***organisational policies and procedures***. 1.3. Obtain and become familiar with appropriate map for the intended walk. 1.4. Access ***relevant sources*** to interpret ***weather and environmental information***. 1.5. Identify potential ***hazards*** associated with the activity.
2. Select equipment.	2.1. Select, fit and adjust ***equipment*** to ensure comfort and safety according to ***contextual issues*** and organisational policies and procedures. 2.2. Ensure pack weight is appropriate to body weight and level of fitness. 2.3. Select personal clothing and footwear and identify the design and or construction features that make it appropriate.
3. Apply bushwalking skills.	3.1. Adopt appropriate posture when lifting and carrying backpack. 3.2. Approach ***obstacles*** and hazards in a safe manner and minimise ***risks*** to self and group where possible. 3.3. Apply ***ascending techniques*** and ***descending techniques*** on slopes. 3.4. Follow a route in ***tracked or easy untracked areas***, demonstrating use of ***navigation aids***.
4. Evaluate the bushwalk.	4.1. Evaluate ***relevant aspects*** of the walk. 4.2. Identify improvements for future walks.

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Required Skills and Knowledge

This section describes the skills and knowledge required for this unit.

Required skills

- literacy skills to:
  - read and interpret maps
  - analyse weather and environmental information
- planning and organising skills to select an appropriate activity location and equipment
- communication skills to:
  - follow instructions and directions from the supervisor
  - interact with other participants
- numeracy skills to navigate and follow a route using a map and compass
- first aid and emergency response skills appropriate to the location to enable initial response to emergencies and personal health care.

Required knowledge

- legislation and organisational policies and procedures to enable safe conduct of all bushwalking activities
- minimal impact walking codes to ensure protection of environment
- equipment types, characteristics and technology used for bushwalking, the advantages and disadvantages of the range of equipment provided by supervisor, and factors affecting appropriate selection of equipment
- packing techniques in order to protect personal and group equipment
- clothing requirements for outdoor activities and factors affecting appropriate clothing selection, such as layering and protective clothing
- footwear types, the advantages and disadvantages of different footwear, and factors affecting appropriate selection for the anticipated track conditions
- principles of nutrition to maintain health during activity
- navigation techniques in tracked or easy untracked areas to determine location, direction and potential hazards under supervision
- basic weather and environmental information to ascertain possible conditions and their affect on the activity
- emergency procedures and potential hazards relevant to the location to ensure risk minimisation to self and group.

Evidence Guide

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

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Overview of assessment

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

Evidence of the following is essential:

- applies relevant process to plan equipment and supply requirements according to the conditions and duration of the bushwalk
- demonstrates bushwalking techniques including ascending and descending techniques
- seeks advice and feedback from leader to improve skills and ensure safety of self and group
- evaluates and reflects on own bushwalking performance to identify strengths and weaknesses and areas that need improvement.

Context of and specific resources for assessment

Assessment must ensure participation in bushwalking activities in tracked and untracked areas that reflect local conditions and are of sufficient duration to demonstrate competency and consistency of performance.

Assessment must also ensure access to:

- resources and information, such as maps and meteorological data, to plan for the bushwalk
- a suitable outdoor location with tracks that are reliably marked on maps, are obvious on the ground and are inspected on a regular basis
- a qualified leader or supervisor
- bushwalking, navigation and safety equipment.

Method of assessment

A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:

- observation of safe participation and demonstration of bushwalking skills
- oral or written questioning to assess knowledge of relevant legislation and organisational policies and procedures to enable safe conduct of all bushwalking activities
- written or verbal self evaluation
- third-party reports from a supervisor detailing performance.

Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example:

- SISOOPS202A Use and maintain a temporary or overnight site.

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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, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Food and water requirements may include:	• menu planning and preparation • range of foods • emergency food and water.
Principles of nutrition may include:	• food groups • dietary guidelines • essential nutrients • individual food requirements and allergies.
Duration of the walk may include:	• short walks of up to two hours • day walks • two day walks.
Relevant legislation may include:	• occupational health and safety • permits or permission for access • environmental regulations.
Organisational procedures may include:	• occupational health and safety • emergency procedures • communication protocols • use and maintenance of equipment • code of ethics.
Relevant sources may include:	• Bureau of Meteorology • media • land managers or agencies • local knowledge.
Weather and environmental information may include:	• satellite images • daily and weekly forecasts • maximum and minimum temperatures • weather warnings • event warnings • river levels • synoptic charts • high and low tide predictions.

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Hazards may include:	• temperature extremes • slippery or unstable terrain • dangerous animals and insects • stinging trees and nettles • dense vegetation • group management hazards.
Equipment may include:	• bushwalking equipment • navigation equipment • safety and first aid equipment • overnight equipment.
Contextual issues may include:	• weather conditions, including times • season • transport • location • trip distance and duration • group objectives • group size.
Obstacles may include:	• rivers • logs • rocks • gullies • exposed areas.
Risks may include:	• hypothermia • heat exhaustion • injuries • exhaustion • lost party or party member • equipment failure.
Ascending techniques may include:	• zig-zagging • placing feet down flat with a deliberate step • resting heels on any available projections.
Descending techniques may include:	• placing toes against projections to avoid overstriding • avoiding placing feet down heavily • using flat-footed or stiff-heeled technique.
Tracked or easy untracked areas include:	• those that align with Class 4 Tracks within the Australian Standard for Walking Tracks.
Navigation aids may include:	• maps • compass.
Relevant aspects may include:	• objectives

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- planning process
- activity site
- weather
- equipment selection
- clothing selection
- food selection
- instructional content
- instructional technique
- assessment technique
- group feedback
- directing techniques
- rescue techniques employed.

Unit Sector(s)

Outdoor Recreation

Competency Field

Bushwalking

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SISOFLD007 Navigate in difficult tracked environments

Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to navigate in difficult tracked environments during any type of outdoor recreation activity.

The unit provides skills to navigate in environments where tracks, natural and constructed features marked on maps may be unreliable. Tracks are generally distinct, but may be indistinct in some places. They have signage at the track head, and have route markers but provide limited signage en route. There may be many natural obstacles and, along with changes in weather and visibility, adjustments to the planned route may be necessary. Tracks could be graded according to the Australian Walking Track Grading System and might include features of grade 4.

This unit applies to any type of organisation that delivers outdoor recreation activities including commercial, not-for-profit and government organisations.

It applies to leaders, guides or instructors who use these skills when leading participants during activities where navigation skills are required.

No occupational licensing, certification or specific legislative requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Competency Field

Field Operations

Unit Sector

Outdoor Recreation

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Plan for navigation.	1.1. Obtain and become familiar with maps, appropriate for the activity, and features that will assist with navigation at the location. 1.2. Interpret map symbols and information to plan an efficient route according to specific activity requirements. 1.3. Select a compass suitable for navigation requirements. 1.4. Calculate grid, magnetic and true north bearings using map, compass and protractor. 1.5. Prepare a navigation data sheet, and identify emergency or contingency escape routes.
2. Navigate a route in difficult tracked environments.	2.1. Orientate map to surroundings using landmarks and compass and identify factors that affect accuracy. 2.2. Follow the planned route using map, route markers, natural and constructed features and compass to assist. 2.3. Use a global positioning system (GPS) as a navigational aid to maintain route. 2.4. Use techniques to estimate distance travelled. 2.5. Maintain, where necessary, a compass course to bypass obstacles. 2.6. Identify unfamiliar features in the field using map and compass to maintain route. 2.7. Utilise navigation techniques to identify unfamiliar features and fix position when lost. 2.8. Make required adjustments to route according to prevailing conditions, and navigate using map, route markers, natural and constructed features, compass and GPS as required.

Foundation Skills

Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed here, along with a brief context statement.

SKILLS	DESCRIPTION

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Reading skills to:	• interpret detailed and potentially unfamiliar information on maps and track signage • interpret factual activity plan information in familiar formats.
Writing skills to:	• develop detailed navigation data sheets using correct terminology and symbols.
Numeracy skills to:	• interpret and calculate detailed numerical data involving, distances, times, altitudes, heights, depths and gradients. • interpret and calculate degrees, mils and angles.
Technology skills to:	• use a range of technologies to access information about routes.

Unit Mapping Information

No equivalent unit.

Links

Companion Volume Implementation Guides - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=1ca50016-24d2-4161-a044-d3faa200268b

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Assessment Requirements for SISOFLD007 Navigate in difficult tracked environments

Modification History

Not applicable.

Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and:

- plan and document three efficient routes, each different, within difficult tracked environments
- navigate each of the above three planned routes
- across the three navigation activities, collectively use these techniques to determine location:
  - using map, identifying natural features, constructed objects and determining distance travelled
  - using map and compass techniques including resections/tri-bearings
  - using GPS devices
  - using grid references, estimation and Romer devices
- across the three navigation activities, collectively use these navigation techniques:
  - using linear and point references
  - using terrain features: handrailing, collecting features, catch points
  - using compass techniques: aiming off, backbearing
  - using GPS: waypoints, routes
- on two occasions, determine when there is a deviation from a planned route, adjust and resume the planned route after fixing position using:
  - manual techniques on one occasion
  - a GPS device on one occasion
- determine two adjustments to routes in the field and navigate the changed routes using:
  - manual techniques on one occasion
  - a GPS device on one occasion.

Knowledge Evidence

Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:

- trusted sources of maps for the region or locality
- different technologies used to access maps

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- characteristics of different map types, their different uses, advantages and disadvantages, accuracy and sources of error:
  - paper based and digital
  - sketch maps and diagrams
  - guide book maps
  - charts
  - topographic
  - cadastral
- information found on maps including symbols and what they represent:
  - survey or edition date
  - map legend
  - scale and distance
  - grid lines and numbers
  - cardinal points and bearings
  - contour lines, altitude and water depth
  - topographic features
  - markers and beacons
  - gradient
  - roads, tracks and waterways
  - magnetic variation and annual change
- principal colours used on maps and what they represent
- other information and key features that can assist navigation in difficult tracked environments:
  - satellite imagery
  - aerial photographs
- features, functions and operation of global positioning systems (GPS):
  - when these might be used, advantages and disadvantages
  - reliability of signal, device and battery
  - system structure at fundamental level of understanding
  - how to identify and use datum grids
  - how to create, enter and transfer waypoints
  - how to create tracks, routes and grid references
  - accuracy and sources of errors
- these different types of compasses, their features and factors which affect accuracy:
  - baseplate/orienteering
  - sighting/mirror
  - lensatic/prismatic
- for difficult tracked environments, map and compass techniques used to:
  - calculate grid, magnetic and true north bearings
  - orientate map to surroundings

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  - maintain a designated course
  - identify unfamiliar features
  - make significant adjustments to routes
- techniques to determine location:
  - using map, identifying natural features, constructed objects and determining distance travelled
  - using map and compass techniques including resections/tri-bearings
  - using GPS devices
  - using grid references, estimation and Romer devices
- the following navigation techniques used to effectively navigate in difficult tracked environments; advantages and disadvantages:
  - using linear and point references
  - using terrain features: handrailing, collecting features, catch points
  - using compass techniques: aiming off
  - using GPS: waypoints, routes
- types of navigation aids found in the field and how these can assist with navigation:
  - track markers, signs and arrows
  - track and creek junctions and crossings
  - survey markers
  - beacons
  - cairns
  - natural features and constructed objects
- contents of navigation data sheets and their purpose:
  - grid reference points
  - grid and magnetic bearings
  - distances
  - estimated travelling times
  - height gain or loss
  - gradient
  - identifiable features
  - escape routes
- factors that affect the adjustment of routes during activities.

Assessment Conditions

Navigation skills must be demonstrated in a setting where outdoor recreation activities are delivered in difficult tracked environments. The environment must feature the following:

- tracks, natural and constructed features are marked on maps but these could be unreliable
- tracks are generally distinct but some parts of the track are indistinct
- tracks have signage at the track head, with route markers but limited signage en route.

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If in an alpine region and snow is present, assessment can only be completed if the track remains discernible.

The following resources must be available to replicate industry conditions of operation:

- first aid equipment
- communication equipment for emergency response.

Assessment must ensure use of:

- maps relevant to the activity type
- compasses and protractors
- global positioning system (GPS) devices
- activity plans
- template navigation data sheets.

Assessors must satisfy the Standards for Registered Training Organisations requirements for assessors, and:

- have a collective period of at least three years' experience with an organisation providing recreational programs where they have applied the skills and knowledge covered in this unit of competency; the three years' experience can incorporate full and or part time experience.

Links

Companion Volume Implementation Guides - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=1ca50016-24d2-4161-a044-d3faa200268b

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SISONAV201A Demonstrate navigation skills in a controlled environment

Modification History

Not Applicable

Unit Descriptor

This unit describes the performance outcomes, skills and knowledge required to navigate in controlled environments where there are significant landmarks.

Application of the Unit

This unit applies to those working as assistant outdoor recreation guides, such as bushwalking or skiing, under supervision, in controlled environments that are reliably marked on maps and are obvious on the ground, snow or in the water.

This unit may also apply to outdoor recreation leaders working for outdoor education or adventure providers; volunteer groups; not-for-profit organisations or government agencies.

Licensing/Regulatory Information

No licensing, regulatory or certification requirements apply to this unit at the time of endorsement.

Pre-Requisites

Nil

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the	Performance criteria describe the performance needed to

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ELEMENT	PERFORMANCE CRITERIA
essential outcomes of a unit of competency.	demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the Evidence Guide.
1. Plan for navigation.	1.1. Obtain and become familiar with ***map or maps*** for the activity. 1.2. Identify ***symbols and information*** contained on the map and how these may be used in navigation. 1.3. Apply information contained on the map to plan an efficient route or course and consider all ***relevant factors***. 1.4. Obtain and identify features of a compass and how it is used to maintain a designated course. 1.5. Calculate grid and magnetic bearings using a map and compass. 1.6. Obtain ***additional information*** to assist in navigation from the map. 1.7. Identify emergency or contingency escape routes.
2. Navigate in controlled environments.	2.1. Orientate map to ***surroundings*** with and without the use of a compass. 2.2. Follow a route in ***controlled environments***, demonstrating use of ***navigation aids*** according to ***relevant legislation*** and ***organisational policies and procedures***. 2.3. Apply ***techniques for estimating distance*** travelled. 2.4. Maintain, where necessary, a compass course while bypassing an ***obstacle***. 2.5. Identify unknown features in the field using map and compass. 2.6. Select a route or course for the surroundings and conditions.
3. Evaluate navigations.	3.1. Evaluate ***relevant aspects***. 3.2. Identify improvements for future navigations.

Required Skills and Knowledge

This section describes the skills and knowledge required for this unit.

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Required skills

- literacy skills to:
  - read and interpret maps
  - follow instructions and procedures
- planning and organising skills to:
  - obtain navigation equipment
  - plan a route or course
- communication skills to interact with group leader and other participants to maintain a positive and safe environment while navigating
- numeracy skills to navigate and calculate grid and magnetic bearings and distances using a map and compass.

Required knowledge

- legislation and organisational policies and procedures to enable safe conduct of all activities
- different types of maps, and their advantages and disadvantages to enable appropriate map selection
- map features, including symbols, contour lines, scales, grid lines and legends to enable effective map reading
- features of a compass, their use and factors that affect compass accuracy
- route planning and factors that should be considered, such as weather and type of terrain
- navigation techniques in controlled environments to determine distance, location, direction and potential hazards.

Evidence Guide

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

Critical aspects for assessment and evidence required to demonstrate competency in this unit	Evidence of the following is essential: • applies relevant process to plan a route in controlled environments and demonstrates navigation techniques to orientate and follow directions • seeks advice and feedback from leader to improve skills and ensure safety of self and group • evaluates and reflects on own navigation performance to identify strengths, weaknesses and areas that need improvement.

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Context of and specific resources for assessment	Assessment must ensure participation in navigation activities in controlled environments that are of sufficient breadth and duration to demonstrate competency and consistency of performance. Assessment must also ensure access to: • a suitable outdoor location, with tracks that are reliably marked on maps, are obvious on the ground and are inspected on a regular basis that align with Class 4 Tracks within the Australian Standard for Walking Tracks • navigation equipment such as map or maps, compass and activity specific equipment.
Method of assessment	A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit: • observation of the planning and review process with evidence of reference to resources and aids • oral or written questioning to assess knowledge of navigation techniques • observation of safe participation and demonstration of navigation skills, such as maintaining a compass course while bypassing an obstacle • third-party reports from a supervisor detailing performance. Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example: • SISOBWG201A Bushwalk in controlled environments or • SISOSKT201A Demonstrate basic cross country skiing skills or • SISORAF201A Demonstrate rafting skills on moving water.

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

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wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Map or maps may include:	• cadastral and topographic maps • charts • guide books and diagrams.
Symbols and information may include:	• grid lines and numbers • contour lines • scale • map legend • topographic features • markers and beacons • water depth.
Relevant factors may include:	• type of terrain and gradient • weather conditions • experience • hazards • access to required resources and facilities.
Additional information may include:	• altitude gain or loss • distance • gradient • travelling time • magnetic bearings • water depth.
Surroundings may include:	• ground or terrain • snow conditions • bodies of water • beacons and markers • natural formations • landmarks • man-made features.
Controlled environments may include:	• areas reliably marked on maps • areas obvious on the ground or snow or water • tracks align with Class 4 Tracks within the Australian Standard for Walking Tracks.
Navigation aids may include:	• track and creek junctions and crossings • survey markers • beacons • track markers • cairns

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- paths
- lines
- signs
- arrows
- compass
- man-made objects or features
- transits.

Relevant legislation may include:

- occupational health and safety
- permits or permission for access
- environmental regulations.

Organisational policies and procedures may include:

- occupational health and safety
- use and maintenance of equipment
- communication protocols
- code of ethics.

Techniques for estimating distance may include:

- time
- observation of surroundings
- pacing.

Obstacles may include:

- rivers
- logs
- rocks
- gullies
- trees
- snow conditions
- exposed areas.

Relevant aspects may include:

- objectives
- planning process
- activity site
- weather
- equipment selection
- clothing selection
- food selection
- instructional content
- instructional technique
- assessment technique
- group feedback
- directing techniques
- rescue techniques employed.

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Unit Sector(s)

Outdoor Recreation

Competency Field

Navigation

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SISONAV302A Apply navigation skills in an intermediate environment

Modification History

Not Applicable

Unit Descriptor

This unit describes the performance outcomes, skills and knowledge required to navigate in uncontrolled environments within an activity-specific context. This includes areas with few obvious visible landmarks, minimal clearance and limited modifications made to the natural surface and where the changes in weather and visibility may occur.

Application of the Unit

This unit applies to outdoor recreation guides or instructors working for private outdoor adventure companies and or school based outdoor education programs, such as holiday programs and camps. Activities requiring navigation may include bushwalking, skiing, snowboarding, off - highway motorcycling or mountain biking in uncontrolled environments with few obvious visible landmarks, minimal clearance and signage, limited modifications made to the natural surface and may include terrain and man-made hazards, such as cliff lines or dense forests.

This unit may also apply to navigation on difficult or trackless waterways where there are few obvious visible waterway landmarks and the craft may be affected by wind and or currents and tides.

This unit also applies to outdoor recreation leaders working for outdoor education or adventure providers; volunteer groups; not-for-profit organisations or government agencies.

Licensing/Regulatory Information

No licensing, regulatory or certification requirements apply to this unit at the time of endorsement.

Pre-Requisites

Nil

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Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the Evidence Guide.
1. Plan for navigation.	1.1. Obtain and become familiar with appropriate ***map or maps*** for the activity. 1.2. Identify ***symbols and information*** contained on the map that may be used in navigation. 1.3. Apply information contained on the map to plan an efficient route or course according to specific activity requirements, ***contextual issues***, ***relevant legislation*** and ***organisational policies and procedures***. 1.4. Obtain and identify essential features of a compass and how it is used to maintain a designated course. 1.5. Calculate grid and magnetic bearings using a map and compass. 1.6. Prepare a ***navigation data sheet***, and identify emergency or contingency escape routes.
2. Navigate in uncontrolled environments.	2.1. Apply ***navigation techniques*** to orientate map to ***surroundings*** with a compass and identify factors that affect accuracy. 2.2. Follow a route in remote, ***uncontrolled environments***, demonstrating use of ***navigation aids*** according to relevant legislation and organisational policies and procedures. 2.3. Apply ***techniques for estimating distance*** travelled. 2.4. Maintain, where necessary, a compass course while bypassing an ***obstacle***. 2.5. Identify unknown features in the field using map and compass. 2.6. Demonstrate technique to fix position and identify unknown features when lost.

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ELEMENT	PERFORMANCE CRITERIA
3. Evaluate navigations	3.1. Evaluate ***relevant aspects*** of navigation. 3.2. Identify improvements or modifications for future navigations in uncontrolled environments.

Required Skills and Knowledge

This section describes the skills and knowledge required for this unit.

Required skills

- literacy skills to:
  - read and interpret maps
  - follow instructions and procedures
  - develop a navigation data sheet
- planning and organising skills to:
  - obtain navigation equipment
  - plan and follow routes and courses
- numeracy skills to navigate and calculate grid and magnetic bearings and distances using a map and compass
- problem-solving skills to:
  - maintain a compass course while bypassing an obstacle
  - fix position and determine current location when lost in uncontrolled environments.

Required knowledge

- legislation and organisational policies and procedures to enable safe conduct of all activities
- different types of maps, sources of error and accuracy, and their advantages and disadvantages to enable selection of appropriate maps
- map features, including symbols, contour lines, scales, grid lines and legends to enable effective map reading
- features of a compass, their use and factors that affect compass accuracy
- route planning and factors that should be considered, such as weather and type of terrain
- navigation techniques in uncontrolled environments to determine distance, location, direction and potential obstacles
- techniques for estimating distance travelled, determining position when lost and navigating around obstacles.

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Evidence Guide

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

Critical aspects for assessment and evidence required to demonstrate competency in this unit	Evidence of the following is essential: • applies relevant process to plan a route in uncontrolled environments and demonstrates navigation techniques to orientate and follow directions • navigates around obstacles in uncontrolled environments while maintaining a compass course • evaluates and reflects on own navigation performance to identify strengths, weaknesses and areas that need improvement.
Context of and specific resources for assessment	Assessment must ensure participation in navigation activities in uncontrolled environments that are of sufficient breadth and duration to demonstrate competency and consistency of performance. Assessment must also ensure access to: • a suitable outdoor location with uncontrolled environments within an activity-specific context that align with Class 5 Tracks within the Australian Standards for Walking Tracks • navigation equipment such as map or maps, compass, GPS and activity-specific equipment.
Method of assessment	A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit: • oral or written questioning to assess knowledge of navigation techniques used to maintain a course in uncontrolled environments • observation of safe participation and demonstration of navigation skills, such as maintaining a compass course while bypassing an obstacle and identifying unknown features when lost • third-party reports from a supervisor detailing performance. Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example:

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- SISOBWG302A Apply intermediate bushwalking skills.

or

- SISOMBK302A Apply advanced off-road cycling skills.

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, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Map or maps may include:

- cadastral and topographic maps
- charts
- hydrographic
- aerial photographs
- guide books and diagrams
- satellite imagery
- digital map
- sketch maps.

Symbols and information may include:

- grid lines and numbers
- contour lines
- magnetic variation
- scale
- map legend
- topographic features
- markers and beacons
- water depth.

Contextual issues may include:

- weather conditions, including times
- season
- transport
- location
- trip distance and duration
- group objectives
- group size.

Relevant legislation may include:

- occupational health and safety
- permits or permission for access
- environmental regulations.

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Organisational policies and procedures may include:	• occupational health and safety • communication protocols • use and maintenance of equipment • code of ethics.
Navigation data sheet may include:	• grid reference points • grid and magnetic bearings • distances • estimated travelling times • height gain or loss • gradient • identifiable features • escape routes.
Navigation techniques may include:	• use of compass • linear features • point features • attack points • aiming off • collecting features • spiral search • sweep search • backbearings and resections • use of Global Positioning Systems (GPS).
Surroundings may include:	• ground or terrain • snow conditions • bodies of water • beacons and markers • natural formations • landmarks • man-made features.
Uncontrolled environments may include:	• limited modifications to the natural surface • minimal clearance along the track and signage • terrain and man-made hazards • tracks align with Class 5 Tracks within the Australian Standards for Walking Tracks • areas of water where there are few obvious visible landmarks.
Navigation aids may include:	• track and creek junctions and crossings • survey markers • beacons • track markers • cairns

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- paths
- lines
- signs
- arrows
- watch
- weather charts
- man-made objects or features
- transits.

Techniques for estimating distance may include:

- time
- observation of surroundings
- relation to features
- pacing.

Obstacles may include:

- logs
- rocks
- gullies
- trees
- varying snow conditions
- exposed areas
- thick vegetation
- drops and climbs
- marshes and bogs
- fog
- rivers, lakes and dams.

Relevant aspects may include:

- objectives
- planning process
- activity site
- weather
- equipment selection
- clothing selection
- food selection
- instructional content
- instructional technique
- assessment technique
- group feedback
- directing techniques
- rescue techniques employed.

Unit Sector(s)

Outdoor Recreation

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Competency Field

Navigation

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SISOOPS201A Minimise environmental impact

Modification History

Not Applicable

Unit Descriptor

This unit describes the performance outcomes, skills and knowledge required to implement minimal environmental impact practices while participating in and assisting in outdoor recreation activities under supervision.

Application of the Unit

This unit applies to those who work as assistants under direct supervision in a range of roles and settings across the outdoor recreation sector.

This may include outdoor recreation leaders working for outdoor education or adventure providers, volunteer groups, not-for-profit organisations or government agencies.

Licensing/Regulatory Information

No licensing, regulatory or certification requirements apply to this unit at the time of endorsement.

Pre-Requisites

Nil

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes of a	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the

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ELEMENT	PERFORMANCE CRITERIA
unit of competency.	required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the Evidence Guide.
1. Determine the environmental impacts of outdoor recreation activities.	1.1. Identify the ***impacts*** caused by participation in specific outdoor recreation activities. 1.2. Determine the possible ***causes*** of these impacts. 1.3. Identify the consequences of the impact on the environment. 1.4. Source and analyse information on key ***organisational practices and procedures*** used to reduce the environmental impact.
2. Adopt minimal impact practices.	2.1. Follow instructions of ***relevant personnel*** to apply ***minimal impact environmental practices*** and procedures during outdoor activities. 2.2. Use equipment in a manner that reduces impact on the natural environment. 2.3. Demonstrate appropriate behaviour toward the environment when interacting with staff and participants. 2.4. Utilise heritage or cultural sites according to ***relevant legislation*** and or directions from relevant personnel. 2.5. Report ***inappropriate environmental practices*** to relevant personnel.

Required Skills and Knowledge

This section describes the skills and knowledge required for this unit.

Required skills

- communication skills to:
  - follow instructions to implement minimal environmental impact practices in outdoor activities
  - report inappropriate practices
- literacy skills to read and interpret organisational procedures to reduce environmental impact
- problem-solving skills to:
  - anticipate the consequences of outdoor recreation activities on the environment
  - implement strategies to reduce the potential impact.

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Required knowledge

- legislation and codes relating to environmental protection and cultural and heritage protection for the activity area and location to enable outdoor recreation activities to be undertaken responsibly
- area restrictions and resource management requirements to enable compliance during outdoor recreation activities
- basic ecological principles and interrelationships to enable understanding of potential causes and consequences of environmental impact
- organisational procedures for minimal environmental impact practices relevant to specific activities, sites or locations.

Evidence Guide

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

Critical aspects for assessment and evidence required to demonstrate competency in this unit	Evidence of the following is essential: • utilises environmental resources responsibly and with minimal impact to participate in outdoor recreation activities • complies with general legislation, land managers requirements, industry codes and activity specific codes of practice to minimise environmental impact • applies contingency management techniques to deal with problems in implementing minimal environmental impact practices.
Context of and specific resources for assessment	Assessment must ensure implementation of minimal impact practices relevant to specific activities, sites and or locations while participating in outdoor recreation activities to demonstrate competency and consistency of performance, on multiple occasions. Assessment must also ensure access to: • an outdoor environment or site to participate in outdoor activity • relevant personnel • documentation such as organisational minimal environmental impact procedures and practices and relevant environmental protection legislation.

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Method of assessment

A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:

- direct observation of the candidate's ability to implement minimal environmental practices while participating in and assisting in an outdoor activity
- written and oral questioning to assess knowledge of key environmental practices and procedures to minimise activity impact appropriate to the locality or site of the outdoor activity
- third-party reports from a supervisor detailing evidence of the candidate's implementation of minimal environmental impact practices during an outdoor activity.

Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example:

- SISOODR201A Assist in conducting outdoor recreation sessions
- Activity specialisations.

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, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Impacts may include:

- pollution
- vegetation tramping and breakage
- breakage and dislodgment of rock and other formations
- compaction of soil and other deposits
- disturbance or removal of fauna
- introduction of new flora and fauna
- chemical alteration of environments
- damage to, or inappropriate behaviour in, cultural sites
- graffiti
- reduction in decomposing timber

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	• campfire scars • noise.
Causes may include:	• development of facilities and signs • increased use.
Organisational practices and procedures may include:	• restricting access • limiting group size • seasonal restrictions • use of permits • codes of ethics and conduct • heritage and cultural site protocols and guidelines.
Relevant personnel may include:	• supervisors • resource managers • peak activity groups • custodians.
Minimal impact environmental practices may include:	• avoidance of sensitive areas • site and route selection • limited party size • removal of rubbish • appropriate sanitation practices • use of fuel stoves • use of low impact equipment • keeping to marked tracks or routes • appropriate washing procedures • respect and protection of heritage and cultural sites • camp fire management and rehabilitation.
Relevant legislation may include:	• occupational health and safety • permits or permission for access • environmental regulations • marine regulations.
Inappropriate environmental practices may include:	• trampling over sensitive areas • leaving rubbish behind • accessing out of bounds areas • disturbing cultural sites.

Unit Sector(s)

Outdoor Recreation

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Competency Field

Field Operations

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SISOOPS202A Use and maintain a temporary or overnight site

Modification History

Not Applicable

Unit Descriptor

This unit describes the performance outcomes, skills and knowledge required to establish, use and maintain a temporary or overnight site. Temporary sites include sites used for rest stops, overnight camping and emergency shelters.

Application of the Unit

This unit applies to those working in a range of outdoor recreation environments that require use of temporary overnight sites.

This unit may also apply to leaders working for outdoor education or adventure providers; volunteer groups; not-for-profit organisations or government agencies.

Licensing/Regulatory Information

No licensing, regulatory or certification requirements apply to this unit at the time of endorsement.

Pre-Requisites

Nil

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes of a	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the

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ELEMENT	PERFORMANCE CRITERIA
unit of competency.	required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
1. Make logistical arrangements.	1.1. Access local area knowledge and ***information***, and use it to identify suitable ***temporary sites***. 1.2. Identify factors affecting site selection according to ***relevant legislation*** and ***organisational policies and procedures***. 1.3. Access ***relevant sources*** to interpret detailed ***weather and environmental information***. 1.4. Identify ***hazards*** and potential ***human impact*** practices associated with the activity and apply ***risk*** minimisation as advised by the supervisor. 1.5. Identify and plan ***food and water requirements*** according to ***principles of nutrition*** and the duration of the activity. 1.6. Address perishability of various foods, packaging, cooking and storage considerations when menu planning. 1.7. Identify and plan for emergency food and water requirements.
2. Select equipment.	2.1. Select ***equipment*** according to ***contextual issues*** and check its serviceability. 2.2. Select personal clothing and footwear, and identify the design and or construction features that make it appropriate.
3. Establish a shelter.	3.1. Arrange a ***shelter*** according to the prevailing weather and conditions, and ensure comfort and safety. 3.2. Erect a shelter in a manner to reduce ***impact on the natural environment*** according to relevant legislation and organisational policies and procedures.
4. Maintain a temporary site.	4.1. Take measures to remove or avoid hazards and minimise risk at the temporary site. 4.2. Identify the consequences of unhygienic practices and apply recommended procedures to mitigate potential health risks. 4.3. Clean individual and shared utensils according to organisational policies and procedures. 4.4. Identify and apply sanitation practices appropriate to the site to minimise health problems and

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ELEMENT	PERFORMANCE CRITERIA
	environmental impact.
	4.5. ***Pack up*** and clean area when leaving according to relevant legislation and organisational policies and procedures.
5. Evaluate the activity.	5.1. Evaluate ***relevant aspects*** of using and maintaining an overnight site.
	5.2. Identify improvements for future overnight stays.

Required Skills and Knowledge

This section describes the skills and knowledge required for this unit.

Required skills

- literacy and numeracy skills to:
  - read and interpret legislation and organisational policies and procedures
  - analyse weather and environmental information
- planning and organising skills to:
  - allocate and select equipment for overnight stay
  - establish and erect shelter at an appropriate site
- communication skills to:
  - interact with other participants
  - work as a team to set up camp and maintain a positive and safe environment
- problem-solving skills to:
  - deal with unforeseen circumstances
  - keep warm and sheltered, in the case of extreme environmental conditions and or loss of equipment
  - handle and prepare food hygienically
  - apply minimal impact camping techniques
- first aid and emergency response skills appropriate to the location to enable initial response to emergencies and personal health care.

Required knowledge

- legislation and organisational policies and procedures to enable safe conduct of camping activities
- minimal impact camping and walking codes to ensure protection of environment
- equipment, clothing, footwear, food and water required for the duration of activity
- packing and maintenance techniques before, during and after the activity to protect personal and group equipment and ensure prolonged life
- principles of nutrition to maintain health and energy during activity

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- food and water in emergency situations to maintain health for prolonged periods
- food preparation and cooking methods used in outdoor environments
- sanitation procedures in outdoor environments to avoid contamination and illness
- types and purposes of different shelters to enable selection and use in various weather conditions
- weather and environmental information to ascertain possible conditions and their affect on the activity including life threatening conditions
- emergency procedures and potential hazards relevant to the location to ensure risk minimisation to self and group.

Evidence Guide

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

Critical aspects for assessment and evidence required to demonstrate competency in this unit	Evidence of the following is essential: • makes logistical arrangements based on knowledge of the area and selects equipment and supply requirements according to the conditions and duration of the activity • applies camping techniques and adapts to contingencies that may arise, such as sudden change of weather • takes precautions to maintain physical well being of self and group, such as hygiene and sanitation procedures to prevent contamination and illnesses • evaluates and reflects on performance to identify strengths, weaknesses and areas that need improvement.
Context of and specific resources for assessment	Assessment must ensure establishment, use and maintenance of a temporary or overnight site on multiple occasions to demonstrate competency and consistency of performance. Assessment must also ensure access to: • resources and information regarding site to plan logistical arrangements • a suitable outdoor location • appropriate camping equipment.
Method of assessment	A range of assessment methods should be used to assess

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practical skills and knowledge. The following examples are appropriate for this unit:

- observation of planning logistical arrangements for the activity
- oral and or written questioning and reports to assess knowledge in relation to human impact on the environment
- observation of establishing and maintaining an overnight shelter
- observation of dealing with contingencies, such as repairing and or improvising on items of essential equipment in the case of breakage or loss.
- written and or verbal self evaluation.

Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example:

- SISOOPS201A Minimise environmental impact
- Activity-specific units requiring the use and maintenance of a temporary or overnight site.

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, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Information may include:

- maps and charts
- guide books
- land managers and agencies.

Temporary sites may include:

- rest stops
- activity sites
- temporary or overnight shelter.

Relevant legislation may include:

- occupational health and safety
- permits or permission for access
- environmental regulations
- marine regulations.

Organisational policies and procedures may include:

- occupational health and safety
- use and maintenance of equipment
- camp fire regulations

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- emergency procedures
- code of ethics.

Relevant sources may include:

- Bureau of Meteorology
- media
- land managers or agencies
- local knowledge.

Weather and environmental information may include:

- satellite images
- daily and weekly forecasts
- maximum and minimum temperatures
- weather warnings
- event warnings
- river levels
- synoptic charts
- high and low tide predictions.

Hazards may include:

- temperature extremes
- slippery or unstable terrain
- dangerous animals and insects
- stinging trees and nettles
- dense vegetation
- group management hazards.

Human impact may include:

- pollution
- physical damage
- alteration to the environment
- visual
- noise
- damage to cultural heritage
- crowding.

Risk may include:

- hypothermia
- frostbite
- dehydration
- heat exhaustion
- hyperthermia
- injuries and illness
- insect bites and stings
- food poisoning
- lost party or party member
- falling trees and branches.

Food and water requirements may include:

- menu planning and preparation
- range of foods:
  - perishability
  - packaging

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- storage
- cooking methods.

Principles of nutrition may include:

- food groups
- dietary guidelines
- essential nutrients
- food preparation:
  - methods of cooking
  - safe food handling and hygiene practices
- individual food requirements and allergies.

Equipment may include:

- torch
- tent
- poles
- tarp
- sleeping bag
- cooking system and utensils
- pots and pans
- ropes
- plastic bags for rubbish
- first aid kit
- activity-specific equipment.

Contextual issues may include:

- weather conditions, including times
- season
- transport
- location
- trip distance and duration
- group objectives
- group size.

Shelter may include:

- tents
- bivvies
- snow caves
- lean-to
- mobile trailers and vans.

Impact on natural environment may include:

- soil
- plants
- water
- geology
- wildlife.

Pack up may include:

- gather all rubbish for removal
- wipe or clean gear.

Relevant aspects may include:

- objectives
- planning process

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- activity site
- weather
- equipment selection
- clothing selection
- food selection
- instructional content
- instructional technique
- assessment technique
- group feedback
- directing techniques
- rescue techniques employed.

Unit Sector(s)

Outdoor Recreation

Competency Field

Field Operations

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SISOYSB201A Demonstrate basic skills to sail a small boat in controlled conditions

Modification History

Not Applicable

Unit Descriptor

This unit describes the performance outcomes, skills and knowledge required to rig and sail a small boat on a marked course in controlled conditions, under supervision. This unit also focuses on participating in capsize, towing and crew recovery drills.

Application of the Unit

This unit applies to those who assist in small boat sailing activities under supervision in a range of controlled conditions.

This unit also applies to leaders working for outdoor education or adventure providers; volunteer groups; not-for-profit organisations or government agencies.

Licensing/Regulatory Information

No licensing, regulatory or certification requirements apply to this unit at the time of endorsement.

Pre-Requisites

Nil

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the	Performance criteria describe the performance needed to demonstrate

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ELEMENT	PERFORMANCE CRITERIA
essential outcomes of a unit of competency.	achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the Evidence Guide.
1. Plan for the sailing activity.	1.1. Select an activity site or location with ***controlled conditions*** according to ***relevant legislation*** and ***organisational policies and procedures***. 1.2. Access ***relevant sources*** to interpret ***weather and environmental information***. 1.3. Identify potential ***hazards*** within the ***small boat*** sailing environment and implement strategies to reduce ***risks***, as advised by the supervisor. 1.4. Identify ***food and water requirements*** to maintain physiological well being during activity.
2. Select equipment.	2.1. Select small boat and ***equipment*** according to design and construction features and check working condition. 2.2. Identify and select suitable ***sails*** for boat. 2.3. Select clothing suitable for the prevailing and expected conditions. 2.4. Fit and adjust equipment to ensure comfort, safety and suitability.
3. Rig and de-rig small boat.	3.1. Identify the ***main parts of a small boat*** and fittings on the mast and boom. 3.2. Identify ***sails*** and their component parts. 3.3. Use ***appropriate knots*** to rig ***sails***, under supervision.
4. Launch and land small boat.	4.1. Determine ***wind direction*** to identify safe and easy launching location. 4.2. Launch and land the ***small boat*** in calm, ***controlled conditions*** while maintaining stability, direction and ***speed control***. 4.3. Adopt position on the ***small boat***, and secure the centreboard and rudder.
5. Sail a marked course in calm conditions.	5.1. Apply ***primary boat controls***, and identify their effect on boat movement. 5.2. ***Determine wind direction and use wind, wind indicators and directional change to follow the marked course***. 5.3. Use wind indicators and angle of the sail to vary speed ***and*** use a basic heave to as a reference point. 5.4. Identify when the boat is being sailed close hauled and sail to the destination directly upwind 5.5. Identify the No-Go Zone perimeters and tack the boat from close-hauled to close-hauled.

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ELEMENT	PERFORMANCE CRITERIA
	5.6. Determine when the boat is being sailed on a dead run and gybe the mainsail while the boat remains sailing on a dead run. 5.7. Identify potential hazards of gybing while sailing downwind, and implement strategies to avoid the unexpected gybe.
6. Perform capsize drills.	6.1. Identify and implement procedures for capsize according to relevant legislation and organisational policies and procedures. 6.2. Demonstrate technique and order of events to right a small boat, as part of a team, according to organisational policies and procedures.
7. Participate in towing drills.	7.1. Identify situations requiring ***towing*** and prepare boat for towing. 7.2. Tow boat safely under instructor guidance, according to organisational policies and procedures. 7.3. Release ***boat*** from tow under instructor guidance, according to organisational policies and procedures. 7.4. Implement, under direct supervision and instructor guidance, a ***crew recovery drill***, in the event of separation of a crew member from the boat.
8. Return small boat ashore.	8.1. Prepare and raise centreboard and rudder for return. 8.2. Carry and stow the ***small boat*** according to supervisor's directions and organisational policies and procedures. 8.3. Stow or store ***equipment*** according to manufacturer's recommendations, supervisor's directions and organisational policies and procedures.
9. Evaluate sailing activity.	9.1. Evaluate ***relevant aspects*** of the activity. 9.2. Identify improvements for future small boat sailing experiences in controlled conditions.

Required Skills and Knowledge

This section describes the skills and knowledge required for this unit.

Required skills

- problem-solving skills to:
  - rig boat using suitable knots
  - determine wind direction
  - maintain stability, position, direction and speed control
  - determine when the boat is being sailed on a dead run
- planning and organising skills to:

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  - select an appropriate location with controlled conditions
  - source small boat, equipment, and food and water
  - prepare for capsizing and towing drills
- numeracy skills to:
  - select correct sized sail for boat
  - use the angle of the sail to slow and speed up the small boat
  - determine points of sail in relation to course, wind direction and angles
- literacy skills to interpret and apply weather and environmental information, relevant legislation and organisational policies and procedures
- communication skills to interact with other craft and crew members
- teamwork skills to:
  - right a small boat after capsize
  - assist and support crew members in all aspects of sailing a small boat
- emergency response and crew recovery skills to enable initial response to emergencies.

Required knowledge

- legislation and organisational policies and procedures to enable safe conduct of sailing activities
- rules of the road to safely sail alongside other water craft
- types of small boats and equipment, characteristics and technology used for sailing
- knots and their application to a sailing setting to enable accurate rigging of sails
- sailing manoeuvres and techniques to enable negotiation of courses
- sailing and weather terminology to enable clear communication between crew members
- the main points of sailing and sail positions to manoeuvre small boat efficiently
- information on tide and wind to safe launching, landing and manoeuvring
- capsize procedures and methods to right a small boat
- food and water requirements to maintain health and energy during activities
- weather and environmental information to ascertain possible conditions and their affect on the activity
- emergency, towing and recovery procedures to ensure risk minimisation.

Evidence Guide

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

Critical aspects for assessment and evidence required to demonstrate	Evidence of the following is essential: • selects small boat and equipment suitable for

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competency in this unit	controlled conditions and uses terminology to identify parts and fittings of small boat • rigs small boat using appropriate knots, and launches, lands and returns boat while maintaining stability, direction and ***control*** • applies capsize procedures to right a small boat, and participates in towing and crew recovery drills while maintaining adequate communication with crew • evaluates and reflects on own small boat sailing performance to identify strengths, weaknesses and areas that need improvement.
Context of and specific resources for assessment	Assessment must ensure participation in multiple small boat sailing activities in controlled conditions that are of sufficient duration to demonstrate competency and consistency of performance. Assessment must also ensure access to: • resources and information to plan and select equipment for the sailing activity • a suitable location with sheltered waters, light winds of 0-8 knots, wave height up to 0.3m, and controlled conditions suitable to participants • a qualified leader or supervisor • a small sailing boat, suitable sails and safety equipment.
Method of assessment	A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit: • oral or written questioning to assess knowledge of small boat sailing environments, including wind direction and speed and possible hazards • observation of safe participation and demonstration of basic small boat sailing techniques and manoeuvres • third-party reports from a supervisor detailing performance. Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended.

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

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wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Controlled conditions may include:	• light winds of 0-8 knots • sheltered waters with partially smooth waters • wave height up to 0.3m.
Relevant legislation may include:	• occupational health and safety • permits or permission for access • environmental regulations • marine regulations.
Organisational policies and procedures may include:	• occupational health and safety • use, maintenance and storage of equipment • communication protocols • ***sailing etiquette*** • minimal impact environmental codes • code of ethics.
Relevant sources may include:	• Bureau of Meteorology • media • land managers or agencies • coastal patrol or coastguard • volunteer marine rescue • local knowledge.
Weather and environmental information may include:	• satellite images • daily and weekly forecasts • maximum and minimum temperatures • weather warnings • event warnings • river heights • synoptic charts • high and low tides.
Hazards may include:	• temperature extremes • slippery or unstable terrain • dangerous animals and insects • stinging trees and nettles • dense vegetation • group management hazards • slippery or unstable shore • poor posture, poor technique • poor carrying techniques • loose or insecure craft when being transported

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	• other craft.
Small boat may include:	• 18ft and under • single masted unballasted mono or multi-hulled vessel • stayed or unstayed mast • one, two or three sails.
Risks may include:	• hypothermia • heat exhaustion • injuries • exhaustion • lost party or party member • equipment and course failure.
Food and water requirements may include:	• range of foods • energy content • hydration.
Equipment may include:	• safety and rescue equipment • protective equipment • small boat • sails.
Sails may include:	• mainsail • jib • spinnaker.
Appropriate knots may include:	• figure of eight • bowline • half hitch • reef knot • rolling hitch.
Primary boat controls may include:	• mainsail • jib • balance • trim • centreboard.
Towing may include:	• single tow • multiple tow • pick-up of tow • release from tow.
Crew recovery drills may include:	• maintain sight of crew overboard at all times • teamwork • approach and stop to leeward of crew member in water • slow speed of approach

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Relevant aspects may include:

- assist crew on board.
- objectives
- planning process
- activity site
- weather
- equipment selection
- clothing selection
- food selection
- instructional content
- instructional technique
- assessment technique
- group feedback
- directing techniques
- rescue techniques employed.

Unit Sector(s)

Outdoor Recreation

Competency Field

Yachting - Small Boat

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SISXMGT001 Develop and maintain stakeholder relationships

Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to develop and maintain an effective relationship with key stakeholders who contribute to and influence the delivery of services.

This unit applies to managers or program coordinators who work with some autonomy. Work is performed according to relevant legislation and organisational policies and procedures.

No occupational licensing, certification or specific legislative requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Competency Field

Management and Leadership

Unit Sector

Cross-Sector

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Identify the role and function of key stakeholders.	1.1 Identify key stakeholders and personnel that impact on the organisation and its service delivery. 1.2 Access and analyse information on the roles and functions of key stakeholders.

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	1.3 Determine the decision making processes within key stakeholder organisations and their impact on the organisation. 1.4 Research types of information and resources available from key stakeholder personnel.
2. Develop and implement strategies to promote effective stakeholder relationships.	2.1 Consult with stakeholders to establish their needs. 2.2 Plan activities to facilitate effective rapport with stakeholders. 2.3 Adopt communication techniques and methods appropriate to the needs of stakeholders. 2.4 Identify and respond to factors that may negatively impact stakeholder communication 2.5 Develop strategies to maintain working relationships with stakeholders.
3. Evaluate stakeholder relationships.	3.1 Seek feedback from stakeholders on communication and engagement activities. 3.2 Assess organisational strategies in developing effective working relationships with stakeholders. 3.3 Modify strategies in consultation with key organisational and stakeholder personnel.

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

SISCCRD304A Work with key stakeholders

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=1ca50016-24d2-4161-a044-d3faa200268b

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Assessment Requirements for SISXMGT001 Develop and maintain stakeholder relationships

Modification History

Not applicable.

Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and:

- develop, implement and evaluate strategies to promote effective stakeholder relationships with at least two of the following stakeholder types:
  - government agencies
  - funding agencies
  - community organisations
  - peak bodies
  - boards of management
  - enterprises
  - industry associations
- select and use at least three different techniques and methods for stakeholder communication.

Knowledge Evidence

Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:

- key stakeholders likely to impact the organisation and the types of strategies and communication methods for building relationships, as specified in the Performance Evidence
- roles and functions of different stakeholders in the industry and how these are changing in relation to:
  - funding
  - management
  - decision-making
  - sponsorship
- organisational policies and procedures for stakeholder relationship management:
  - stakeholder consultation and engagement
  - communication protocols and methods for different situations
  - evaluation measures and criteria
  - conflict resolution procedures

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    - information management and security
- strengths and weaknesses of different types of stakeholder communication
- barriers to effective communication with stakeholders and ways to respond
- information and resources of stakeholders:
    - facilities
    - equipment
    - grants or funding
    - personnel
    - services
- legislative requirements relating to communication of information.

Assessment Conditions

Skills must be demonstrated in:

- a workplace or simulated industry environment.

Assessment must ensure use of:

- legislative information related to communication of information
- information about stakeholder groups / organisations
- individuals and groups with whom the candidate builds relationships; these can be:
    - individuals in industry organisations, or
    - individuals who participate in project activities, role plays or simulated activities, set up for the purpose of assessment, within a training organisation.

Assessment activities that allow the individual to:

- plan and implement strategies over time.

Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=1ca50016-24d2-4161-a044-d3faa200268b

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SITEEVT010 Manage on-site event operations

Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to manage on-site operational activities for the staging of events. It requires the ability to finalise operational plans, oversee event set-up, execution and break-down, and evaluate the operational success of events.

This unit is relevant to events that are diverse in nature and are coordinated in many industry contexts, including the tourism, hospitality, sport, cultural and community sectors.

It applies to event coordinators and managers as well as venue duty, front of house and operations managers who operate independently, and are responsible for operational decisions. They may work in event management companies, in event venues, or in organisations that organise their own events.

No occupational licensing, certification or specific legislative requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Competency Field

Events

Unit Sector

Events

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the	Performance criteria describe the performance needed to

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essential outcomes.	demonstrate achievement of the element.
1. Finalise event preparations.	1.1. Check final arrangements for event and address any discrepancies or outstanding matters. 1.2. Analyse event requirements and develop plans and procedures for event staging. 1.3. Prepare and collate operational documentation to facilitate effective on-site management, and distribute to relevant personnel. 1.4. Develop and provide event briefings to relevant personnel in advance of event. 1.5. Minimise use of printed materials and maximise electronic transmission of documents to reduce waste.
2. Oversee event set-up.	2.1. Establish on-site contact with contractors and reconfirm all requirements. 2.2. Assess all aspects of event set-up against prearranged service agreements and check for safety and ease of attendee access. 2.3. Identify deficiencies and discrepancies and take prompt action to resolve. 2.4. Conduct final briefing on event operational details, including communication and control mechanisms.
3. Monitor event operation.	3.1. Monitor event operation through observation and communication with relevant personnel to ensure effective delivery of services. 3.2. Identify and quickly evaluate operational problems as they arise and take prompt action to resolve. 3.3. Monitor compliance with environmental and social sustainability procedures to ensure minimal impacts. 3.4. Liaise with client throughout event to ensure satisfaction with service delivery and make necessary adjustments.
4. Oversee event break-down.	4.1. Ensure event break-down is completed according to agreements. 4.2. Check and sign invoices according to contractor agreements. 4.3. Debrief relevant personnel to improve future event service delivery.
5. Evaluate operational success of event.	5.1. Obtain feedback from customers and seek input from personnel and contractors on event operations. 5.2. Reflect on and evaluate operational problems. 5.3. Provide recommendations for improvements to future event management practices.

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Foundation Skills

Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed here, along with a brief context statement.

SKILLS	DESCRIPTION
Reading skills to:	• interpret complex event planning documentation.
Writing skills to:	• write complex and detailed, yet easily accessible, event operational documents.
Oral communication skills to:	• provide precise instructions to event team members and contractors throughout the operation of the event • negotiate solutions and provide clear instructions when problems arise.
Numeracy skills to:	• interpret event budgets and event service agreement costings to determine correct on-site supply of contracted services • work quickly and accurately with budget figures to calculate effect on event profitability when resolving on-site problems.
Problem-solving skills to:	• negotiate solutions with clients, and internal and external personnel under pressure where time constraints play a key factor.
Teamwork skills to:	• lead a team of event staging personnel and external contractors to effectively deliver events • consult with team members and take account of suggested solutions to on-site staging problems.
Self-management skills to:	• take responsibility for the finalisation of event plans and on-site coordination of the delivery of the event.
Technology skills to:	• use calculators, computers, software programs and printers for processing event documentation • use two-way communication equipment for on-site management.

Unit Mapping Information

SITXEVT505 Manage on-site event operations

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=68c40a93-e51d-4e0f-bc06-899dff092694

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Assessment Requirements for SITEEVT010 Manage on-site event operations

Modification History

Not applicable.

Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and:

- manage on-site event operations for at least one event type listed in the knowledge evidence with multiple operational components, overseeing event:
  - set-up
  - operation
  - break-down
- develop comprehensive plans, procedures and operational documentation for staging at above event
- conduct event briefings prior to and following the above event
- liaise and consult with contractors and other relevant personnel during event finalisation, operation and break-down to ensure service agreements are met and potential risks are mitigated
- manage on-site event operations in live time where commercially realistic time pressures and constraints play a key factor.

Knowledge Evidence

Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:

- types of events:
  - business and corporate
  - entertainment and leisure
  - exhibitions, expositions and fairs
  - festivals
  - fundraising
  - government and civic
  - marketing
  - meetings and conventions
  - sports
- characteristics of different types of events; their purpose, format and running order
- personnel and others involved in the operation of an event:

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    - clients
    - contractors
    - event operations team
    - exhibitors
    - merchandisers
    - organising committee
    - sponsors
    - suppliers
    - venue coordinators or duty managers
    - volunteers
- roles, responsibilities, hierarchy of controls, and reporting for event staging of:
    - corporate clients
    - internal event team members, venue personnel and external contractors
    - on-site event manager
- features and functions of two-way communication equipment used to facilitate communication between event personnel
- techniques for managing stress and time during operation of events
- types of event contractors:
    - caterers
    - display suppliers
    - entertainers
    - food and beverage personnel
    - florists
    - equipment hire companies
    - registration and ticket sales specialist companies
    - security personnel
    - speakers and facilitators
    - suppliers of technical equipment and services
    - venue coordinators or duty managers
- key features and functions of event staging products and services:
    - catering
    - displays, stands and signage
    - exhibitor services
    - security
    - talent
    - technical equipment and services:
        - audiovisual
        - lighting
        - rigging
        - sets

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    - sound
    - special effects
    - stage design
  - venue or site:
    - furniture
    - layouts
    - registration areas and equipment
    - styling
- styles used in venue room set-up and their different purposes:
  - banquet
  - classroom
  - cabaret
  - theatre
  - u shape
- formats for, inclusions, and uses of:
  - operational plans and procedures used to manage on-site event logistics:
    - event documentation issued to operational personnel and contractors
    - briefing papers
    - running sheets for delivery of event
    - registration reports
    - layout plan for venue or site
  - event service agreements
- key environmental and social impacts of event delivery and minimal impact procedures to reduce them:
  - reducing impacts on the lifestyle of neighbouring residents
  - maintaining natural and cultural integrity
  - recycling and disposing of waste, especially hazardous substances
  - safety for crowds and the movement of large numbers of attendees
  - use of energy, water and other resources during event set up, operation and break down
- control measures to mitigate risk for:
  - attendees
  - contract staff
  - personnel
  - volunteers
- components of event break-down:
  - correctly removing infrastructure and facilities to ensure site is left in good condition
  - debriefing participants, exhibitors and contractors
  - directing event team member participation
  - liaising with venue and site personnel

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- overseeing recycling and environmentally sound disposal of waste
- packing and removing items.

Assessment Conditions

Skills must be demonstrated in an operational events context where the management of on-site event operations is required. This can be:

- a live event
- a simulated industry event set up for the purpose of skills assessment.

Assessment must ensure access to:

- dedicated event budgets
- venues and sites where events are operated
- computers, software programs and printers currently used by the events industry to prepare event documentation
- two-way communication equipment for on-site management
- industry current operational documents used to facilitate effective on-site management:
  - briefing papers
  - contact numbers for contractors and/or emergency services
  - copies of agreements with contractors and/or clients
  - event program and scheduled time for activities
  - event orders
  - incident reports
  - itemised lists of resources, suppliers and costs
  - layout plan for venue or site
  - plans and procedures
  - registration reports
  - risk assessments
  - running sheet for delivery of event
  - service vouchers
  - signage
  - sign-in and sign-out sheets
  - site maps
  - staffing rosters
- client's internal event team members, venue personnel and external contractors with whom the individual can interact; these can be:
  - those in an industry workplace who are assisted by the individual during the assessment process; or
  - individuals who participate in role plays or simulated activities, set up for the purpose of assessment, in a simulated industry environment operated within a training organisation.

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Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors; and:

- have worked in industry for at least three years where they have applied the skills and knowledge of this unit of competency.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=68c40a93-e51d-4e0f-bc06-899dff092694

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SITTVAF005 Fill LPG gas cylinders

Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to safely fill liquefied petroleum gas (LPG) cylinders up to a maximum of 9kg. It requires sound knowledge of working with volatile and hazardous gas and how to respond to an emergency.

The unit is relevant to holiday parks and resorts and other associated hospitality or retail workplaces that provide LPG cylinder filling services.

It applies to frontline service or supervisory personnel who operate with a level of independence. Work is undertaken according to organisational policy and procedures and relevant legislative requirements.

No occupational licensing, certification or specific legislative requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Competency Field

Venue and Facility Operations

Unit Sector

Tourism

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Implement work health and	1.1.Implement safe work practices when preparing,

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safety policies and procedures for working with LPG.	undertaking and finalising LPG decanting. 1.2. Lift and carry LPG cylinders following manual handling procedures. 1.3. Carry out first aid in the event of a cold burn. 1.4. Identify, eliminate or control hazards in LPG decanting area as they arise. 1.5. Report and document safety issues, hazards or incidents according to organisational work health and safety (WHS) reporting procedure. 1.6. Explain safe LPG decanting practices and relevant WHS procedures and information to customers and colleagues. 1.7. Participate in LPG WHS consultation processes.
2. Check LPG decanting cylinder for compliance.	2.1. Locate required warning notices and verify they are correct in accordance with legislative requirements. 2.2. Inspect decanting cylinder to confirm it meets safety regulations, standards and statutory requirements. 2.3. Ensure appropriate firefighting equipment is in place and has been tested within the required timeframe. 2.4. Rectify areas of non-compliance or refer to appropriate personnel as required.
3. Prepare for filling of cylinders.	3.1. Locate LPG decanting tool kit and confirm required tools and equipment are available. 3.2. Inspect LPG cylinders to confirm they are safe to fill according to legislative requirements and national standards. 3.3. Explain to customers the specific reason and potential safety risks if cylinder does not comply. 3.4. Retain hazardous cylinders according to organisational policies and procedures as required and offer customer alternative options. 3.5. Drill holes in hazardous LPG cylinder to ‘make safe’ if customer insists on having it returned. 3.6. Scan decanting area to ensure it is safe to commence decanting process. 3.7. Earth cylinder and discharge body build-up of static electricity. 3.8. Put on required protective equipment.
4. Fill cylinders.	4.1. Place cylinder in an upright position, connect decanting hose and commence filling. 4.2. When cylinder is full safely close bleed valve, remove filling hose and finalise decanting. 4.3. Check cylinder for leaks and empty if required.

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	4.4. Secure all tools and equipment and lock decanting cylinder.
5. Follow LPG emergency procedures.	5.1. Respond to LPG emergencies according to organisational emergency procedures and call for assistance from colleagues and authorities as required. 5.2. Clean up following emergencies and check all equipment for damage. 5.3. Repair, replace or re-order damaged equipment as required. 5.4. Complete LPG emergency incident and hazard report.

Foundation Skills

Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed here, along with a brief context statement.

SKILLS	DESCRIPTION
Reading skills to:	• interpret unfamiliar and complex materials describing regulatory requirements for LPG safety management and organisational policies and procedures.
Writing skills to:	• prepare reports on hazards and the effectiveness of LPG safe management practices and, recommendations for change • create accurate written records according to WHS policy and procedures and regulatory compliance.
Problem-solving skills to:	• analyse LPG safety requirements, deficiencies and recommend change.

Unit Mapping Information

No equivalent unit.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=68c40a93-e51d-4e0f-bc06-899dff092694

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Assessment Requirements for SITTVAF005 Fill LPG gas cylinders

Modification History

Not applicable.

Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and:

- demonstrate the liquefied petroleum gas (LPG) decanting process safely for at least three LPG cylinders following organisational policy and procedures for:
  - storage of tools, equipment and cylinders
  - correct positioning of LPG decanting cylinder
  - handling and transportation of full and empty LPG cylinders
  - filling cylinders
  - testing newly filled cylinders for leaks
- explain procedure to identify a hazardous cylinder and explain organisational policy and procedures for:
  - notifying customers of hazards and offering alternatives
  - retention and safe storage of hazardous cylinders
  - emptying hazardous cylinders as required
  - making cylinders safe
  - reporting and recording the identified hazard or potential hazard
- explain procedure for responding to each of the following emergency situations:
  - leaking decanting cylinder
  - leaking customer cylinder
  - LPG cylinder on fire
  - fire in location of LPG cylinders
  - vehicle driving into decanting cylinder
  - naked flame in proximity of decanting process
  - decanting cylinder leak into drainage system
  - LPG explosion
- explain procedure to complete incident reports for three of the emergency situations listed above.

Knowledge Evidence

Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:

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- properties of LPG and its potentially highly volatile and dangerous nature
- potential hazards associated with LPG gas and methods of control
- unsafe conditions or environment when working with LPG:
  - damage to plant equipment
  - breaches in procedures
- required warning notices and their correct positioning
- HAZCHEM/HAZMAT symbols associated with LPG
- current legislation relating to filling LPG cylinders:
  - Australian New Zealand Standards AS/NZS1596 The storage and handling of LP gas
  - Dangerous Goods Act
  - Work Health and Safety Act
- employer responsibilities under the WHS Act to provide a safe workplace
- safe location of LPG decanting cylinder
- regulatory firefighting equipment for LPG and audit timeframe
- tools and equipment required to fill LPG cylinders
- appropriate safe environment to decant LPG
- safe standards for LPG cylinders:
  - capacity greater than 10kg
  - test pressure greater than 3.3 MPa
  - test date less than 10 years old
  - bleed valve fitted that can be easily operated
  - no rust or other damage
  - no leaking fittings
- personal protective equipment (PPE) for decanting LPG and the reason for wearing each:
  - heavy duty gloves
  - eye protection
  - work boots
- safety procedures for controlling static electricity:
  - earthing of cylinders
  - discharging body build-up of static electricity
- manual handling techniques
- operation and purpose of ‘dead man’s handle’
- safe capacity of LPG cylinders and how to identify when cylinders are at capacity
- outcomes of over filling cylinders
- how a ‘cold burn’ occurs and appropriate first aid
- emergency procedures for:
  - leaking decanting or customer cylinder
  - LPG cylinder on fire
  - fire in location of LPG cylinders
  - vehicle driving into the LPG decanting cylinder

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    - naked flame in proximity of decanting process
    - decanting cylinder leak into drainage system
    - LPG explosion
- environmental standards and safe release procedures for emptying LPG cylinders
- potential impact of LPG leaks to environment, workplace, customers and personnel
- alternative options for customers in the event their LPG gas cylinder must be retained
- organisational policies and procedures for:
    - preparing for decanting LPG
    - decanting LPG
    - finalizing cylinders
    - testing filled cylinders for leaks
    - risk management and workplace safety
    - safe storage and delivery of LPG
    - retention of hazardous cylinders
    - ‘making safe’ a hazardous cylinder
    - reporting of hazards and incidents or potential hazards and incidents
- reportable unsafe practices:
    - being asked to participate in unsafe work practices
    - failing to replace unsafe damaged property or fittings
    - ignoring direction of safety signage, supervisors, or managers
    - lack of required safety signage
    - lack of training in health and safety procedures and safe work practices
    - seeing others using unsafe work practices
    - broken or malfunctioning equipment.

Assessment Conditions

Skills must be demonstrated in an operational business or activity where LPG cylinder filling is required and safe working practices must be maintained, this can be:

- an industry workplace
- a simulated environment set up for the purpose of skills assessment.

Assessment must ensure use of:

- relevant documentation:
    - current plain English regulatory documents distributed by the LPG supplier and local work health and safety government regulator
    - policies, procedures, codes of practice and standards issued by government regulators or industry groups
    - LPG safe handling and decanting manuals
    - current organisational policies, procedures and template documents

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    - LPG incident and hazard report identifying:
        - cause of emergency
        - outcome
        - recommendation for prevention of reoccurrence
- safety equipment for decanting LPG:
    - PPE
    - 9kg dry chemical powder fire extinguisher
    - hose attached permanently to a water tap
- tools and equipment for decanting LPG:
    - set spanner or adjustable spanner to fit plug and connection
    - screwdrivers to meet size of bleed valves on different size cylinders
    - lockable padlock on decanting bottle
    - filling hose
- drill and drill bits for making a hazardous cylinder safe
- LPG gas cylinders requiring filling
- LPG decanting cylinder
- required warning notices positioned correctly
- customers and colleagues with whom the individual can interact; these can be:
    - customers or colleagues in an industry workplace; or
    - individuals who participate in role plays or simulated activities, set up for the purpose of assessment, in a simulated industry environment operated within a training organisation.

Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors; and;

- have worked in industry for at least three years where that have applied the skills and knowledge of this unit of competency.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=68c40a93-e51d-4e0f-bc06-899dff092694

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TAEDEL301 Provide work skill instruction

Modification History

Release	Comments
Release 1	This version first released with *TAE Training and Education Training Package Version 2.0.*

Application

This unit describes the skills and knowledge required to conduct individual and group instruction, demonstrate work skills and assess the success of training and one's own training performance, using existing learning resources in a safe and comfortable learning environment.

It emphasises the training as being driven by the work process and context, and applies to a person working under supervision as a work skill instructor in a wide range of settings not restricted to training organisations,

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

Unit Sector

Delivery and facilitation

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Organise instruction and demonstration	1.1 Gather information about learner characteristics and learning needs 1.2 Confirm a safe learning environment 1.3 Gather and check instruction, demonstration objectives, and seek assistance if required 1.4 Access and review relevant learning resources and learning

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ELEMENT	PERFORMANCE CRITERIA
	materials for suitability and relevance, and seek assistance to interpret the contextual application 1.5 Organise access to necessary equipment or physical resources required for instruction and demonstration 1.6 Notify learners of details regarding the implementation of the learning program and/or delivery plan
2. Conduct instruction and demonstration	2.1 Use interpersonal skills with learners to establish a safe and comfortable learning environment 2.2 Follow the learning program and/or delivery plan to cover all learning objectives 2.3 Brief learners on any workplace health and safety (WHS) procedures and requirements prior to, and during, training 2.4 Use delivery techniques to structure, pace and enhance learning 2.5 Apply coaching techniques to assist learning 2.6 Use communication skills to provide information, instruct learners and demonstrate relevant work skills 2.7 Provide opportunities for practice during instruction and through work activities 2.8 Provide and discuss feedback on learner performance to support learning
3. Check training performance	3.1 Use measures to ensure learners are acquiring, and can use, new technical and generic skills and knowledge 3.2 Monitor learner progress and outcomes in consultation with the learner 3.3 Review relationship between the trainer/coach and the learner, and adjust to suit learner needs
4. Review personal training performance	4.1 Reflect upon personal performance in providing instruction and demonstration, and document strategies for improvement 4.2 Maintain, store and secure learner records, according to organisational and legal requirements

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

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Skill	Performance Criteria	Description
Learning	4.1	• Reflects on practice to improve
Reading	1.1, 1.3, 1.4, 2.2	• Sources and interprets processes and procedures, learning resources and information relevant to providing a work instruction and delivery
Writing	1.4, 1.6, 2.3, 2.6, 2.8, 3.2, 4.1, 4.2	• Accurately maintains learner records and documentation appropriate to the learning context and audience
Oral Communication	1.1, 1.6, 2.3, 2.4, 2.6	• Uses appropriate communication strategies to engage, build rapport, provide instruction, monitor progress and provide feedback to individuals or groups
Interact with others	1.2, 1.3, 2.1, 2.5, 2.8, 3.2	• Recognises the importance of consultation and negotiation while collaborating to confirm strategy and achieve required outcomes • Asks questions in order to clarify understanding, and to provide and seek feedback • Builds rapport to establish effective working relationships and to achieve effective outcomes
Get the work done	1.1-1.6, 2.1-2.8, 3.1-3.3, 4.1, 4.2	• Organises and completes work according to defined requirements, taking responsibility for some decisions and sequencing tasks to achieve efficient outcomes • Identifies and responds to potential risks, problems and opportunities for improvement and considers options for different approaches

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
TAEDEL301 Provide work skill instruction	TAEDEL301A Provide work skill instruction	Updated to meet Standards for Training Packages	Equivalent unit

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=35337905-785d-4f93-8777-e9991ad4c6c3

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Assessment Requirements for TAEDEL301 Provide work skill instruction

Modification History

Release	Comments
Release 1	This version first released with *TAE Training and Education Training Package Version 2.0.*

Performance Evidence

The candidate must show evidence of the ability to complete tasks outlined in the elements and performance criteria of this unit, including:

- carrying out a minimum of three training sessions, involving demonstrating and instructing particular work skills for at least two different individuals or small groups, with each session addressing:
  - different learning objectives
  - a range of delivery techniques and effective communication skills appropriate to the audience.

Knowledge Evidence

The candidate must be able to demonstrate essential knowledge to effectively complete the task outlined in the elements and performance criteria of this unit. This includes knowledge of:

- learner characteristics and needs
- the content and requirements of the relevant learning program, and/or the delivery plan
- the sources and availability of relevant learning resources and learning materials
- the content of relevant learning resources and learning materials
- training techniques that enhance learning, and when to use them
- introductory knowledge of learning principles and learning styles
- key workplace health and safety (WHS) issues in the learning environment, including:
  - roles and responsibilities of key personnel
  - responsibilities of learners
  - relevant policies and procedures, including hazard identification, risk assessment, reporting requirements, safe use of equipment and emergency procedures
  - risk controls for the specific learning environment.

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Assessment Conditions

Gather evidence to demonstrate consistent performance in conditions that are safe and replicate the workplace. Conditions must be typical of those experienced in the training and assessment environment and include access to any necessary workplace documents.

Assessors must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=35337905-785d-4f93-8777-e9991ad4c6c3

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TAEDEL401 Plan, organise and deliver group-based learning

Modification History

Release	Comments
Release 2	This was first released with *TAE Training and Education Training Package Release 2.1.* Minor update to Assessment Conditions.
Release 1	This version first released with *TAE Training and Education Training Package Release 2.0.*

Application

This unit describes the skills and knowledge required to plan, organise and deliver training for individuals within a group.

It applies to a person working as an entry-level trainer, teacher or facilitator structuring a learning program developed by others in, or with, a training and assessment organisation.

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

Unit Sector

Delivery and facilitation

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Interpret learning environment and delivery requirements	1.1 Access, read, and interpret learning program documentation to determine delivery requirements 1.2 Use available information and documentation to identify group and individual learner needs, and learner characteristics 1.3 Identify and assess constraints, and risks to delivery

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ELEMENT	PERFORMANCE CRITERIA
	1.4 Confirm personal role and responsibilities in planning, and delivering training, with relevant personnel
2. Prepare session plans	2.1 Refine existing learning objectives according to program requirements and specific needs of individual learners 2.2 Develop session plans and document these plans for each segment of the learning program 2.3 Use knowledge of learning principles and theories to generate ideas for managing session delivery
3. Prepare resources for delivery	3.1 Contextualise learning materials to meet the needs of the specific learner group 3.2 Finalise learning materials and organise facility, technology and equipment needs in time for delivery of learning sessions 3.3 Confirm overall delivery arrangements with relevant personnel
4. Deliver and facilitate training sessions	4.1 Conduct each session according to the session plan, modified where appropriate to meet learner needs 4.2 Use the diversity of the group as another resource to support learning 4.3 Employ a range of delivery methods to optimise learner experiences 4.4 Demonstrate effective facilitation skills to ensure effective participation and group management
5. Support and monitor learning	5.1 Monitor, and document, learner progress to ensure outcomes are being achieved, and individual learner needs are being met 5.2 Make adjustments to the delivery sessions to reflect specific needs and circumstances 5.3 Manage inappropriate behaviour to ensure that learning can take place 5.4 Maintain and store learner records according to organisational requirements

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

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Skill	Performance Criteria	Description
Reading	1.1, 1.2, 1.3, 2.1, 3.1, 5.1	• Access, read and interpret documentation relevant to the learning context, including program documents, learning materials, policies and procedures relevant to the context
Writing	2.1, 2.2, 2.3, 3.1, 3.2, 3.3, 5.1, 5.2, 5.4	• Develops and maintains workplace documentation accurately and in response to required needs
Oral Communication	1.2, 1.3, 4.1, 4.3, 4.4	• Uses communication techniques to build rapport and explore requirements • Facilitates training in an appropriate style for both individuals and groups
Navigate the world of work	1.4, 5.4	• Recognises and follows organisational protocols, policies and procedures relevant to own role
Interact with others	1.4, 3.3, 4.4, 5.3	• Cooperates and collaborates with others as part of routine activities to achieve team results, and to confirm that outcomes meet requirements • Recognises inappropriate behaviours and the potential for conflict, and implements strategies to maintain an appropriate learning environment
Get the work done	1.1-1.4, 2.1-2.3, 3.1-3.3, 4.1-4.4, 5.1-5.4	• Organises and completes work according to defined requirements, taking responsibility for decisions and sequencing tasks to achieve efficient outcomes • Identifies and responds to problems and opportunities for improvement and considers options for different approaches • Uses information and communications technology (ICT) based tools to access, organise, analyse and display information relevant to role

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
TAEDEL401 Plan, organise and deliver	TAEDEL401A Plan, organise and deliver	Updated to meet Standards	Equivalent unit

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Code and title current version	Code and title previous version	Comments	Equivalence status
group-based learning	group-based learning	for Training Packages	

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=35337905-785d-4f93-8777-e9991ad4c6c3

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Assessment Requirements for TAEDEL401 Plan, organise and deliver group-based learning

Modification History

Release	Comments
Release 2	This was first released with *TAE Training and Education Training Package Release 2.1.* Minor update to Assessment Conditions.
Release 1	This version first released with *TAE Training and Education Training Package Release 2.0.*

Performance Evidence

The candidate must show evidence of the ability to complete the tasks outlined in the elements and performance criteria of this unit, including:

- facilitating group-based learning by preparing and delivering at least three training sessions, including:
  - at least two consecutive sessions of at least 40 minutes duration, that follow one of the learning program designs, to a learner group of at least eight individuals
  - at least one session delivered to a learner group of at least eight individuals, with evidence of how the characteristics and needs of this group were addressed
- identifying and responding to individual needs
- accessing and using documented resources, and any support personnel required to guide inclusive practices.
-

Knowledge Evidence

The candidate must be able to demonstrate essential knowledge to effectively complete the task outlined in the elements and performance criteria of this unit. This includes knowledge of:

- learning theories and principles
- resources available to identify different learner styles
- the relevant industry area and subject matter of the delivery
- the learner group profile, including characteristics and needs of individual learners in the group
- the requirements of the learning program and/or delivery plan, and the content purpose
- different delivery methods and techniques appropriate to face-to-face group delivery

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- different techniques for the recognition and resolution of inappropriate behaviours
- behaviours that may indicate learner difficulties, and the methods used to address these difficulties
- the purpose of organisational record-management systems and reporting requirements
- evaluation and revision techniques used to improve session plans
- specific resources, equipment and support services available for learners with special needs
- assessment and risk control measures relating to the facilitation of group-based learning
- policies and procedures relevant to the learning environment.

Assessment Conditions

Gather evidence to demonstrate consistent performance in conditions that are safe and replicate the workplace. Conditions must be typical of those experienced in the training and assessment environment, and include access to learning program designs in use in the learning environment.

Assessors must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=35337905-785d-4f93-8777-e9991ad4c6c3

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TAEDEL402 Plan, organise and facilitate learning in the workplace

Modification History

Release	Comments
Release 2	This was first released with *TAE Training and Education Training Package Release 2.1*. Minor update to Assessment Conditions.
Release 1	This version first released with *TAE Training and Education Training Package Release 2.0.*

Application

This unit describes skills and knowledge required to plan, organise and facilitate learning for individuals in a workplace, using real work activities as the basis for learning.

It applies to a person working as an entry-level trainer, teacher or facilitator or an employee, team leader or workplace supervisor responsible for guiding learning through work.

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

Unit Sector

Delivery and facilitation

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Establish effective work environment for learning	1.1 Establish, and agree upon, the objectives and scope of the work-based learning 1.2 Analyse work practices and routines to determine their effectiveness in meeting established learning objectives

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ELEMENT	PERFORMANCE CRITERIA
	1.3 Identify, and address any workplace health and safety (WHS) implications of using work as the basis for learning
2. Develop a work-based learning pathway	2.1 Address contractual requirements and responsibilities for learning at work 2.2 Arrange for the integration and monitoring of external learning activities with the work-based learning pathway 2.3 Obtain agreement from relevant personnel to implement the work-based learning pathway
3. Establish the learning-facilitation relationship	3.1 Identify the context for learning and the individual's learning style 3.2 Select an appropriate technique or process to facilitate learning, and explain the basis of the technique to the learner 3.3 Develop, document and discuss an individualised learning plan with the learner 3.4 Access, read and interpret documentation outlining the WHS responsibilities of the various parties in the learning environment 3.5 Monitor supervisory arrangements appropriate to learner's levels of knowledge, skill and experience to provide support and encouragement and ensure learner's health and safety
4. Implement the work-based learning pathway	4.1 Explain the objectives of work-based learning, and the processes involved, to the learner 4.2 Sequence the introduction of workplace tasks, activities and processes to reflect the agreed work-based learning pathway 4.3 Encourage learner to take responsibility for learning and to self-reflect 4.4 Develop techniques that facilitate the learner's transfer of skills and knowledge
5. Maintain and develop the learning-facilitation relationship	5.1 Prepare for each session 5.2 Structure learning activities to support and reinforce new learning, build on strengths, and identify areas for further development 5.3 Observe learner cues, and change approaches where necessary, in order to maintain momentum 5.4 Practise ethical behaviour at all times 5.5 Monitor the effectiveness of the learning/facilitation relationship through regular meetings between the parties

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ELEMENT	PERFORMANCE CRITERIA
6. Close and evaluate the learning-facilitation relationship	6.1 Carry out the closure smoothly, using appropriate interpersonal and communication skills 6.2 Seek feedback from the learner on the outcomes achieved, and the value of the relationship 6.3 Evaluate effectiveness of the work-based pathway against the objectives, processes and techniques used 6.4 Recommend improvements to work-based practice in light of the review process

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.2, 1.3, 2.1, 3.1, 3.4, 3.5, 6.3	• Accesses and interprets compliance information, contractual information, WHS information, and documents relevant to learning in the workplace, in the context of consultation and continuous improvement, to apply relevance to requirements
Writing	1.1, 2.3, 3.3, 4.1, 6.3	• Develops and maintains documentation relevant to workplace learning, including learning plans and evaluations, in accordance with organisational and workplace requirements
Oral Communication	2.2, 3.3, 4.2, 5.5, 6.1	• Uses oral communication techniques to identify needs, build rapport, agree on learning plans, facilitate effective learning and monitor practice • Selects appropriate vocabulary adjusting language, tone and pace to maintain effective interactions, and to build and maintain engagement with individuals or groups
Navigate the world of work	1.3, 2.1, 5.4	• Follows organisational protocols, policies and procedures in the management of records • Recognises and responds to contractual and ethical requirements associated with own role
Interact with others	1.1, 2.3, 3.5, 4.3, 6.2	• Asks questions to clarify understanding, and seeks feedback and further information • Cooperates and collaborates with others as part of

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		routine activities to achieve team results, and to confirm outcomes meet requirements
Get the work done	1.1-1.3, 2.1-2.3, 3.1-3.5, 4.1-4.4, 5.1-5.3, 5.5, 6.1-6.3	• Organises and completes work according to defined requirements, taking responsibility for decisions and sequencing tasks to achieve efficient outcomes • Uses systematic, analytical processes in complex, routine and non-routine situations, gathering information, and identifying and evaluating options based on organisational needs • Identifies and responds to problems and opportunities for improvement, considering options for different approaches • Uses information and communications technology (ICT) based tools to design work processes and to complete work tasks

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
TAEDEL402 Plan, organise and facilitate learning in the workplace	TAEDEL402A Plan, organise and facilitate learning in the workplace	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=35337905-785d-4f93-8777-e9991ad4c6c3

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Assessment Requirements for TAEDEL402 Plan, organise and facilitate learning in the workplace

Modification History

Release	Comments
Release 2	This was first released with *TAE Training and Education Training Package Release 2.1*. Minor update to Assessment Conditions.
Release 1	This version first released with *TAE Training and Education Training Package Release 2.0.*

Performance Evidence

The candidate must show evidence of the ability to complete tasks outlined in the elements and performance criteria of this unit, including:

- preparing and facilitating work-based learning
- providing a minimum of two examples of developing work-based learning pathways, that include:
  - identifying needs for learning
  - analysing work practices, work environment and work activities
  - organising and allocating work in a way that reflects learning needs, and provides effective learning opportunities through work processes
- conducting a learning facilitation relationship:
  - with at least two individuals
  - demonstrating communication skills and flexibility
  - demonstrating one or more of the processes, or techniques, identified.

Knowledge Evidence

The candidate must be able to demonstrate essential knowledge to effectively complete the task outlined in the elements and performance criteria of this unit. This includes knowledge of:

- systems, processes and practices within the organisation where work-based learning is taking place
- systems for identifying skill needs within the workplace
- different learning styles, and how to encourage learning for those who learn in different ways

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- workplace health and safety (WHS) relating to the work role, including:
  - hazards relating to the industry and specific workplace
  - reporting requirements for hazards and incidents
  - specific procedures for work tasks
  - safe use and maintenance of relevant equipment
  - emergency procedures
  - sources of WHS information.
  -

Assessment Conditions

Gather evidence to demonstrate consistent performance in conditions that are safe and replicate the workplace. Conditions must be typical of those experienced in the training and assessment environment, and include access to any documentation relating to workplace procedures required by the candidate.

Assessors must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=35337905-785d-4f93-8777-e9991ad4c6c3

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TAEDEL404 Mentor in the workplace

Modification History

Release	Comments
Release 1	This version first released with *TAE Training and Education Training Package Version 2.0.*

Application

This unit describes the skills and knowledge required to establish and develop a professional mentoring relationship with an individual in a workplace.

It applies to workplace supervisors or other work colleagues who work under limited supervision and who have responsibility for mentoring one or more individuals in the workplace. This may include, but is not limited to, those who mentor an apprentice or trainee employed by, or undertaking a work placement within, an organisation.

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

Unit Sector

Delivery and facilitation

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Develop a mentoring plan	1.1 Identify scope and boundaries of the mentoring relationship according to organisational procedures 1.2 Document mentoring plan in accordance with organisational requirements 1.3 Establish ground rules and negotiate realistic expectations 1.4 Establish and maintain confidentiality of the relationship in

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ELEMENT	PERFORMANCE CRITERIA
	accordance with legislation, policy and procedures
2. Facilitate mentoring relationship	2.1 Develop learner's confidence, self-esteem, respect and trust in the mentoring relationship 2.2 Share personal experiences and knowledge with the person being mentored according to agreed objectives 2.3 Support the person being mentored to develop and use skills in problem solving and decision making 2.4 Use personal and professional networks to assist the person being mentored 2.5 Provide information, and guidance to enhance engagement in the workplace 2.6 Use techniques for resolving differences without damaging the relationship, and obtain assistance according to organisational policy and procedures
3. Monitor mentoring relationship	3.1 Provide planning assistance and guidance as requested by the person being mentored in a form and style to suit their requirements 3.2 Provide feedback to the person being mentored on progress towards achieving the expectations and goals of the mentoring process 3.3 Recognise and discuss changes in the mentoring relationship with appropriate stakeholders 3.4 Negotiate and manage closure of the mentoring arrangement once objectives have been met
4. Evaluate effectiveness of mentoring	4.1 Establish and discuss benefits gained from the mentoring process 4.2 Reflect on and articulate the personal benefits gained from providing mentoring 4.3 Identify and report the outcomes of the mentoring arrangement and the benefits to the organisation according to organisational policy and procedures to improve the mentoring system or program

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

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Skill	Performance Criteria	Description
Reading	1.1, 1.4	• Sources and interprets texts relevant to mentoring context, including organisational policies and learner information
Writing	1.1, 1.3, 2.5, 3.1, 3.2, 4.3	• Develops content and documents information relevant to mentoring plan
Oral Communication	2.4, 3.3, 4.1, 4.2, 4.3	• Uses appropriate communication techniques to build rapport, trust, engagement and provide guidance and feedback
Navigate the world of work	1.1, 1.4, 2.6, 4.3	• Follows legislative requirements, organisational protocols, policies and procedures in workplace mentoring
Interact with others	1.2, 2.1-2.3, 2.5, 2.6, 3.1, 3.2, 3.4	• Builds rapport using collaboration with others to achieve joint outcomes and effective interaction • Provides mentoring and role modelling to achieve agreed outcomes • Cooperates and consults with others to clarify understanding and seek feedback
Get the work done	1.1-1.4, 2.1-2.6, 3.1-3.4, 4.1-4.3	• Plans, organises and completes work according to defined requirements taking responsibility for decisions and sequencing tasks to achieve efficient outcomes • Identifies and responds to problems, considering options for different approaches

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
TAEDEL404 Mentor in the workplace	TAEDEL404 A Mentor in the workplace	Updated to meet Standards for Training Packages	Equivalent unit

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=35337905-785d-4f93-8777-e9991ad4c6c3

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Assessment Requirements for TAEDEL404 Mentor in the workplace

Modification History

Release	Comments
Release1	This version first released with *TAE Training and Education Training Package Version 2.0.*

Performance Evidence

The candidate must show evidence of the ability to complete tasks outlined in elements and performance criteria of this unit, including:

- preparing a mentoring plan between the mentor and mentee that sets out clear objectives for a mentoring relationship that will last at least one year
- facilitating at least three mentoring sessions
- documenting information on sessions, including comments and notes from both mentor and mentee.
-

Knowledge Evidence

The candidate must be able to demonstrate essential knowledge to effectively complete the task outlined in the elements and performance criteria of this unit. This includes knowledge of:

- relevant policy, legislation, codes of practice and national standards likely to impact on the provision of workplace mentoring, including training contracts and responsibilities of employer, registered training organisation (RTO) and funding body where they exist
- mentoring methodologies and strategies
- learning theories in relation to mentoring
- strategies for working with a mentee including encouraging self reflection, confidence and the building of rapport
- acceptable behaviour in the mentoring relationship
- equal employment opportunity, equity and diversity principles
- how a mentor can support the mentee's employer to meet its WHS obligations for the mentee.
-

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Assessment Conditions

Gather evidence to demonstrate consistent performance in conditions that are safe and replicate the workplace. Conditions must be typical of those experienced in the training and assessment environment and include access to:

- documentation of any existing training plan or contract if applicable to the mentoring relationship.

Assessors must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=35337905-785d-4f93-8777-e9991ad4c6c3

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TLIA2011 Package goods

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to package goods in accordance with regulatory and workplace requirements as part of work activities undertaken within the transport and logistics industry.

It includes selecting materials, packing, and labelling packaged products/loads to the required labelling standards.

Work is performed under some supervision generally within a team environment.

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

Pre-requisite Unit

Not applicable.

Competency Field

A – Handling Cargo/Stock

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Select materials and pack products	1.1 Packaging specifications and order packaging documentation are correctly interpreted

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	1.2 Packaging technology suitable for the goods to be packed is selected
	1.3 Packaging materials are identified and matched to specifications
	1.4 Work plan is followed, materials are used economically and appropriate packaging is used to minimise loss and damage in transit or storage
	1.5 Work is planned in accordance with work health and safety (WHS)/occupational health and safety (OHS) requirements
	1.6 Completed packed goods are stacked to minimise damage from within and outside
2 Label packaged products/loads	2.1 Workplace labelling standards are identified
	2.2 Appropriate goods handling, labelling and other identification symbols are used
	2.3 Invoices and picking slips are attached as required
	2.4 Workplace documentation is completed

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIA2011A Package goods.

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Links

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Assessment Requirements for TLIA2011 Package goods

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements, and performance criteria on at least one occasion and include:

- applying precautions and required action to minimise, control or eliminate hazards that may exist during work activities
- applying relevant legislation and workplace procedures
- checking operation of packaging equipment in terms of service schedule and standard operating procedures
- communicating and working effectively with others when packaging goods
- completing documentation related to work activities when packaging goods
- estimating the size, shape and special requirements of goods and loads
- implementing contingency plans when packaging goods
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring equipment performance when packaging goods
- monitoring work activities in terms of planned schedule
- operating and adapting to differences in equipment in accordance with standard operating procedures
- reading and interpreting instructions, procedures and labels relevant to packaging goods
- selecting and using relevant communications, computing equipment and materials when packaging goods
- selecting and using required personal protective equipment conforming to industry and work health and safety (WHS)/occupational health and safety (OHS) standards
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

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Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- Australian and international codes and regulations relevant to packaging goods
- documentation requirements for packaging goods, such as a workplan
- housekeeping standards and procedures
- operational work systems, equipment, management and site operating systems for packaging goods
- problems that may occur when packaging goods and appropriate action that can be taken to resolve these problems
- relevant WHS/OHS and environmental protection procedures and guidelines
- site layout and obstacles
- workplace procedures and policies for packaging goods.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.
-

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIA2012 Pick and process orders

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to pick and process orders in accordance with relevant codes, regulations and workplace requirements within the transport and logistics industry.

It includes identifying workplace order picking processes, policies and procedures; picking and despatching orders; and recording stock levels.

Work is performed under some supervision generally within a team environment.

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

Pre-requisite Unit

Not applicable.

Competency Field

A – Handling Cargo/Stock

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Identify workplace order picking processes, policies	1.1 Workplace procedures for order picking and related workplace documentation are interpreted
	1.2 Stock allocation and location systems are identified and

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	and procedures		located
		1.3	Appropriate manual handling equipment is selected in accordance with work health and safety (WHS)/occupational health and safety (OHS) regulations and workplace procedures
2	**Pick and despatch an order**	2.1	Work requirements are planned and appropriate equipment and documentation is assembled
		2.2	Warehouse zones where required products are stored, are identified and located
		2.3	Pick path is established
		2.4	Appropriate pallet/s for orders are selected and stacked to minimise stock damage and to maximise stability, as required
		2.5	Products are selected and consolidated
		2.6	Products/pallets are located in despatch areas
		2.7	Products are assembled to meet workplace schedules
		2.8	Orders are consolidated, secured, arranged and placed in storage zones in accordance with schedules
3	**Record stock levels**	3.1	Storage areas are checked and stocks are noted for replenishment in accordance with workplace procedures
		3.2	Workplace records are completed in accordance with workplace requirements

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

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Unit Mapping Information

This unit replaces and is equivalent to TLIA2012A Pick and process orders.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIA2012 Pick and process orders

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying precautions and required action to minimise, control or eliminate hazards that may exist when picking and processing orders
- applying relevant legislation and workplace procedures
- communicating and working effectively with others when picking and processing orders
- completing documentation related to picking and processing orders
- estimating the size, shape and special requirements of goods/loads
- identifying relevant stock and goods coding and labelling, including Australian Dangerous Goods (ADG) and International Maritime Dangerous Goods (IMDG) markings
- monitoring work activities in terms of planned schedule
- operating and adapting to differences in equipment in accordance with standard operating procedures
- reading, interpreting, and following instructions, procedures, signs and labels relevant to picking and processing orders
- selecting and using relevant equipment and communications technology when picking and processing orders
- selecting and using required personal protective equipment conforming to industry and work health and safety (WHS)/occupational health and safety (OHS) standards
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

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- documentation and record requirements when picking and processing an order
- equipment used during picking and processing operations and the precautions and procedures to be followed in its use
- housekeeping standards and procedures
- operational work systems, equipment, management and site operating systems for picking and processing orders
- problems that may occur when picking and processing an order and appropriate action that can be taken to resolve these problems
- regulations relevant to picking and processing orders, including relevant bond, quarantine or other legislative requirements
- relevant WHS/OHS and environmental protection procedures and guidelines
- site layout and obstacles
- workplace procedures and policies for picking and processing orders.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.
-

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIA2013 Receive goods

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to receive goods in accordance with regulatory and workplace requirements as part of work activities undertaken within the transport and logistics industry.

It includes identifying workplace procedures and documentation requirements for receiving goods; checking and inspecting goods on arrival and completing workplace documentation; and unloading, unpacking and storing stock.

Work is performed under some supervision generally within a team environment.

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

Pre-requisite Unit

Not applicable.

Competency Field

A – Handling Cargo/Stock

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Identify workplace procedures and	1.1 Workplace procedures for receiving goods are

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documentation requirements for receiving goods	identified 1.2 Purpose of documents associated with receiving goods is interpreted 1.3 Workplace documentation requirements for receiving goods and reporting damage are identified
2 Check and inspect goods on arrival and complete workplace documentation	2.1 Procedures for checking goods against orders or manifests are identified and followed 2.2 Discrepancies and/or damaged goods are reported 2.3 Non-conforming goods are appropriately documented and despatched or stored in accordance with company procedures
3 Unload, unpack and store stock	3.1 Appropriate manual handling techniques and equipment are identified 3.2 Safe work procedures are used when unloading, unpacking and storing stock 3.3 Advice is sought on appropriate storage locations and requirements for particular products 3.4 Goods are unloaded and unpacked in accordance with workplace procedures 3.5 Assistance is sought from others as required to maintain safe and effective work 3.6 Directions are followed to store stock in appropriate areas

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIA2013A Receive goods.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIA2013 Receive goods

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying precautions and required action to minimise, control or eliminate hazards that may exist when receiving goods
- applying relevant legislation and workplace procedures
- communicating and working effectively with others when receiving goods
- completing documentation related to receiving goods
- estimating the size, shape and special requirements of goods and loads
- identifying containers and goods coding, Australian Dangerous Goods (ADG) and International Maritime Dangerous Goods (IMDG) markings and where applicable, emergency information panels
- implementing contingency plans when receiving goods
- modifying activities depending on operational contingencies, risk situations and environments
- operating and adapting to differences in equipment in accordance with standard operating procedures
- reading, interpreting and following instructions, procedures, information, labels and signs relevant to receiving goods
- reporting and/or rectifying identified problems promptly, in accordance with regulatory requirements and workplace procedures
- selecting and using relevant load handling equipment when receiving goods
- selecting and using required personal protective equipment conforming to industry and work health and safety (WHS)/occupational health and safety (OHS) standards
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

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Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- Australian and international codes and regulations relevant to receiving goods including the ADG Code and relevant bond, quarantine or other legislative requirements
- documentation requirements for receiving goods
- focus of operation of work systems, equipment, management and site operating systems for receiving goods
- housekeeping standards and procedures
- problems that may occur when receiving goods and appropriate action that can be taken to resolve these problems
- relevant WHS/OHS and environmental protection procedures and guidelines
- site layout and obstacles
- specifications and standards for checking and inspecting received goods
- workplace procedures and policies for receiving goods.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.
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TLIA2021 Despatch stock

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to despatch stock in accordance with codes/regulations and workplace requirements as part of work activities undertaken within the transport and logistics industry.

It includes analysing orders to identify work requirements, following workplace order picking processes to prepare goods for despatch, and completing despatch tasks in accordance with workplace procedures and schedules.

Work is performed under some supervision generally within a team environment.

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

Pre-requisite Unit

Not applicable.

Competency Field

A – Handling Cargo/Stock

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Analyse order to identify	1.1 Order request and consignment note documentation is

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work requirements	interpreted
	1.2 Required schedules for despatch are identified
	1.3 Product(s) in order are identified
	1.4 Workplace and product knowledge is used to plan sequence of work
	1.5 Appropriate materials handling equipment is selected within required work health and safety (WHS)/occupational health and safety (OHS) regulations and timeframe for the despatch
2 Follow workplace order picking processes to prepare goods for despatch	2.1 Goods for despatch are selected and checked against product knowledge, labels and other identification systems
	2.2 Products are sorted, assembled and consolidated
	2.3 Orders are secured and placed in storage/despatch zones, in accordance with schedule
	2.4 Order is checked against despatch schedule and order form
3 Complete despatch following workplace procedures and schedules	3.1 Workplace records are completed, and labels and appropriate documentation are attached
	3.2 Load labels and documentation are checked and loading is organised in accordance with workplace procedures and Australian Dangerous Goods (ADG) Code as required
	3.3 Final check of load labels and documentation is completed in accordance with requirements
	3.4 Transportation requirements are communicated to driver as required

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIA2021A Despatch stock.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIA2021 Despatch stock

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying precautions and required action to minimise, control or eliminate hazards that may exist during work activities
- applying relevant legislation and workplace procedures
- communicating and working effectively with others when organising despatch operations
- completing documentation related to organising despatch operations
- estimating size, shape and special requirements of goods and loads
- modifying activities depending on operational contingencies, risk situations and environments
- operating and adapting to differences in goods and equipment in accordance with standard operating procedures
- reading, interpreting and following instructions, procedures and labels relevant to organising despatch operations
- selecting and using relevant equipment and communications technology when organising despatch operations
- selecting and using required personal protective equipment conforming to industry and work health and safety (WHS)/occupational health and safety (OHS) standards
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

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- documentation and record requirements for despatch operations
- equipment used during despatch operations and the precautions and procedures that should be followed in its use
- housekeeping standards and procedures
- operational work systems, equipment, management and site operating systems for despatching goods
- problems that may occur when despatching goods and appropriate action that can be taken to resolve these problems
- regulations relevant to despatch operations, including the Australian Dangerous Goods (ADG) Code and relevant bond, quarantine or other legislative requirements
- relevant WHS/OHS and environmental protection procedures and guidelines
- site layout and obstacles
- workplace procedures and policies for organising despatch operations.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.
-

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIA2022 Participate in stocktakes

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to participate in stocktakes in accordance with relevant regulations and workplace requirements within the transport and logistics industry.

It includes product knowledge, preparing and conducting stocktakes, counting and identifying stock discrepancies and completing all required documentation.

Work is performed under some supervision generally within a team environment.

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

Pre-requisite Unit

Not applicable.

Competency Field

A – Handling Cargo/Stock

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Prepare for stocktake	1.1 Goods to be counted and appropriate inventory systems are identified

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	1.2 Required resources including equipment and record keeping systems are identified
	1.3 Allocated tasks, zones and work requirements are identified
	1.4 Sequencing of work activities is planned in a time effective manner
2 Stocktake and count stock	2.1 Stocktaking and cyclical counts are undertaken in accordance with workplace policies and procedures
	2.2 Inventory data is interpreted
	2.3 Inventory data is confirmed to match stock
	2.4 Stock levels are accurately counted and documented
3 Identify stock discrepancies	3.1 Discrepancies in type, number and quality of stock are accurately recorded and documented
	3.2 Products stored in inappropriate storage locations are relocated and stock records are adjusted
4 Complete documentation	4.1 Inventory data is reconciled to match warehouse stock in accordance with workplace procedures
	4.2 Workplace documentation is completed

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

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Unit Mapping Information

This unit replaces and is equivalent to TLIA2022A Participate in stocktakes.

Links

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Assessment Requirements for TLIA2022 Participate in stocktakes

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying precautions and required action to minimise, control or eliminate hazards that may exist during work activities
- applying relevant legislation and workplace procedures
- communicating and working effectively with others when conducting stocktakes
- completing documentation related to conducting stocktakes
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring work activities in terms of planned schedule
- operating and adapting to differences in equipment in accordance with standard operating procedures
- reading, interpreting and following instructions, procedures and labels relevant to conducting stocktakes
- reporting and/or rectifying identified problems promptly, in accordance with regulatory requirements and workplace procedures
- selecting and using relevant communication, computing and office equipment when conducting stocktakes.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- Australian codes and regulations relevant to conducting stocktakes
- housekeeping standards and procedures
- operational work systems, equipment, management and site operating systems for conducting stocktakes
- principles of operation and functions of stocktake systems

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- site layout and obstacles
- workplace procedures and policies for conducting stocktakes
- workplace processes for managing records and producing stocktake reports.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.
-

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIA3015 Complete receival/despatch documentation

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to complete receival/despatch documentation in accordance with relevant regulations and workplace requirements as part of work activities within the transport and logistics industry.

It includes analysing orders to identify work requirements to fill order, following workplace order documentation processes, and finalising documentation in accordance with workplace procedures and any relevant regulatory requirements.

Work is performed under some supervision generally within a team environment.

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

Pre-requisite Unit

Not applicable.

Competency Field

A – Handling Cargo/Stock

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the	Performance criteria describe the performance needed to

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essential outcomes.	demonstrate achievement of the element.
1 Analyse order to identify work requirements to fill order	1.1 Order request documentation is interpreted
	1.2 Product/s in order are noted and workplace location/s are identified
	1.3 Workplace and product knowledge are used to organise documentation
	1.4 Required schedules for order movement are identified and noted as required
	1.5 Special aspects of order such as dangerous/hazardous goods or temperature controlled goods are identified and information on required documentation procedures and relevant regulatory requirements is identified, accessed and interpreted
2 Follow workplace order documentation processes	2.1 Workplace procedures for order documentation are identified
	2.2 Workplace documentation is completed in accordance with workplace procedures and relevant regulatory requirements
3 Finalise documentation	3.1 Order is checked against schedule and order form
	3.2 Workplace records are completed, and labels and appropriate documentation are attached in accordance with workplace procedures and relevant regulatory requirements
	3.3 Special transportation requirements are identified and conveyed to appropriate personnel
	3.4 Required documentation for dangerous goods and hazardous materials is completed in accordance with relevant regulations and current Australian Dangerous Goods (ADG) Code, as required

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIA3015A Complete receival/despatch documentation.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIA3015 Complete receival/despatch documentation

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant legislation and workplace procedures
- communicating effectively with others
- completing receival and despatch documentation
- estimating size, shape and special requirements of goods and loads
- identifying containers and goods coding, Australian Dangerous Goods (ADG) Code markings and emergency information panels
- monitoring work activities in terms of planned schedule
- reading and interpreting relevant instructions, procedures and labels
- selecting and using relevant computer, communications and office equipment
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- Australian and International Standards, codes and regulations relevant to completing receival/despatch documentation, including current ADG Code and relevant bond, quarantine or other legislative requirements
- documentation requirements for receiving and despatching goods
- focus of operation of work systems, equipment, management and site operating systems for receiving and despatching goods
- housekeeping standards and procedures
- problems that may occur when completing receival and despatch documentation and

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appropriate action that can be taken to resolve these problems
- relevant work health and safety (WHS)/occupational health and safety (OHS) and environmental protection procedures and guidelines
- site layout and obstacles
- specifications and standards for checking and inspecting received and despatched goods
- workplace procedures and policies for completing receival/despatch documentation.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, ADG Code, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIA3023 Coordinate stocktakes

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to coordinate stocktakes in accordance with relevant regulations and workplace requirements within the transport and logistics industry.

It includes planning and coordinating stocktake activities, identifying stock discrepancies and adjusting documentation.

Work is performed under some supervision generally within a team environment.

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

Pre-requisite Unit

Not applicable.

Competency Field

A – Handling Cargo/Stock

Unit Sector

Not applicable.

Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1 Plan stocktake	1.1 Goods to be counted and appropriate inventory systems are identified
	1.2 Required resources including equipment, record keeping systems and personnel are identified
	1.3 Team members are instructed and assisted
	1.4 Team members are allocated to particular tasks and zones and given clear directions for work requirements
	1.5 Stocktake sequence and operations are planned in a time effective manner
2 Coordinate stocktake	2.1 Stocktaking and cyclical counts are coordinated in accordance with workplace policies and procedures
	2.2 Inventory data is interpreted
	2.3 Inventory data is confirmed to match stock
	2.4 Stock levels are accurately counted and documented
3 Identify stock discrepancies	3.1 Discrepancies in type, number and quality of stock are accurately recorded and documented
	3.2 Possible reasons for discrepancies are identified
	3.3 Products stored in inappropriate storage locations are relocated and stock records are adjusted in accordance with workplace procedures
4 Adjust documentation	4.1 Inventory data is reconciled to match warehouse stock in accordance with regulations, workplace practices, policies and procedures
	4.2 Information is reconciled with audit requirements
	4.3 Workplace documentation is completed

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIA3023A Coordinate stocktakes.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIA3023 Coordinate stocktakes

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying precautions and required action to minimise, control or eliminate identified hazards
- applying relevant legislation and workplace procedures
- communicating and working effectively with others
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring work activities in terms of planned schedule
- operating and adapting to differences in stock and equipment in accordance with standard operating procedures
- reading and interpreting relevant instructions, procedures and labels
- selecting and using relevant communications, computing and office equipment
- selecting and using required personal protective equipment conforming to industry and work health and safety (WHS)/occupational health and safety (OHS) standards.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- Australian codes and regulations relevant to coordinating stocktakes
- computer records and documentation requirements for coordinating stocktakes
- housekeeping standards and procedures
- operational work systems, equipment, management and site operating systems for conducting stocktakes
- principles and functions of stocktakes
- problems that may occur when coordinating a stocktake and appropriate action that can be taken

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- relevant WHS/OHS and environmental protection procedures and guidelines
- site layout
- workplace procedures and policies for coordinating stocktakes
- workplace processes for records management and producing stocktake reports.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIA5029 Plan and manage storage of dangerous goods and hazardous substances

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to plan and manage the storage of dangerous goods and hazardous substances in accordance with all relevant regulatory requirements, standards, and workplace procedures including the current Australian Dangerous Goods (ADG) Code.

It includes defining the objectives of required handling and storage operations, specifying equipment and system performance requirements, evaluating and selecting bulk handling and storage resources and completing all required documentation.

Work is carried out under general guidance. It requires discretion and judgement for self and others in planning and using resources, services and processes to achieve required outcomes.

The unit generally applies to those with responsibility for resource coordination and allocation, who lead individuals or teams.

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

Pre-requisite Unit

Not applicable.

Competency Field

A – Handling Cargo/Stock

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS **PERFORMANCE CRITERIA**

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Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Define objectives of required handling and storage operation	1.1 Requirements for bulk handling and storage activities are identified in accordance with workplace requirements
	1.2 Current best practice and future trends for handling and storage equipment are assessed and compared to present operations
	1.3 Consideration of workplace goals and present capabilities and constraints is undertaken when selecting bulk handling and storage resources
2 Specify equipment and system performance requirements	2.1 Bulk handling and storage equipment and system requirements are documented
	2.2 Performance measures for equipment and system operations are developed and documented
	2.3 Consultations are conducted with relevant employees and management to verify documented requirements
3 Evaluate and select bulk handling and storage resources	3.1 Range of bulk handling and storage equipment and facilities that meet specifications are researched for costs and benefits as well as potential adaptability for new business opportunities
	3.2 Rating system is instigated to facilitate comparisons of cost/benefit and other qualitative properties of bulk handling and storage equipment and systems
	3.3 Analysis of current employee competency in relation to required competency is undertaken and documented
	3.4 Equipment is selected based on comparisons of performance specifications including cost, output, set-up requirements, maintenance and retraining
4 Complete documentation	4.1 Workplace documentation is completed as required
	4.2 Handling and storage requirements are documented and communicated to relevant personnel
	4.3 Reports are compiled and forwarded to appropriate personnel

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIA5029A Plan and manage storage of dangerous goods and hazardous substances.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIA5029 Plan and manage storage of dangerous goods and hazardous substances

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- communicating and working effectively with others when planning and managing the storage of dangerous goods and hazardous substances
- completing documentation as required for the storage of dangerous goods and hazardous substances
- controlling risks
- determining required permits/licences
- estimating weight and volume of goods to be stored and any special requirements
- identifying container markings and HAZCHEM codes
- identifying potential hazards and planning work to minimise risks when storing dangerous goods and hazardous substances
- planning and assessing options for the safe and efficient storage of dangerous goods and hazardous substances to regulatory requirements, as a minimum
- prioritising work and coordinating self and others in relation to activities
- providing leadership to others when planning and managing the storage of dangerous goods and hazardous substances
- reading, interpreting and following procedures, technical data, drawings, instructions and manuals relevant to planning and managing the storage of dangerous goods and hazardous substances
- recognising hazards and applying precautions and required action to minimise, control or eliminate hazards that may exist during work activities
- selecting and applying appropriate technology, information systems and procedures when planning and managing the storage of dangerous goods and hazardous substances
- undertaking a hazard analysis and risk assessment.

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Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- application of all relevant Australian and International Standards
- application of current competencies within functional activity
- Australian and international regulations and codes of practice for handling and transporting dangerous goods and hazardous substances
- coaching and mentoring approaches to support team members to share knowledge and skills
- equipment applications, capacities, configurations, safety hazards and control mechanisms
- hierarchy of risks and hazards related to the storage of dangerous goods and hazardous substances, and ways of controlling the risks involved
- operational procedures for safe transfer and storage of dangerous goods and hazardous substances
- operational work systems, resources, management and workplace operating systems
- problems that may occur when planning and managing the storage of dangerous goods and hazardous substances, and action that can be taken to resolve or report these problems
- relevant permit and licence requirements
- relevant regulations, codes of practice and legislative requirements including local and international regulations relevant to handling and storage
- relevant workplace documentation procedures
- resource availability including the competencies of individuals in the team and group
- workplace procedures for planning and managing the storage of dangerous goods and hazardous substances.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

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Resources for assessment include:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.
-

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIB0012 Maintain and use hand tools

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to maintain and use hand tools in accordance with workplace procedures and safe working codes of practice across a variety of operational workplace contexts within the transport and logistics industry.

It includes selecting and using hand tools to complete workplace tasks, maintaining basic hand tools in accordance with manufacturer instructions, and securing and storing hand tools in accordance with workplace procedures.

Work is performed under some supervision, generally within a team environment.

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

Pre-requisite Unit

Not applicable.

Competency Field

B – Equipment Checking and Maintenance

Unit Sector

Rail sector.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Select and use hand tools	**1.1** Correct tools are chosen to complete workplace tasks
	1.2 Appropriate personal protection equipment (PPE) is selected and used to minimise personal injury risk

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		1.3	Hand tools are used in accordance with manufacturer specifications or workplace procedures to prevent damage and personal injury
2	**Maintain hand tools**	**2.1**	Hand tool are cleaned and maintained in accordance with manufacturer specifications and/or local instructions to ensure correct ongoing functionality of hand tools
		2.2	Unserviceable tools are repaired, replaced or reported to relevant personnel to ensure correct functionality
3	**Secure and store hand tools**	**3.1**	Tools are transported in a safe, secure, efficient manner to minimise risk of injury to personnel and damage to equipment
		3.2	Tools are stored and secured according to manufacturer or workplace procedures to prevent damage to, and losses of, equipment

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the TLI Transport and Logistics Training Package Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIB1028 Maintain and use hand tools.

Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIB0012 Maintain and use hand tools

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying precautions and required action to minimise, control or eliminate identified hazards
- applying relevant legislation and workplace procedures
- communicating and working effectively with others
- completing relevant documentation
- identifying and selecting at least three different types of hand tools and related materials or equipment suitable for the required task
- using at least three different types of hand tools and related materials or equipment safely
- reading, interpreting and following relevant instructions, procedures, information and signs.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements, performance criteria and include knowledge of:

- workplace emergency procedures
- materials for maintaining hand tools and the procedures and precautions for their care, use and storage
- problems that may occur maintaining and using hand tools and related action that should be taken
- relevant work health and safety (WHS)/occupational health and safety (OHS), and environmental procedures and regulations
- relevant sections of state/territory regulations, codes of practice and safe working system requirements
- workplace documentation and records requirements
- workplace procedures and policies for maintaining and using hand tools.

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

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Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment (PPE) currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIB3006 Carry out inspection of vehicles designed to carry special loads

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to carry out an inspection of a commercial vehicle designed to carry a special load, in accordance with relevant roads and traffic authority regulations, and workplace policy and procedures concerning vehicle inspection.

It includes action to implement manufacturer specifications for routine checks of vehicle and its associated equipment, to clean the vehicle and its associated equipment, to ensure all specified safety requirements are met, and to ensure vehicle and equipment are operational to workplace requirements and relevant state/territory roads and traffic authority regulations.

Work is performed with limited supervision, with duty of care responsibility for self and others in achieving the prescribed outcomes. It involves the application of routine vehicle checking and maintenance principles and procedures to inspect a commercial vehicle designed to carry special loads, across a variety of operational contexts.

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

Pre-requisite Unit

Not applicable.

Competency Field

B – Equipment Checking and Maintenance

Unit Sector

Not applicable.

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Check vehicle	1.1 Job hazards are identified and required action is taken to minimise, control or eliminate identified hazards
	1.2 Visual check of internal and external condition of vehicle is carried out in accordance with workplace procedures
	1.3 Pre-operational inspections and checks of vehicle tyres, suspension, fluid levels and other critical features are carried out to ensure conformance with road safety standards
	1.4 Associated equipment is tested to ensure it functions correctly to manufacturer specifications
	1.5 Post start-up and shut-down checks are carried out after engine is started to identify possible engine or electrical problems
	1.6 Warning systems (instruments and gauges) are checked to ensure they are operational
	1.7 Vehicle-monitoring device is logged on/off in accordance with manufacturer instructions and workplace procedures, as required
2 Clean vehicle and ancillary equipment	2.1 Vehicle and associated equipment is cleaned in accordance with workplace procedures
	2.2 Special purpose ancillary equipment is cleaned in accordance with relevant government regulations and workplace procedures
3 Complete documentation	3.1 Basic faults are identified and/or diagnosed and appropriate action is taken to report or remedy them as required by workplace procedures and legislation
	3.2 Records of inspection are updated and recommended repairs are documented in accordance with workplace procedures

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIB3006A Carry out inspection of vehicles designed to carry special loads.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIB3006 Carry out inspection of vehicles designed to carry special loads

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying precautions and required action to minimise, control or eliminate identified hazards
- applying relevant legislation and workplace procedures
- completing relevant documentation
- interpreting and following operational instructions and prioritise work
- operating and adapting to differences in equipment in accordance with operating procedures
- reading and interpreting relevant instructions, procedures, information, technical data and drawings
- reporting and/or rectifying identified problems, faults or malfunctions promptly, in accordance with regulatory requirements and workplace procedures
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- principles of operation of systems on commercial vehicles including:
  - electrical systems
  - fuel systems
  - cooling systems
  - steering systems
  - exhaust systems

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    - tyres, brakes
    - relevant ancillary systems
- problems that may occur during routine inspection of a vehicle and its associated ancillary equipment, and appropriate actions and solutions
- procedures for checking and routine inspection of a commercial vehicle designed to carry special loads, in accordance with workplace and manufacturer requirements and established safety rules and regulations including:
    - visual inspection
    - pre-operational checking
    - warning systems checking
- relevant duty of care requirements for routine inspection of vehicles designed to carry special loads
- relevant work health and safety (WHS)/occupational health and safety (OHS) and environmental procedures and regulations
- relevant recording and documentation procedures
- techniques for recognising faults and vehicle/ancillary system irregularities.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

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TLIB5010 Plan and implement maintenance schedules

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to plan and implement maintenance schedules according to relevant regulatory requirements, standards, workplace procedures and codes of practice including the Australian Dangerous Goods (ADG) Code.

It includes establishing maintenance requirements, organising maintenance activities and resources and completing required procedures and documentation.

Work is carried out under general guidance. It requires discretion and judgement for self and others in planning and using resources, services and processes to achieve required outcomes within workplace policies and procedures.

The unit generally applies to those with responsibility for resource coordination and allocation, who lead individuals or teams.

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

Pre-requisite Unit

Not applicable.

Competency Field

B – Equipment Checking and Maintenance

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the	Performance criteria describe the performance needed to

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essential outcomes.	demonstrate achievement of the element.	
1 Establish maintenance requirements	1.1	Equipment specifications, service requirements and workplace procedures are checked for recommended maintenance intervals and processes
	1.2	Special requirements for maintenance of storage zones are identified
	1.3	Comparisons with previous experience, future equipment use, work requirements and standard operating procedures are made to inform the planning process
	1.4	Work plan and work schedule are developed
	1.5	Internal and external contractors and/or maintenance providers are identified
	1.6	Costings for process are identified based on work schedule (equipment/staff off-line), equipment manufacturer recommendations, charges for materials, equipment and consumables and internal/external labour charges
	1.7	Required interruptions, processes and procedures are documented and recorded
	1.8	Clearances for required maintenance costs are obtained
2 Organise maintenance activities	2.1	Work schedules and staff rosters are checked to identify times when maintenance process may be scheduled including optimum timing for any shut down
	2.2	Permission from supervisory personnel is obtained for timing of maintenance to optimise the maintenance process and work
	2.3	Detailed work plans are developed in accordance with work schedules, availability of expertise and resource availability
	2.4	Employees with the required competencies are identified and appropriate training and assessment is facilitated as required
	2.5	Approvals for work schedule, employee work pattern and maintenance schedule adjustments are obtained and work plan is refined to ensure maintenance program will maintain workplace outputs in terms of workplace policy
3 Organise resources	3.1	Required equipment, personnel and consumables are allocated in accordance with workplace procedures

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	3.2	Consumables, equipment and expertise are located and coordinated to meet maintenance work schedule
	3.3	Externally sourced equipment, consumables and expertise are identified and appropriate arrangements are made for procurement
4 Complete maintenance procedures	4.1	Completed work is checked against maintenance schedule and work plan
	4.2	Records of work are completed and forwarded to appropriate personnel noting areas where additional maintenance is required to maintain optimum work output and equipment life

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIB5010A Plan and implement maintenance schedules.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIB5010 Plan and implement maintenance schedules

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- adapting to differences in equipment in accordance with standard operating procedures
- applying precautions and required action to minimise, control or eliminate hazards that may exist during work activities
- applying relevant legislation and workplace procedures
- communicating and working effectively with others when planning and implementing maintenance schedules
- completing documentation related to planning and implementing maintenance schedules
- ensuring the servicing of equipment in terms of maintenance schedule and standard operating procedures
- implementing contingency plans
- interpreting and following operational instructions and prioritising work
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring work activities in terms of planned schedule
- reading and interpreting instructions, procedures, information and signs relevant to planning and implementing maintenance schedules
- reporting and/or rectifying identified problems, faults or malfunctions promptly, in accordance with regulatory requirements and workplace procedures
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

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Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- application of current competencies within functional activity
- application of relevant Australian and international standards and associated certification requirements
- characteristics and capabilities of equipment, materials and processes used
- contacts and sources of information/documentation needed when planning and implementing maintenance systems
- operational maintenance systems, resources, management and workplace operating systems
- procedures for establishing and/or monitoring suitable maintenance systems
- procedures for identifying and evaluating information needed to plan and implement maintenance schedules
- procedures for identifying and interpreting maintenance requirements
- procedures for liaising with manufacturers and suppliers
- procedures for operating electronic communications equipment
- procedures for reviewing system options for maintenance operations including appropriate risk analysis
- quality and customer service standards, policies and procedures
- relative features and risks of various maintenance systems, their applications and processes, and issues involved in their use
- relevant Australian and international regulations, codes of practice and legislative requirements including local and international freight regulations
- relevant workplace documentation procedures
- resource availability including the competencies of individuals in the team/group.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

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Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.
-

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIC3063 Operate vehicle carrying special loads

Modification History

Release 2. This is the second release of this unit of competency in the TLI Transport and Logistics Training Package:

- Minor statement changes in Assessment Conditions.

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to safely operate a vehicle carrying a special load in accordance with road and traffic authority and other relevant government regulations and company policies, and to effectively manage hazardous situations.

It involves carrying out pre-operational checks, driving a vehicle carrying special loads, and applying routine vehicle driving principles and procedures to maintain the safety and operation of a commercial vehicle carrying a special load across a variety of driving contexts.

Driving must be carried out in accordance with relevant state/territory road and traffic authority licence and permit requirements and regulations and specific regulatory and permit requirements for the special load being carried.

Driving is performed with limited supervision, and with duty of care responsibility for self and others in achieving the prescribed outcomes.

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

Pre-requisite Unit

Not applicable.

Competency Field

C – Vehicle Operation

Unit Sector

Not applicable.

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Carry out pre-operational checks	**1.1** Job hazards are identified and required action is taken to minimise, control or eliminate identified hazards
	1.2 Pre-operational checks for special purpose vehicle and associated ancillary equipment are carried out in accordance with manufacturer requirements, government regulations, and workplace policies and procedures
	1.3 Faults and defects identified during checks are repaired or reported in accordance with workplace procedures
2 Drive a vehicle carrying special loads	**2.1** Vehicle is manoeuvred in accordance with regulations/permit requirements for vehicle class involved and load being carried
	2.2 Vehicles carrying explosives or dangerous goods (DG) are driven along designated routes in accordance with relevant codes, government regulations and workplace policies
	2.3 Load is transported and vehicle is manoeuvred in accordance with required precautions relating to load unusual/special characteristics and/or relevant government regulations for special load, including the current Australian Dangerous Goods (ADG) Code and the current Australian Code for the Transport of Explosives by Road and Rail
	2.4 Signs, placards or indicators are fixed to vehicle, as required
	2.5 Appropriate procedures are followed for load concerned in a driving emergency
	2.6 Documentation is completed and proofread in accordance with workplace procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of

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competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Unit Mapping Information

This unit replaces and is equivalent to TLIC3063A Operate vehicle carrying special loads.

Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIC3063 Operate vehicle carrying special loads

Modification History

Release 2. This is the second release of this unit of competency in the TLI Transport and Logistics Training Package:

- Minor statement changes in Assessment Conditions.

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying precautions and required action to minimise, control or eliminate identified hazards
- applying relevant legislation and workplace procedures
- checking and replenishing fluids and carrying out lubrication processes
- communicating effectively with others
- completing relevant documentation
- interpreting and following operational instructions and prioritising work
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring and anticipating traffic hazards and taking appropriate actions
- monitoring performance of vehicle, its equipment and load, and taking appropriate actions, as required
- operating and adapting to differences in equipment in accordance with operating procedures
- reading and interpreting relevant instructions, procedures, information and signs
- reporting and/or rectifying identified problems, faults or malfunctions promptly in accordance with regulatory requirements and workplace procedures
- servicing vehicle and its equipment in terms of maintenance schedule and operating procedures
- working collaboratively with others
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- efficient driving techniques

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- engine power management and safe driving strategies
- factors that increase fatigue-related accidents
- factors that may cause traffic delays and diversions and related actions that can be taken by a driver
- fatigue management strategies including on-road techniques
- lifestyles that promote effective long-term fatigue management
- map reading and road navigation techniques
- pre-operational checks carried out on vehicle and related actions
- procedures to be followed in a driving emergency
- relevant Australian regulations and codes of practice for handling and transporting dangerous goods (DG) and hazardous substances, including the current Australian Dangerous Goods (ADG) Code and the current Australian Code for the Transport of Explosives by Road and Rail
- relevant state/territory road and traffic authority road rules, regulations, permits and licence requirements
- relevant work health and safety (WHS)/occupational health and safety (OHS) and environmental procedures and regulations
- vehicle controls, instruments and indicators, and their use
- workplace driving and operational instructions.

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Practical assessment must be in vehicles designed to carry special loads, for example, concrete agitator, livestock transporter, armoured car, tanker, refrigerated vehicle, waste vehicle, fresh produce vehicle, car carrier, container carrier or recovery vehicle.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include:

- a range of relevant exercises, case studies and/or simulations
- relevant materials, tools, equipment and personal protective equipment (PPE) currently used in industry
- applicable documentation including workplace procedures, regulations, current ADG Code, codes of practice and operation manuals.

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Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLID0006 Move materials mechanically using automated equipment

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to move materials mechanically using automated equipment.

It includes selecting appropriate automated mechanical moving equipment, moving materials in accordance with operational requirements, checking condition of materials and completing required records.

Work must be carried out in compliance with relevant work health and safety (WHS)/occupational health and safety (OHS) regulations related to automated mechanical equipment.

Work is performed under limited or minimum supervision.

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

Pre-requisite Unit

Not applicable.

Competency Field

D – Load Handling

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1	**Identify task and select automated equipment**	**1.1**	Automated equipment is selected in accordance with workplace procedures, manufacturer specifications and loads characteristics
		1.2	Pre-operational checks are completed and safe working load is determined in accordance with workplace procedures and manufacturer specifications
		1.3	Automated equipment faults are identified and appropriate action taken in accordance with workplace procedures
		1.4	Dangerous goods (DG) and hazardous materials are identified and handled in accordance with workplace procedures
2	**Move materials with automated equipment**	**2.1**	Planned route is determined and work area deemed safe
		2.2	Hazards are identified, risks are assessed and control measures are implemented
		2.3	Materials are moved using automated equipment in accordance with manufacturer specifications and workplace procedures
		2.4	Materials are monitored in accordance with workplace procedures
3	**Complete material move and records**	**3.1**	Materials are inspected in accordance with workplace procedures
		3.2	Records are updated in accordance with workplace procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

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Unit Mapping Information

This unit replaces and is equivalent to TLID2013 Move materials mechanically using automated equipment.

Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLID0006 Move materials mechanically using automated equipment

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying precautions and required action to minimise, control or eliminate identified hazards
- applying workplace procedures when using automated equipment
- following relevant instructions, workplace procedures and signs
- monitoring performance of automated equipment and taking action in accordance with workplace procedures
- reporting automated equipment faults in accordance with workplace procedures
- undertaking operational checks of automated equipment
- using personal protective equipment (PPE) according to workplace procedures.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- characteristics, capabilities and limitations of automated equipment
- hazards when using automated equipment and related risk control measures
- problems that may occur and appropriate actions that can be taken to resolve these problems
- relevant work health and safety (WHS)/occupational health and safety (OHS) procedures and regulations
- workplace policies and procedures for using automated equipment.

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational

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situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include:

- relevant materials, tools, automated equipment and PPE
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLID0008 Shift loads using bridge or gantry crane

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to shift loads using bridge or gantry crane in accordance with relevant regulations and workplace requirements as part of work activities in the transport and logistics industry.

It includes planning work for the prevailing working conditions, using controls and operating systems to manage the operation of equipment, and locating and identifying load characteristics. It also includes safely moving the load; monitoring controls and stopping, shutting down and securing equipment after the completion of operations.

Work is performed under some supervision generally within a team environment.

Where the load shifting equipment operated is considered to be high risk work, the operator must hold a high-risk work licence.

Pre-requisite Unit

Not applicable.

Competency Field

D – Load Handling

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Prepare work for the prevailing working	**1.1** Traffic flow, weather and work area conditions are constantly assessed and adjusted to allow for safe

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	conditions		operations
		1.2	Hazards are identified, risks are assessed and control measures are implemented
		1.3	Load characteristics are taken into account to ensure appropriate attachments/gear are used to move the load in accordance with lift plan
		1.4	Occurrences in the work area that may affect the safety and efficiency of operations are reported to relevant personnel in accordance with workplace procedures
		1.5	Bridge or gantry crane and equipment are inspected and configured in accordance with manufacturer specifications, prepared and appropriate attachments fitted
		1.6	Crane pre-operational checks are conducted in accordance with manufacturer specifications and workplace procedures
2	**Operate bridge or gantry crane**	**2.1**	Bridge or gantry crane is started and operated in accordance with manufacturer specifications
		2.2	Instruments and gauges are monitored to ensure operation is within manufacturer specifications and workplace procedures
		2.3	Faults or damage to bridge or gantry equipment are immediately reported to relevant personnel in accordance with workplace procedures
3	**Locate load and identify load characteristics**	**3.1**	Load is located and identified
		3.2	Working load limit (WLL) of bridge or gantry crane and equipment are identified and communicated to relevant personnel
		3.3	Load characteristics, weight and dimensions are checked to ensure gantry lifting capacity is not exceeded
		3.4	Loading and unloading plans are followed to ensure efficiency and safety of operations
		3.5	Load and environmental conditions are assessed to ensure appropriate loading and unloading procedures are followed

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	3.6	Hazardous cargo is identified and relevant procedures are taken into account when planning and conducting work
4 Operate bridge or gantry crane to safely move load	**4.1**	Bridge or gantry crane is operated and positioned using smooth and controlled movements
	4.2	Movements are within equipment limits and in line with manufacturer specifications
	4.3	Load is moved in accordance with workplace procedures and to ensure safe operation
	4.4	Communication is maintained with relevant personnel
	4.5	Bridge or gantry crane is immediately stopped, and workplace procedures are followed, in the event of an incident or emergency
	4.6	Bridge or gantry crane controls are operated and monitored in accordance with manufacturer specifications
	4.7	Bridge or gantry crane control faults are identified and reported in accordance with workplace procedures
5 Shut down and secure crane	**5.1**	Bridge or gantry crane is shut down in accordance with manufacturer specifications and workplace procedures
	5.2	Equipment is secured in accordance with workplace procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Unit Mapping Information

This unit replaces and is equivalent to TLID3043 Shift loads using gantry equipment.

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Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLID0008 Shift loads using bridge or gantry crane

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying precautions and implementing risk control measures
- applying relevant legislation and workplace procedures
- communicating effectively with others
- completing relevant documentation
- estimating size, shape and special requirements of loads
- identifying cargo, container and goods, coding, Australian Dangerous Goods (ADG) Code and International Maritime Dangerous Goods (IMDG) Code markings and emergency information panels
- identifying, selecting and using relevant equipment, processes and procedures
- implementing contingency plans
- interpreting and following operational instructions and prioritising work
- interpreting relevant instructions, procedures and signs
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring bridge or gantry crane and equipment performance
- monitoring work activities in terms of planned schedule
- operating and adapting to differences in equipment in accordance with workplace procedures
- receiving, acknowledging and sending messages using appropriate communications equipment
- reporting and/or rectifying identified problems, faults or malfunctions promptly in accordance with regulatory requirements and workplace procedures
- using personal protective equipment (PPE) in accordance with workplace procedures
- working collaboratively with others
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of

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the requirements of the elements and performance criteria and include knowledge of:

- Australian and international codes, regulations and licence/permit requirements relevant for using bridge or gantry crane and equipment to shift loads
- cargo marking and numbering systems
- high-risk work licence requirements for bridge and gantry crane and associated equipment
- operational work systems, equipment, management and site operating systems for using bridge or gantry equipment to shift loads
- problems that may occur and appropriate actions that can be taken to resolve these problems
- relevant approved storage facilities, quarantine or other legislative requirements
- relevant safety codes of practice and emergency response procedures
- relevant work health and safety (WHS)/occupational health and safety (OHS) and environmental protection procedures and guidelines
- requirements for working load limit (WLL) of bridge or gantry crane and equipment
- types of bridge or gantry crane and equipment used to shift loads in terminals/wharves, their applications and procedures and precautions for their use
- workplace procedures and policies for using bridge or gantry crane and equipment to shift loads.

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include:

- relevant materials, tools, equipment and PPE
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLID1001 Shift materials safely using manual handling methods

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to shift loads safely using manual handling methods. Work must be carried out in compliance with the relevant work health and safety (WHS)/occupational health and safety (OHS) regulations concerning the manual handling and movement of loads.

It includes assessing the risks associated with relocating the load, planning the relocation process and carrying out the relocation in accordance with the plan.

Work is performed under some supervision generally within a team environment.

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

Pre-requisite Unit

Not applicable.

Competency Field

D – Load Handling

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Assess risks associated with	1.1 Products, goods or materials to be relocated are identified and assessed to determine appropriate relocation method

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relocating load	1.2	Storage locations are determined and potential routes to be followed are identified
	1.3	Effect of load relocation on original load base is predicted
	1.4	Points of balance are estimated
	1.5	Required clearances are compared to available space and adjustments are made to moving loads to reflect required clearance
	1.6	Effects of moving contents, which may be loose, liquid, dangerous or hazardous, are considered
	1.7	Risks in potential routes are considered
	1.8	Risks to self are identified arising from the required lifting, load carrying, set down or movement of the goods
	1.9	Manual handling procedures for lifting, lowering and carrying, pushing and pulling are identified
	1.10	Team lifting processes are considered when moving loads
	1.11	Appropriate personal protective equipment is determined
	1.12	Size to weight ratio of items to be manually handled are identified
2 Plan load relocation	2.1	Relocation of the load is planned, consistent with the code of practice for manual handling and in accordance with the risk assessment
	2.2	Process for relocating load is proposed including predicting and planning for potential difficulties
	2.3	Proposed process is checked for compliance with code of practice and workplace procedures
3 Relocate load	3.1	Actions for lifting, lowering and carrying, pulling and pushing a load are in accordance with workplace procedures and WHS/OHS requirements
	3.2	Applications appropriate for team relocation of load are identified
	3.3	Team lifting tasks are coordinated
	3.4	Planned process and route are followed

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3.5 Relocated materials are set down without damage to goods, personnel or equipment and are checked for stability

3.6 Relocation is checked to see it meets work requirements and variance/s are reported

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLID1001A Shift materials safely using manual handling methods.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLID1001 Shift materials safely using manual handling methods

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying precautions and required action to minimise, control or eliminate risks that may exist when manually lifting and handling materials and goods
- applying relevant legislation and workplace procedures
- communicating effectively with others when manually lifting and handling materials and goods
- implementing contingency plans when manually lifting and handling, materials and goods
- interpreting and following operational instructions and prioritising work
- interpreting manual handling risks
- modifying activities depending on operational contingencies, risk situations and environments
- operating and adapting to differences in loads and materials in accordance with standard operating procedures
- reading and interpreting instructions, procedures and information relevant to the manual lifting and handling of materials and goods
- selecting and using required personal protective equipment conforming to industry and work health and safety (WHS)/occupational health and safety (OHS) standards
- using correct manual handling practices
- working collaboratively with others when manually lifting and handling materials and goods
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

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Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- housekeeping standards and procedures
- relevant WHS/OHS procedures and guidelines concerning the manual lifting and movement of loads
- risks when manually lifting and handling materials and goods, and related precautions to control the risk, including:
- controlled actions on a movement during lifting
- distance over which load is to be shifted
- frequency of shifting operations
- load on the spine during lifting
- postures and positions during lifting
- rotation and side movement of the spine during lifting
- time allowed for shifting the load
- type, weight and position of the load
- work layout
- site layout and obstacles
- workplace procedures and policies for manual handling.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice

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and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLID2003 Handle dangerous goods/hazardous substances

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to handle dangerous goods and hazardous substances in accordance with relevant work health safety (WHS)/occupational health and safety (OHS) regulations concerning the safe handling of dangerous goods and hazardous substances, within the transport and logistics industry.

It includes identifying requirements for working with dangerous goods and/or hazardous substances, confirming site incident procedures and selecting handling techniques.

Work is performed under general supervision.

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

Pre-requisite Unit

Not applicable.

Competency Field

D – Load Handling

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the	Performance criteria describe the performance needed to

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essential outcomes.	demonstrate achievement of the element.
1 Identify requirements for working with dangerous goods and/or hazardous substances	1.1 Dangerous goods/hazardous substances are identified from information including class labels, manifests and other documentation
	1.2 Job hazards are identified and required action is taken to minimise, control or eliminate identified hazards
	1.3 Storage requirements for dangerous goods/hazardous substances are identified and applied
	1.4 Legislative requirements for dangerous goods/hazardous substances are used to plan work activities
	1.5 Handling procedures for different classes and characteristics of goods are observed
	1.6 Confirmation is sought from relevant personnel where dangerous goods/hazardous materials do not appear to be appropriately marked
2 Confirm site incident procedures	2.1 Incident reporting processes are identified
	2.2 Emergency equipment is located and checked in accordance with workplace procedures and statutory regulations
	2.3 Emergency procedures are identified and confirmed
3 Select handling techniques	3.1 Load handling and shifting procedures are selected in accordance with identified requirements for particular goods
	3.2 Handling equipment is checked for conformity with workplace requirements and manufacturer guidelines
	3.3 Suitable signage or placards are checked for compliance with workplace procedures, as required

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLID2003A Handle dangerous goods/hazardous substances.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLID2003 Handle dangerous goods/hazardous substances

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- communicating and working effectively with others
- completing relevant documentation
- determining required permits
- estimating weight and dimensions of load and any special requirements
- identifying and assessing handling and storage precautions and requirements for dangerous goods/hazardous substances
- identifying and selecting safety requirements for handling dangerous goods/hazardous substances
- identifying containers and goods coding, markings and emergency information panels for mode of transport storage selected
- identifying dangerous goods/hazardous substances using labels, International Maritime Dangerous Goods (IMDG) Code markings, HAZCHEM signs and other relevant identification criteria
- identifying job and site hazards, and planning work to minimise risks
- implementing contingency plans
- maintaining workplace records and documentation
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring and prioritising work activities in terms of planned schedule, predicting consequences and identifying improvements
- operating and adapting to differences in equipment in accordance with standard operating procedures
- operating electronic communications equipment to required protocol
- reading, interpreting and following relevant instructions, procedures, regulations, information and signs
- recognising hazards and applying precautions and required action to minimise, control or eliminate recognised hazards
- reporting and/or rectifying identified problems, faults or malfunctions promptly, in accordance with regulatory requirements and workplace procedures

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- selecting and using required personal protective equipment (PPE) conforming to industry and work health and safety (WHS)/occupational health and safety (OHS) standards
- selecting appropriate equipment and work systems including PPE
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- equipment applications, capacities, configurations, safety hazards and control mechanisms
- housekeeping standards and procedures
- permit and licence requirements
- problems that may arise when handling of dangerous goods and hazardous substances and actions that should be taken to prevent or solve these problems
- relevant aspects of current Australian Dangerous Goods (ADG) Code and relevant Australian Standards
- relevant regulations and codes concerning handling dangerous goods/hazardous substances
- risks when handling dangerous goods/hazardous substances and related precautions to control risk
- workplace procedures for handling and storing dangerous goods/hazardous substances.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy

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requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, current ADG Code, codes of practice and operation manuals
- relevant materials, tools, equipment, and personal protective equipment currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLID2004 Load and unload goods/cargo

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to load and unload goods and cargo in accordance with relevant state/territory roads and traffic authority regulations/permit requirements.

It includes loading and unloading goods and cargo, securing and protecting a load and completing all required documentation.

Work is performed under general supervision within a team environment.

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

Pre-requisite Unit

Not applicable.

Competency Field

D – Load Handling

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1	**Load and unload goods/cargo**	1.1 Load characteristics are identified and taken into account when determining appropriate loading and unloading workplace procedures
		1.2 Job hazards are identified and required action is taken to minimise, control or eliminate identified hazards
		1.3 Dangerous or hazardous goods are identified and handled in accordance with the current Australian Dangerous Goods (ADG) Code and other relevant regulations/permit requirements
		1.4 Load is packed/unpacked to make safe and effective use of available spaces
		1.5 Goods/cargo are loaded in accordance with relevant mass and loading regulations and workplace procedures
		1.6 Lifting aids and appliances are selected and used to aid loading procedures in accordance with workplace procedures and safety legislation
		1.7 Unloading activities are conducted in a safe and efficient manner taking into account suitable locations, stowage, safe use of equipment and balance of remaining load
		1.8 Goods requiring special handling and/or documentation are identified and workplace procedures are followed
		1.9 Relocated material is restacked appropriate for transport method, safe height, weight loading, size and crushability of goods
2	**Secure and protect load**	2.1 Load distribution is checked to ensure it is even, legal and within safe working capacity
		2.2 Load is checked to ensure dangerous goods and hazardous substances are appropriately segregated in accordance with current ADG Code
		2.3 Load is secured using correct load restraint and protection equipment for different loads, carrying and storage conditions
		2.4 Load is protected in accordance with legal and workplace safety requirements
3	**Complete**	3.1 Load is inspected and checked for security to travel, in accordance with relevant regulations/permit requirements

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documentation		and current ADG Code, as required
	3.2	All required goods documentation is completed in accordance with workplace requirements including current ADG Code, as required

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLID2004A Load and unload goods/cargo.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLID2004 Load and unload goods/cargo

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying required action to minimise, control or eliminate identified hazards
- completing relevant documentation
- estimating load size, shape and special requirements and taking appropriate action
- identifying containers and goods coding, Australian Dangerous Goods (ADG) and International Maritime Dangerous Goods (IMDG) Code markings and emergency information panels, and taking appropriate action
- implementing contingency plans
- interpreting and following operational instructions and prioritising work
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring work activities in terms of planned schedule
- operating and adapting to differences in cargo and equipment in accordance with operating procedures
- reporting and/or rectifying identified problems promptly, in accordance with regulatory requirements and workplace procedures
- reading and interpreting relevant instructions, procedures, information, signs and labels
- applying relevant legislation and workplace procedures
- selecting and using required personal protective equipment conforming to industry and work health safety (WHS)/occupational health and safety (OHS) standards
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

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Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- chain of responsibility workplace procedures
- housekeeping workplace procedures
- national load restraint guidelines
- problems that may arise when loading and unloading goods and cargo and actions that should be taken to prevent or solve these problems
- relevant Australian and international regulations and codes of practice for handling and transporting dangerous goods and hazardous substances
- relevant Australian Standards and regulations including state/territory mass and loading regulations
- risks when loading and unloading goods/cargo and related precautions to control risk
- safe work methods for securing load
- security awareness requirements when loading and unloading vehicles and in particular recognising, isolating and reporting suspicious cargo and goods
- site layout and obstacles
- WHS/OHS procedures and guidelines concerning the lifting and movement of loads
- workplace procedures and policies for loading and unloading goods/cargo.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, national Load Restraint Guide (LRG), codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in

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industry.

Links

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TLID2010 Operate a forklift

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to operate a forklift in compliance with the relevant state/territory authority licence requirements and regulations, in a variety of operational contexts.

It includes checking forklift condition, driving forklift to fulfil operational requirements, and monitoring and maintaining forklift performance and site conditions.

Assessment of this unit will usually be undertaken within a licensing examination conducted by, or under the authority of, the relevant state/territory work health and safety (WHS)/occupational health and safety (OHS) authority.

Operation of a forklift is performed under some supervision, generally within a team environment.

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

Pre-requisite Unit

Not applicable.

Competency Field

D – Load Handling

Unit Sector

Not applicable.

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Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Check forklift condition	1.1 Condition of forklift is checked for compliance with WHS/OHS and workplace requirements for warning devices, manufacturer specifications and nature of load shifting task
	1.2 Attachments are checked to ensure appropriate adjustment and operation
	1.3 Mirrors and seats are adjusted for safe operation by driver
	1.4 Logbooks are checked and appropriate workplace documentation is completed in accordance with workplace requirements
2 Drive forklift	2.1 Forklift is started, steered, manoeuvred, positioned and stopped in accordance with regulations and manufacturer instructions
	2.2 Engine power is managed to ensure efficiency and performance and to minimise engine and gear damage
	2.3 Operational hazards are identified and/or anticipated and avoided or controlled through defensive driving and appropriate hazard control techniques
	2.4 Forklift is driven in reverse, maintaining visibility and achieving accurate positioning
	2.5 Forklift is parked, shut down and secured in accordance with manufacturer specifications, regulations and workplace procedures
3 Operate forklift to handle loads	3.1 Lifting task to be undertaken is appropriately planned, and correct lifting truck and attachments are selected
	3.2 Load is lifted, carried, lowered and set down in accordance with WHS/OHS legislation, manufacturer specifications and company procedures
4 Monitor site conditions	4.1 Hazards and traffic flow are identified when selecting the most efficient route and appropriate adjustments are made
	4.2 Site conditions are assessed to enable safe operations and to ensure no injury to people or damage to property, equipment, loads or facilities occurs

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5 Monitor and maintain forklift performance	5.1 Performance and efficiency of vehicle operation is monitored during use
	5.2 Defective/irregular performance and malfunctions are reported to relevant personnel
	5.3 Forklift records are maintained/updated in accordance with workplace procedures and legislative requirements

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLID2010A Operate a forklift.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLID2010 Operate a forklift

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying precautions and required action to minimise, control or eliminate identified hazards
- applying relevant legislation and workplace procedures
- checking and replenishing fluids, and carrying out lubrication processes
- communicating and working effectively with others
- completing relevant documentation
- ensuring forklift and its equipment are maintained in terms of service schedule and standard operating procedures
- identifying points of balance and safe lifting positions on a range of loads when operating a forklift (including accessories)
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring performance of forklift and its equipment, and taking appropriate action as required
- monitoring and prioritising work activities in terms of planned schedule
- operating and adapting to differences in equipment in accordance with standard operating procedures
- operating electronic communications equipment to required protocol
- reading, interpreting and following relevant instructions, procedures, information and signs
- reporting and/or rectifying identified problems, faults or malfunctions promptly, in accordance with regulatory requirements and workplace procedures
- selecting and using required personal protective equipment conforming to industry and WHS/OHS standards
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

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Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- efficient driving techniques
- engine power management and safe operating strategies
- forklift controls, instruments and indicators, and their use
- forklift handling procedures
- high risk work licence requirements
- operating hazards and related defensive driving and hazard control techniques
- operational emergency procedures
- pre-operational checks carried out on forklift and related action
- principles of stress management when driving a forklift
- relevant duty of care requirements for operating a forklift
- relevant WHS/OHS and environmental procedures and regulations
- site layout and obstacles
- workplace operating procedures.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.

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Links

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TLID2012 Operate specialised load shifting equipment

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to operate specialised load shifting equipment in accordance with codes, permits, workplace requirements and relevant regulatory requirements, as part of work undertaken in the stevedoring, transport, warehousing and logistics industries.

It includes planning work for current working conditions; using controls and equipment operating systems to manage moving the unit and accessory operations; locating load and identifying load characteristics; moving materials and loads; monitoring and operating controls; and stopping, parking and securing equipment after operation.

Safety checks and equipment tests are performed under limited supervision.

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

Pre-requisite Unit

Not applicable.

Competency Field

D – Load Handling

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS **PERFORMANCE CRITERIA**

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Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Plan work for current working conditions	1.1 Job hazards are identified and required action is taken to minimise, control or eliminate identified hazards
	1.2 Traffic flow and work area conditions are constantly assessed and anticipated to ensure no injury to people, or damage to equipment, loads or facilities
	1.3 Load characteristics are taken into account to ensure appropriate attachments are used to transport load as required
	1.4 Safe working load (SWL) or working load limit (WLL) is calculated
	1.5 Occurrences in work area that affect safety and efficiency of operations are reported to appropriate personnel
2 Use controls and equipment operating systems to manage moving unit and accessory operations	2.1 Equipment is prepared and appropriate attachment is fitted
	2.2 Gear and operational levers are checked to ensure they are in neutral position prior to inserting ignition key and starting engine
	2.3 Engine is started in accordance with manufacturer guidelines to bring engine up to speed
	2.4 Instruments and gauges are monitored during start up and operations to ensure operation is within manufacturer specifications and workplace procedures
	2.5 Engine power is managed to ensure efficiency of equipment movement and economy of equipment operations
	2.6 Equipment operations are conducted in accordance with manufacturer specified torque range
	2.7 Faults or damage to equipment are immediately reported to appropriate personnel in accordance with workplace procedures
3 Locate load and identify load characteristics	3.1 Load is located and identified in accordance with workplace procedures
	3.2 Loading and unloading plans are followed to ensure efficiency and safety of operations
	3.3 Load characteristics are taken into account to ensure appropriate loading and unloading workplace procedures are

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			followed
		3.4	Hazardous goods are identified and relevant procedures are taken into account when planning and conducting work
		3.5	Load weight and dimensions are established within equipment capacity
4	**Move materials and loads**	4.1	Equipment is manoeuvred and positioned using smooth and controlled movements
		4.2	Manoeuvres are made within equipment limits and in accordance with manufacturer specifications
		4.3	Materials are moved ensuring no injury to personnel or damage to equipment or goods
5	**Monitor and operate controls**	5.1	Equipment controls are monitored and operated in accordance with manufacturer operating instructions
		5.2	Control systems are interpreted and acted on in accordance with statutory authority regulations, manufacturer guidelines and site workplace procedures
		5.3	Control faults are identified and reported in accordance with manufacturer instructions and workplace guidelines
6	**Stop, park and secure equipment**	6.1	Equipment is brought to a controlled halt in accordance with manufacturer guidelines
		6.2	Equipment is parked without injury to personnel or damage to equipment, loads or facilities in accordance with company procedures
		6.3	Equipment is secured on a flat, even surface, clear of doorways, aisles, access ways or blind corners in accordance with securing procedures for appropriate equipment
		6.4	Problems, faults or malfunctions are reported and/or rectified in accordance with regulatory requirements and workplace procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLID2012A Operate specialised load shifting equipment.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLID2012 Operate specialised load shifting equipment

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements, performance criteria on at least one occasion and include:

- applying fatigue management knowledge and techniques
- applying precautions and required action to minimise, control or eliminate identified hazards
- applying relevant legislation and workplace procedures
- checking and replenishing fluids and carrying out lubrication processes during work activities
- communicating effectively with others
- completing relevant documentation
- implementing contingency plans
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring and prioritising work activities in terms of planned schedule
- monitoring performance of specialised load shifting equipment and taking appropriate action as required
- operating and adapting to differences in equipment in accordance with operating procedures
- operating electronic communications equipment to required protocol
- planning own working, predicting consequences and identifying improvements
- reading, interpreting and following relevant instructions, procedures, information and signs
- selecting and using relevant gear and accessories
- selecting and using required personal protective equipment conforming to industry and work health and safety (WHS)/occupational health and safety (OHS) standards
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

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Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements, performance criteria and include knowledge of:

- conveyed material potential for toxicity, reactiveness, material grade, type and purpose including information from relevant safety data sheets (SDSs)/material safety data sheets (MSDSs) and current Australian Dangerous Goods (ADG) Code documentation
- documentation, record requirements and housekeeping standards including:
  - relevant permit and licence requirements
  - site layout and obstacles
- operational safety requirements and precautions for specialised load shifting equipment concerned
- operational work systems, equipment, management and site operating systems for operating specialised load shifting equipment
- problems that may occur and appropriate action that can be taken to resolve these problems
- purpose, characteristics, capabilities, requirements and limitations of specialised load shifting equipment
- relevant regulations for operating specialised load shifting equipment, including current ADG Code and relevant bond, quarantine or other legislative requirements
- relevant WHS/OHS and environmental protection procedures and guidelines
- workplace procedures and policies for operating specialised load shifting equipment.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals

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- relevant materials, tools, equipment and personal protective equipment currently used in industry.

Links

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TLID2016 Load and unload explosives/dangerous goods

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to load and unload explosives/dangerous goods in a range of operational situations, in accordance with relevant Australian and state/territory regulations including current Australian Dangerous Goods (ADG) Code, current Australian Code for the Transport of Explosives by Road and Rail (AE Code), and mass and loading regulations.

It includes identifying explosives/dangerous goods, loading and unloading explosives/dangerous goods using appropriate equipment, securing and protecting vehicle load, and checking vehicle to ensure load is secure and vehicle is marked in accordance with regulatory requirements.

Work is performed under limited or minimum supervision.

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

Pre-requisite Unit

Not applicable.

Competency Field

D – Load Handling

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS **PERFORMANCE CRITERIA**

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Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.
1	**Prepare to load and unload vehicle**	1.1 Explosives/dangerous goods are identified and their characteristics are taken into account in accordance with relevant emergency procedures when determining appropriate handling, loading and storage procedures
		1.2 Job hazards are identified and required action is taken to minimise, control or eliminate identified hazards
		1.3 Compatibility of explosives/dangerous goods is taken into account when assembling and segregating cargo for loading
		1.4 Vehicle/loading equipment is checked to ensure it is suitable to handle/carry load
2	**Load/unload vehicle**	2.1 Vehicle is loaded/unloaded in accordance with workplace procedures and current ADG/AE Code as required
		2.2 Load is segregated according to class and subsidiary risk, and load distribution is checked in accordance with workplace procedures, relevant mass and loading regulations, and current ADG/AE Code as required
		2.3 Personal protective equipment is used during loading/unloading operations as required for type of explosives/dangerous goods concerned
		2.4 Emergency procedures are followed in an incident or accident when loading or unloading explosives and/or dangerous goods
3	**Secure and protect vehicle load**	3.1 Vehicle load is secured using correct load restraint and protection equipment for different loads, vehicles and carriage conditions concerned
		3.2 Load is protected in accordance with legal and workplace safety requirements
		3.3 Load distribution is checked to ensure it is even, legal and within safe working capacity of vehicle
		3.4 Vehicle is clearly marked/placarded to indicate carriage of explosives and/or dangerous goods, in accordance with government regulations and workplace procedures
4	**Check vehicle**	4.1 Loaded vehicle is inspected and checked to ensure it is suitable to carry explosives/dangerous goods, and load

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weight and dimensions are within vehicle safe carrying capacity and equipment capability

4.2 Loaded vehicle is checked to ensure it can be safely parked and secured

4.3 Dangerous goods declaration and required transportation documentation for cargo is completed in accordance with workplace requirements

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLID2016A Load and unload explosives and dangerous goods.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLID2016 Load and unload explosives/dangerous goods

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying precautions and required action to minimise, control or eliminate identified hazards
- communicating and working effectively with others
- completing relevant documentation
- estimating size, shape and special requirements of loads
- identifying and interpreting containers and goods coding, markings and emergency information panels for mode of transport/storage selected
- identifying load characteristics, loading equipment and related practices
- identifying load label in accordance with identified classification and subsidiary risk information
- identifying markings/placards for vehicle in accordance with relevant regulatory requirements
- implementing contingency plans and modifying activities depending on operational contingencies, risk situations and environments
- loading and unloading explosives/dangerous goods safely, in accordance with workplace procedures and current Australian Dangerous Goods (ADG)/current Australian Code for the Transport of Explosives by Road and Rail (AE Code) requirements
- monitoring and prioritising work activities in terms of planned schedule
- operating and adapting to differences in equipment in accordance with operating procedures
- reading, interpreting and following relevant instructions, procedures, information and signs
- reporting /rectifying identified problems, faults or malfunctions promptly, in accordance with regulatory requirements and workplace procedures
- segregating, distributing and securing load for safe transport in accordance with regulations and current ADG/AE Code requirements
- selecting and using required personal protective equipment conforming to industry and work health safety (WHS)/occupational health and safety (OHS) standards
- using manual handling techniques and operating manually-operated load shifting equipment
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

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Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- characteristics of various classes of explosives/dangerous goods relevant to handling and transport
- compatibility of various types of explosives and/or dangerous goods
- housekeeping standards and procedures
- manual handling techniques and manually-operated load shifting equipment required for loading, unloading and handling explosives/dangerous goods
- methods of placarding or marking a vehicle carrying explosives and/or dangerous goods
- methods of securing a load on a vehicle
- WHS/OHS procedures and guidelines concerning lifting and moving loads
- relevant Australian explosives and/or dangerous goods codes and state/territory regulations for identifying, handling and marking explosives/dangerous goods
- relevant state/territory mass and loading regulations
- risks and hazards when loading, unloading and handling explosives/dangerous goods, and related precautions to control the risk
- workplace procedures and policies for loading and unloading explosives/dangerous goods.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, ADG/AE Code,

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codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

Links

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TLID2047 Prepare cargo for transfer with slings

Modification History

Release 2. This is the second release of this unit of competency in the TLI Transport and Logistics Training Package.

- Minor changes to unit Application
- Minor changes to Performance Criteria
- Minor changes to Performance Evidence
- Minor changes to Knowledge Evidence
- Minor changes to Assessment Conditions.

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to prepare cargo for transfer with slings.

It includes preparing for cargo transfer, calculating safe working load (SWL) or working load limit (WLL) of slings and loads, slinging and unslinging cargo, and strapping and unstrapping goods in accordance with workplace requirements and relevant regulatory requirements, within the transport and logistics industry.

People achieving competence in this unit will need to fulfil the applicable state and/or territory legislated high-risk work licence requirements and to comply with relevant codes of practice and/or guidelines.

Safety checks and equipment tests are performed under limited supervision.

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

Pre-requisite Unit

Not applicable.

Competency Field

D – Load Handling

Unit Sector

Not applicable.

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Prepare cargo transfer	**1.1** Job hazards are identified and required action is taken to minimise, control or eliminate identified hazards
	1.2 Working area is prepared and maintained in accordance with national standards, safety codes and workplace procedures
	1.3 Unsafe work practices and/or faulty equipment are reported in accordance with workplace procedures
	1.4 Correct personal protective equipment (PPE) is identified and worn/used
2 Calculate SWL or WLL of slings and loads	**2.1** SWL or WLL is calculated using standardised formulae for different types of lifting cables
	2.2 Lifting equipment is checked to determine SWL according to workplace procedures
	2.3 Slinging gear is checked for conformity with safety equipment
3 Sling and unsling cargo	**3.1** Cargo is slung/unslung in accordance with national standards, safety codes and workplace procedures
	3.2 Correct securing devices are identified and used
	3.3 Load is steadied by tag lines, as required
	3.4 Damaged cargo is identified and reported in accordance with workplace procedures
	3.5 Slinging attachments are released from load ensuring no injury to personnel or damage to machinery or cargo
4 Strap and unstrap goods	**4.1** Cargo is strapped and unstrapped in accordance with national standards, safety codes and workplace procedures
	4.2 Mechanical strapping equipment is used in accordance with manufacturer instructions
	4.3 Damaged cargo is identified and reported in accordance with workplace procedures

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4.4 Strapping arrangements are secured/released to/from load ensuring no injury to personnel or damage to machinery or cargo

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the TLI Transport and Logistics Training Package Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLID2047A Prepare cargo for transfer with slings.

Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLID2047 Prepare cargo for transfer with slings

Modification History

Release 2. This is the second release of this unit of competency in the TLI Transport and Logistics Training Package.

- Minor changes to unit Application
- Minor changes to Performance Criteria
- Minor changes to Performance Evidence
- Minor changes to Knowledge Evidence
- Minor changes to Assessment Conditions.

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements and performance criteria on at least one occasion and include:

- applying precautions and required actions to minimise, control or eliminate identified hazards
- applying relevant high risk work legislation and workplace procedures
- calculating safe working load (SWL) and working load limit (WLL)
- communicating and working effectively with others
- completing relevant documentation
- implementing contingency plans
- inspecting equipment prior to use
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring and prioritising work activities in terms of planned schedule
- operating and adapting to differences in equipment in accordance with workplace operating procedures
- planning own work, predicting consequences and identifying improvements
- reading, interpreting and following relevant instructions, procedures, information and signs
- reporting and/or rectifying identified problems promptly in accordance with regulatory requirements and workplace procedures
- selecting and using relevant gear and equipment when preparing cargo for transfer with slings
- selecting and using required personal protective equipment (PPE) conforming to industry and work health and safety (WHS)/occupational health and safety (OHS) standards
- using balance points and estimating weights in setting up loads to be shifted
- working systematically with required attention to detail without injury to self or others, or

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damage to goods or equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements and performance criteria and include knowledge of:

- cargo potential for toxicity, reactiveness, material grade, type and purpose, including information from relevant safety data sheets (SDS)/material safety data sheets (MSDS) and current dangerous goods systems documentation requirements
- documentation and record requirements
- gear and equipment used when transferring cargo with slings, and precautions and procedures that should be followed in their use
- housekeeping standards and procedures
- manufacturer instructions
- operational work systems, equipment, management and site operating procedures for transferring cargo with slings
- problems that may occur when preparing cargo for transfer with slings and appropriate actions that can be taken to resolve these problems
- relevant regulations for transferring cargo with slings, including current dangerous goods regulations and bond, quarantine and other high-risk work legislative requirements
- relevant WHS/OHS and environmental protection procedures and guidelines
- requirements for SWL and WLL
- site layout and obstacles
- slings, dogging and rigging licence to perform high-risk work requirements
- workplace procedures and policies for transferring cargo with slings.

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and PPE currently used in industry.
- applicable documentation, including legislation, regulations, codes of practice, workplace

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procedures and operation manuals.

Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLID3015 Identify and label explosives/dangerous goods

Modification History

Release 2. This is the second release of this unit of competency in the TLI Transport and Logistics Training Package.

- Minor changes to unit Application
- Minor changes to Performance Criteria
- Minor changes to Performance Evidence
- Minor changes to Knowledge Evidence
- Minor changes to Assessment Conditions.

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to identify and label explosives and/or dangerous goods.

It includes assessing, handling and labelling explosives and/or dangerous goods, and complying with all required documentation in accordance with relevant Australian state/territory regulators and authorities concerned with the carriage of explosives and dangerous goods.

This includes the current Australian Dangerous Goods (ADG) Code, Australian Code for the Transport of Explosives by Road and Rail (AE Code), Globally Hazardous System of Classification and Labelling of Chemicals (GHS) and workplace procedures.

Work is performed under limited or minimum supervision.

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

Pre-requisite Unit

Not applicable.

Competency Field

D – Load Handling

Unit Sector

Not applicable.

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Assess explosives/dangerous goods	**1.1** Load is checked for explosives and/or dangerous goods in accordance with relevant codes and government regulations
	1.2 Types of explosives and/or dangerous goods are identified from labels, current ADG and/or AE Code declarations and placarding, in accordance with workplace procedures, and all required actions are taken to ensure compliance with relevant government regulations and current ADG and/or AE Code, as required
	1.3 Load hazards are identified from labels and safety data sheets (SDS)/material safety data sheets (MSDS) and required actions taken to minimise, control or eliminate identified hazards
2 Handle explosives/dangerous goods	**2.1** Identified explosives and/or dangerous goods are handled and loaded/unloaded in accordance with regulatory requirements, codes, National Transport Commission (NTC) Load Restraint Guide and workplace procedures
	2.2 Appropriate personal protective equipment (PPE) is used when handling explosives and/or dangerous goods in accordance with class, subsidiary risk and SDS/MSDS information
	2.3 Identified hazards posed by explosives and/or dangerous goods concerned are taken into account when handling different types of load
	2.4 When loading/storing explosives and/or dangerous goods, segregation procedures are followed in accordance with class and subsidiary risk information
3 Label explosives/dangerous goods	**3.1** All packages and/or containers are labelled with class and subsidiary risk information, in accordance with current ADG Code and/or AE Code and workplace procedures, as required
	3.2 Dangerous goods declaration is included with manifest and other shipping documents
	3.3 Vehicles carrying explosives and/or dangerous goods are placarded in accordance with current ADG Code and/or AE Code, as required

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4 Complete documentation	**4.1** Required transport documents are confirmed
	4.2 All required transport documents are completed in accordance with current ADG Code and/or AE Code and workplace procedures, as required

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the TLI Transport and Logistics Training Package Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLID3015A Identify and label explosives/dangerous goods.

Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLID3015 Identify and label explosives/dangerous goods

Modification History

Release 2. This is the second release of this unit of competency in the TLI Transport and Logistics Training Package.

- Minor changes to unit Application
- Minor changes to Performance Criteria
- Minor changes to Performance Evidence
- Minor changes to Knowledge Evidence
- Minor changes to Assessment Conditions.

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements and performance criteria on at least one occasion and include:

- applying precautions and required actions to minimise, control or eliminate identified hazards
- completing relevant documentation
- correctly marking and/or labelling explosives and dangerous goods
- handling explosives and/or dangerous goods in accordance with regulatory requirements, codes, National Transport Commission (NTC) Load Restraint Guide and workplace policy, as required
- identifying explosives and dangerous goods from labels in accordance with regulatory requirements and practices
- identifying hazards from labels of explosives and dangerous goods
- interpreting and following operational instructions and prioritising work
- interpreting safety data sheets (SDS)/material safety data sheets (MSDS), containers and goods coding, markings and other information describing explosives and dangerous goods, including emergency information panels for mode of transport and/or storage selected
- locating, interpreting, and applying relevant codes and regulations
- reading and interpreting relevant instructions, procedures, information and signs
- selecting and using required personal protective equipment (PPE) conforming to industry and work health safety (WHS)/occupational health and safety (OHS) standards
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

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Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements and performance criteria and include knowledge of:

- characteristics of explosives and dangerous goods relevant to handling and transport
- compatibility of various types of explosives and dangerous goods
- housekeeping standards and procedures
- relevant Australian and state and/or territory regulations and codes for identifying and labelling explosives and dangerous goods, including the current Australian Dangerous Goods (ADG) Code, Australian Code for the Transport of Explosives by Road and Rail (AE Code) and Globally Hazardous System of Classification and Labelling of Chemicals (GHS)
- risks and hazards when loading, unloading, and handling explosives and dangerous goods, and related precautions to control the risk
- WHS/OHS procedures and guidelines concerning lifting and moving loads
- regulatory procedures for identifying and labelling explosives and dangerous goods.

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and PPE currently used in industry
- applicable documentation including legislation, regulations, current ADG Code and/or AE Code, codes of practice, GHS, workplace procedures and operation manuals.

Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLID3024 Use specialised liquid bulk transfer equipment (gravity/pressurised)

Modification History

Release 2. This is the second release of this unit of competency in the TLI Transport and Logistics Training Package.

- Minor changes to unit application
- Minor changes to performance criteria
- Minor changes to performance evidence
- Minor changes to knowledge evidence
- Minor changes to assessment conditions.

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to use specialised liquid bulk transfer equipment (gravity/pressurised).

It includes planning work, transferring liquid bulk in accordance with regulatory and operational requirements, monitoring and operating controls, and completing all operations, as required, in accordance with the current Australian Dangerous Goods (ADG) Code and relevant state and/or territory regulations.

Work is performed under general supervision.

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

Pre-requisite Unit

Not applicable.

Competency Field

D – Load Handling.

Unit Sector

Not applicable.

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Plan work	**1.1** Liquid transfer method is identified for loading and unloading as gravity or pressure
	1.2 Job hazards are identified and required actions taken to minimise, control or eliminate identified hazards
	1.3 Dangerous goods, hazardous materials or regulated waste requiring specialised handling are identified and relevant workplace procedures are taken into account when planning work
	1.4 Precautions are undertaken to eliminate all ignition sources
	1.5 Traffic flow, vehicle positioning and work area conditions are assessed to ensure safe operation and no injury to people, or damage to equipment, loads or facilities
	1.6 Characteristics of liquid, transfer and holding method are taken into account when evaluating procedural requirements, special precautions for method, equipment and, as required, appropriate attachments to transfer load
	1.7 Potential occurrences in work area that may affect safety and efficiency of operations are reported to appropriate personnel
	1.8 Liquid transfer is planned, taking into account requirements of load, transfer method, storage facility, transport mode, load weight, volume, viscosity and equipment capacity
	1.9 Load is checked prior to and at completion of transfer to ensure ullage and/or maximum permitted capacity complies with current ADG Code
	1.10 Adjustments are made to process to accommodate special requirements such as temperature control and combustion
	1.11 Required personal protective equipment (PPE), signage, barriers and special precautions are identified in plan and utilised
	1.12 Procedures to deal with spills, leakages and ruptures are identified

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2 Transfer material	**2.1**	Equipment is prepared and appropriate attachments are fitted
	2.2	Equipment controls are checked for correct operational status before commencing transfer
	2.3	Instruments and gauges are monitored during operations to ensure operation is in accordance with manufacturer specifications, workplace schedule and safety requirements
	2.4	Speed of operation is managed for safety and efficiency of materials movement and equipment operations
	2.5	Faults or damage to equipment are immediately reported to appropriate personnel
3 Monitor and operate controls	**3.1**	Equipment controls are monitored and operated in accordance with manufacturer operating instructions
	3.2	Control systems are monitored in accordance with statutory authority regulations, manufacturer guidelines and site operating procedures
	3.3	Materials are moved without injury to personnel or damage to equipment or goods
	3.4	Faults are identified and reported in accordance with workplace procedures
4 Complete operations	**4.1**	Equipment is shut down in accordance with manufacturer guidelines without injury to personnel or damage to equipment, loads or facilities in accordance with workplace procedures
	4.2	Clean up methods for transfer equipment are completed in accordance with workplace procedures
	4.3	Equipment is secured in accordance with securing procedures for appropriate equipment
	4.4	Workplace documentation is completed and filed in accordance with workplace procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the TLI Transport and Logistics Training Package Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLID3024A Use specialised liquid bulk transfer equipment (gravity/pressurised).

Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLID3024 Use specialised liquid bulk transfer equipment (gravity/pressurised)

Modification History

Release 2. This is the second release of this unit of competency in the TLI Transport and Logistics Training Package.

- Minor changes to unit application
- Minor changes to performance criteria
- Minor changes to performance evidence
- Minor changes to knowledge evidence
- Minor changes to assessment conditions.

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements and performance criteria on at least one occasion and include:

- applying precautions and required actions to minimise, control or eliminate identified hazards
- applying relevant legislation and workplace procedures
- checking equipment compliance plate for equipment capability
- completing relevant documentation
- estimating mass, volume and special requirements of liquid bulk product
- identifying and correctly using equipment required to transfer liquid bulk product
- identifying goods coding, International Maritime Dangerous Goods (IMDG) Code markings and emergency information panels
- interpreting and following operational instructions and prioritising work
- monitoring transfer equipment performance
- operating and adapting to differences in transfer equipment in accordance with manufacturer and operating procedures
- reading and interpreting relevant instructions, procedures, information and signs
- selecting and using required personal protective equipment (PPE) conforming to industry and work health and safety (WHS)/occupational health and safety (OHS) standards
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

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Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements and performance criteria and include knowledge of:

- Australian Dangerous Goods (ADG) Code and relevant state and/or territory mass and loading regulations as they apply to vehicles transporting liquid bulk product
- hazard management consistent with the principle of hierarchy of risk control with elimination, substitution, isolation and engineering control measures being selected before safe working practices and PPE
- hazards involved in transferring liquid bulk product using specialised equipment and ways and means of controlling the risks involved
- housekeeping standards and procedures
- manufacturer and operator instructions and/or manuals
- methods of securing a vehicle following transfer of liquid bulk product
- problems, faults or malfunctions that may occur when transferring liquid bulk product using specialised equipment and actions that should be taken to prevent or resolve these problems
- relevant permit, and health and safety requirements
- risks when transferring liquid bulk product and related precautions to control the risk
- WHS/OHS procedures and guidelines for using specialised liquid bulk transfer equipment
- workplace procedures and policies for efficiently using specialised gravity and/or pressurised equipment to transfer liquid bulk product.

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and PPE currently used in industry
- applicable documentation, including legislation, regulations, current ADG Code, codes of practice, workplace procedures and operation manuals.

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Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLID3027 Prepare for transport of dangerous goods

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to prepare for the transport of dangerous goods as part of work activities undertaken within the transport and logistics industry. This is undertaken in accordance with relevant state/territory regulations for transporting dangerous goods, including the current Australian Dangerous Goods (ADG) Code.

It includes checking dangerous goods load, assessing vehicle suitability to transport intended load, checking emergency procedures and equipment, evaluating documented route plans, and completing required assessment process.

Work is performed under general supervision.

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

Pre-requisite Unit

Not applicable.

Competency Field

D – Load Handling

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the	Performance criteria describe the performance needed to

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essential outcomes.	demonstrate achievement of the element.
1 Check dangerous goods load	1.1 Load is compared against transport documentation and discrepancies are noted
	1.2 Job hazards are identified and required action is taken to minimise, control or eliminate identified hazards
	1.3 Load is checked to ensure dangerous goods labels are clearly visible and legible, and packaged goods are correctly labelled
	1.4 Load is checked to ensure containers are not damaged
	1.5 Vehicle load is checked for compatibility or, where not compatible, is checked for appropriate segregation in accordance with regulatory requirements
	1.6 Load is assessed to ensure it is stowed and secured in or on vehicles in accordance with the current ADG Code and national Load Restraint Guide(LRG)
	1.7 Shipping documentation and other relevant documents are located in cabin in accordance with regulatory requirements
2 Assess vehicle suitability to transport intended load	2.1 Vehicle is assessed for suitability and appropriateness to carry designated dangerous goods including classification, mass and configuration
	2.2 Licence and insurance requirements are checked for conformity with current ADG Code and/or other applicable regulatory requirements as required
	2.3 Load restraint system/s is checked for serviceability and appropriateness to secure intended load
	2.4 Vehicle is checked to ensure it is correctly and clearly marked/placarded for load being carried
3 Check emergency procedures and equipment	3.1 Emergency information for each type of transported dangerous good is noted
	3.2 Regulatory and workplace procedures for an incident are noted including notification of relevant personnel and authorities and, as required, use of equipment for containment, clean up or recovery
	3.3 Personal protective equipment and safety equipment are checked for operational capability and appropriateness to proposed load

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	3.4	Emergency information is located in cabin in accordance with current ADG Code requirements
4 Evaluate documented route plan	4.1	Selected route plan and potential difficulties including regulatory restrictions, traffic flow and conditions, obstacles, road standards and construction activities are assessed
	4.2	Regulatory and workplace procedures for driving, parking, loading and unloading are identified including actions for disengaging and/or securing vehicle
5 Complete documentation	5.1	Load is inspected and checked for security to travel in accordance with relevant regulations/permit requirements and current ADG Code
	5.2	All required documentation for dangerous goods is completed in accordance with regulatory and workplace requirements

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLID3027A Prepare for transport of dangerous goods.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLID3027 Prepare for transport of dangerous goods

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying fatigue management knowledge and techniques
- applying hierarchy of hazard control
- assessing operational suitability of equipment and vehicles for dangerous goods transportation
- communicating effectively with others
- completing relevant documentation
- determining required permits
- estimating mass, volume and special requirements of load
- estimating weight and dimensions of load and special requirements
- identifying and correctly using equipment required to load dangerous goods
- identifying goods coding, markings and emergency information panels for mode of transport/storage selected
- identifying hazards and applying precautions and required action to minimise, control or eliminate identified hazards
- identifying hazards and planning work to minimise risks
- implementing contingency plans
- interpreting and following operational instructions and prioritising work
- maintaining workplace records and documentation including completion of dangerous goods declaration
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring work activities in terms of planned schedule
- operating and adapting to differences in equipment in accordance with operating procedures
- operating electronic communications equipment to required protocol
- reading and interpreting relevant instructions, procedures, information and signs
- reporting and/or rectifying identified problems promptly, in accordance with regulatory requirements and workplace procedures
- selecting and using required personal protective equipment conforming to industry and work

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health safety (WHS)/occupational health and safety (OHS) standards
- selecting appropriate equipment and work systems to enable safe, efficient work
- working collaboratively with others
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- current Australian Dangerous Goods (ADG) Code
- housekeeping standards and procedures
- methods of securing a vehicle following loading of dangerous goods
- problems that may occur when preparing to transport dangerous goods and action that should be taken to prevent or solve these problems
- relevant permit and licence requirements
- relevant state/territory mass and loading regulations for vehicles transporting dangerous goods
- risks when transporting dangerous goods and related precautions to control the risk
- WHS/OHS procedures and guidelines for transporting dangerous goods
- workplace procedures and policies for preparing dangerous goods.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

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Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, current ADG Code, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLID3043 Shift loads using gantry equipment

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to shift loads using gantry equipment in accordance with relevant regulations and workplace requirements, as part of work activities in the transport and logistics industry.

It includes planning work for the prevailing working conditions, using controls and operating systems to manage the operation of equipment, and locating and identifying load characteristics. It also includes safely moving the load, monitoring controls and stopping, shutting down and securing equipment after the completion of operations.

Work is performed under some supervision generally within a team environment.

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

Pre-requisite Unit

Not applicable.

Competency Field

D – Load Handling

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1 Plan work for the prevailing working conditions	1.1 Traffic flow, weather and work area conditions are constantly assessed and anticipated to allow safe operation to ensure no injury to people, or damage to equipment, loads or facilities
	1.2 Load characteristics are taken into account to ensure appropriate attachments/gear are used to move the load as required
	1.3 Occurrences in the work area that may affect the safety and efficiency of operations are reported to appropriate personnel
2 Use controls and operating systems to manage the operation of the equipment	2.1 Equipment is prepared and appropriate attachments are fitted as required
	2.2 Gear and operational levers are checked to ensure they are in the neutral position prior to inserting ignition key and starting engine
	2.3 Engine is started in accordance with manufacturer guidelines to bring engine to speed
	2.4 Instruments and gauges are monitored during start up and operations to ensure operation is within manufacturer specifications, and workplace and regulatory safety requirements
	2.5 Engine power is managed for efficiency of equipment movement and economy of equipment operations
	2.6 Equipment operations are conducted within manufacturer specified torque range
	2.7 Faults or damage to equipment are immediately reported to appropriate personnel
3 Locate load and identify load characteristics	3.1 Load is located and identified in accordance with instructions
	3.2 Requirements for safe working load (SWL) and working load limit (WLL) of gantry equipment are identified
	3.3 Load weight and dimensions are checked to ensure they fall within equipment capacity
	3.4 Loading and unloading plans are followed to ensure efficiency and safety of operations

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	3.5 Load characteristics are taken into account to ensure appropriate loading and unloading procedures are followed
	3.6 Hazardous cargo is identified and relevant procedures are taken into account when planning and conducting work
4 Safely move load	4.1 Equipment is operated and positioned using smooth and controlled movements
	4.2 Manoeuvres are within equipment limits and in line with manufacturer specifications
	4.3 Load is moved ensuring no injury to personnel or damage to equipment or cargo
	4.4 Continuous communication is maintained with personnel assisting the operator in the load movement operations using appropriate communications technology and procedures
	4.5 In an incident or emergency, equipment is immediately stopped and workplace emergency procedures are followed
	4.6 Safety incidents and emergencies are reported in accordance with workplace procedures and regulatory requirements
5 Monitor and operate controls	5.1 Equipment controls are monitored and operated in accordance with manufacturer operating instructions
	5.2 Control systems are confirmed and acted on in accordance with regulatory requirements, manufacturer guidelines and workplace operating procedures
	5.3 Control faults are identified and reported in accordance with enterprise guidelines
	5.4 Hazards in the work area are identified and appropriate measures are adopted to control the risks in accordance with regulatory requirements and workplace procedures
6 Stop, shut down and secure equipment	6.1 Equipment is brought to a controlled halt and is shut down without injury to personnel or damage to equipment, loads or facilities in accordance with manufacturer guidelines and workplace procedures

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6.2 Equipment is secured in accordance with manufacturer instructions and workplace procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLID3043A Shift loads using gantry equipment.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLID3043 Shift loads using gantry equipment

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying effective eye-hand coordination to operational tasks
- applying fatigue management knowledge and techniques
- applying precautions and required action to minimise, control or eliminate identified hazards
- applying relevant legislation and workplace procedures
- checking and replenishing fluids and carrying out lubrication processes
- communicating effectively with others
- completing relevant documentation
- estimating size, shape and special requirements of loads
- identifying cargo, container and goods, coding, Australian Dangerous Goods (ADG) Code and International Maritime Dangerous Goods (IMDG) Code markings and emergency information panels
- identifying, selecting and using relevant equipment, processes and procedures
- implementing contingency plans
- interpreting and following operational instructions and prioritising work
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring equipment performance
- monitoring work activities in terms of planned schedule
- operating and adapting to differences in equipment in accordance with operating procedures
- reading and interpreting relevant instructions, procedures, information and signs
- receiving, acknowledging and sending messages using appropriate communications equipment
- reporting and/or rectifying identified problems, faults or malfunctions promptly, in accordance with regulatory requirements and workplace procedures
- servicing equipment in terms of maintenance schedule and operating procedures
- working collaboratively with others

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- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- Australian and international codes, regulations, licence/permit requirements relevant for using gantry equipment to shift loads
- cargo marking and numbering systems
- operational work systems, equipment, management and site operating systems for using gantry equipment to shift loads
- problems that may occur and appropriate action that can be taken to resolve these problems
- relevant bond, quarantine or other legislative requirements
- relevant work health and safety (WHS)/occupational health and safety (OHS) and environmental protection procedures and guidelines
- relevant safety codes and emergency procedures
- requirements for safe working load (SWL) and working load limit (WLL) of gantry equipment
- types of gantry equipment used to shift loads in terminals/wharves, their applications and procedures and precautions for their use
- workplace procedures and policies for using gantry equipment to shift loads.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

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Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIE2007 Use communications systems

Modification History

Release 2. This is the second release of this unit of competency in the TLI Transport and Logistics Training Package:

- Minor word changes and reordering in Knowledge Evidence
- Minor statement changes in Assessment Conditions.

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to use communications systems in accordance with relevant regulations and workplace procedures.

It includes identifying system features, operating a communications system effectively, using appropriate communications system protocols, maintaining equipment and completing documentation.

It involves applying established communication principles and practices, and using local technical, colloquial language and vocabulary in day-to-day communication.

Work is performed under some supervision, generally within a team environment.

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

Pre-requisite Unit

Not applicable.

Competency Field

E – Communication and Calculation

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS **PERFORMANCE CRITERIA**

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Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.
1	**Check communications system requirements**	**1.1** System features and control functions are identified
		1.2 Impact of battery and signal levels on system's capability is determined
		1.3 Mobile equipment is set up to optimise communication
		1.4 Channels are selected appropriate to the communication as required
2	**Communicate using communications technology**	**2.1** System checks are carried out to confirm communications system is operational, in accordance with manufacturer's instructions and workplace procedures
		2.2 Communications system is operated safely in accordance with manufacturer's instructions, workplace procedures and regulatory requirements
		2.3 Telephone and radio security are maintained in accordance with workplace procedures
		2.4 Channel selection is appropriate for the location and type of communication
		2.5 Messages are transmitted clearly and precisely, and user ethics and protocols are followed
		2.6 Public address (PA) system is used, as required, to communicate with passengers and/or crew in accordance with operating procedures
		2.7 Incoming messages are received and answered promptly and courteously in accordance with operating procedures and regulatory requirements
		2.8 Appropriate language, protocols, procedures and codes are followed when using communications systems
		2.9 Received messages are interpreted and recorded in accordance with workplace procedures
		2.10 Clear and unambiguous vocal communication is used
3	**Maintain communications**	**3.1** Equipment is checked and maintained in working order

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	equipment operational status		in accordance with workplace procedures
		3.2	Minor communications systems faults are promptly identified, diagnosed, and repaired or reported in accordance with workplace procedures
4	**Complete documentation**	**4.1**	Appropriate communications records are maintained in accordance with workplace procedures
		4.2	Communications records are stored/filed as required

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Unit Mapping Information

This unit replaces and is equivalent to TLIE2007A Use communication systems.

Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIE2007 Use communications systems

Modification History

Release 2. This is the second release of this unit of competency in the TLI Transport and Logistics Training Package:

- Minor word changes and reordering in Knowledge Evidence
- Minor statement changes in Assessment Conditions.

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying precautions and required action to minimise, control or eliminate hazards that may exist when using communications systems
- communicating and working effectively with others using available communications systems
- completing documentation related to work activities when using communications systems
- following communications security procedures
- identifying and using required communications technology
- implementing contingency plans
- modifying activities depending on differing operational contingencies, risk situations and environments
- monitoring communications equipment performance and taking appropriate action as required
- operating and adapting to differences in communications equipment in accordance with operating procedures
- planning, monitoring and prioritising work activities in terms of planned schedule, including predicting consequences and identifying improvements
- reading, interpreting and following communications systems instructions, procedures and relevant legislation
- reporting and/or rectifying identified problems, faults or malfunctions promptly in accordance with workplace procedures
- using communications equipment
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

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Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- communication techniques including barriers to effective communication and how to overcome them
- features of various communications systems
- minor routine maintenance procedures for communications equipment
- pre-operational checks for communications systems and equipment
- principles of effective communication
- procedures and protocols for using communications systems during an emergency
- protocols and procedures for communicating with others using relevant communications technology including public address (PA) systems
- relevant procedures and duty of care requirements
- relevant work health and safety (WHS)/occupational health and safety (OHS) responsibilities
- typical problems that may occur when using communications systems, and appropriate action and solutions.

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment (PPE) currently used in industry
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIE3002 Estimate/calculate mass, area and quantify dimensions

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to estimate and calculate mass, area and quantify dimensions of loads in accordance with workplace requirements and relevant regulations, as part of work functions within the transport and logistics industry.

It includes estimating loads to be transported or placed in storage, estimating load limits of transport and/or storage systems, and organising a load.

Work is performed under some supervision generally within a team environment.

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

Pre-requisite Unit

Not applicable.

Competency Field

E – Communication and Calculation

Unit Sector

Not applicable.

Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1 Estimate loads for transport or storage	1.1 Order forms/work orders are read and requirements are noted
	1.2 Shape, balance characteristics, dimensions and mass of load/s are identified
	1.3 Area/volume required for storage is estimated
	1.4 Weights and volumes are totalled to calculate load requirements of transport or storage system
2 Estimate load limits of transport and/or storage	2.1 Allowable load limits for storage and/or transport systems are identified in accordance with workplace procedures
	2.2 Capacity of transport and storage systems in terms of mass, area and volume is calculated
3 Organise load	3.1 Load/s is restricted to allowable range
	3.2 Load/s is spread to ensure safe weighting on pallets, trucks, platforms or other storage or transport systems
	3.3 Appropriate workplace documentation is completed

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIE3002A Estimate/calculate mass, area and quantify dimensions.

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Links

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Assessment Requirements for TLIE3002 Estimate/calculate mass, area and quantify dimensions

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant legislation and workplace procedures
- communicating effectively with others
- identifying, selecting and using relevant calculators, computing and office equipment
- interpreting and following operational instructions and prioritising work
- performing basic mathematical operations required when estimating and/or calculating mass, area and volumes of loads and transport/storage facilities including addition, subtraction, multiplication and division
- reading and interpreting relevant instructions, procedures, information and labels
- working collaboratively with others
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- Australian and international codes and regulations relevant to workplace activities
- documentation requirements for the workplace activities concerned
- focus of operation of work systems, equipment, management and site operating systems for transporting and/or storing goods and stock
- problems that may occur when estimating and/or calculating mass, area and volumes of loads and transport/storage facilities, and appropriate action that can be taken to resolve these problems
- relevant work health and safety (WHS)/occupational health and safety (OHS) and environmental protection procedures and guidelines

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- workplace procedures and policies for estimating and/or calculating mass, area and volumes of loads, and transport and storage facilities, including the quantification of dimensions.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIE3004 Prepare workplace documents

Modification History

Release 2. This is the second release of this unit of competency in the TLI Transport and Logistics Training Package:

- Minor statement changes in Assessment Conditions.

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to prepare workplace documents and forms in accordance with workplace requirements and applicable regulations or codes, as part of work activities within the transport and logistics industry.

It includes planning and preparing simple workplace documents and gathering relevant information enabling the completion of a workplace form.

Work is performed under general supervision within a team environment.

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

Pre-requisite Unit

Not applicable.

Competency Field

E – Communication and Calculation

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Plan workplace	**1.1** Purpose and audience for document are identified

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	document		
		1.2	Appropriate format for document is established to meet workplace requirements
		1.3	Relevant information is identified and selected for inclusion in document
2	**Prepare workplace document**	**2.1**	Document is drafted in accordance with workplace procedures and conventions for sentence construction, grammar, spelling, style, punctuation and vocabulary appropriate for reader/s
		2.2	Document is edited and presented in a final version appropriate to task
3	**Complete workplace forms**	**3.1**	Work related form/s is interpreted to identify information required for its completion
		3.2	Required information for completion of form is gathered from relevant sources in accordance with workplace procedures
		3.3	Form/s is completed in accordance with workplace policy and procedures, and applicable regulations and codes

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Unit Mapping Information

This unit replaces and is equivalent to TLIE3004A Prepare workplace documents.

Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIE3004 Prepare workplace documents

Modification History

Release 2. This is the second release of this unit of competency in the TLI Transport and Logistics Training Package:

- Minor statement changes in Assessment Conditions.

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant legislation and workplace procedures
- communicating effectively with others
- completing documentation related to work activities
- reading and interpreting relevant instructions, procedures, information and labels
- reading, writing and comprehending simple statements in English
- working collaboratively with others
- working systematically with required attention to detail.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- conventions for sentence construction, grammar, spelling, style and punctuation
- equipment and materials required for completing documents and forms, and instructions and precautions for their use
- format and layout of various documents and forms used in workplace activities
- relevant Australian and international codes of practice and regulations relevant to documents and/or forms being prepared
- relevant work health safety (WHS)/occupational health and safety (OHS) and environmental protection procedures and guidelines
- workplace procedures and policies for completing documents/forms.

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training

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Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include:

- a range of relevant exercises, case studies and/or simulations
- relevant materials, tools, equipment and personal protective equipment (PPE) currently used in industry
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIF1001 Follow work health and safety procedures

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to follow and apply work health and safety (WHS)/occupational health and safety (OHS) procedures when carrying out work activities in compliance with the relevant WHS/OHS regulations and procedures.

It includes following workplace procedures for hazard identification and risk control, contributing to WHS/OHS management arrangements and completing WHS/OHS records.

Work is performed under some supervision generally within a team environment. It involves applying established WHS/OHS and hazard minimisation principles and procedures to conduct workplace activities.

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

Pre-requisite Unit

Not applicable.

Competency Field

F – Safety Management

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1 Follow workplace procedures for hazard identification and risk control	1.1 Workplace procedures for dealing with accidents, fire and emergencies are identified and followed
	1.2 Workplace procedures for WHS/OHS and related work instructions for controlling risks in a workplace are accurately followed
	1.3 Hazards in the workplace are identified and appropriate action is taken to report them and to minimise or eliminate risk to personnel, workplace and the environment
	1.4 Safety regulations and established workplace safety and hazard control practices and procedures are obtained, interpreted and applied to day-to-day work activities
	1.5 Procedures and precautions necessary for entry into confined spaces in the workplace are correctly followed
	1.6 Personal protection clothing and equipment is correctly used in accordance with established safety practices and procedures
	1.7 Established emergency and contingency plans are followed
2 Contribute to arrangements for managing work health and safety	2.1 WHS/OHS issues and identified safety hazards are raised with designated personnel in accordance with workplace procedures and relevant WHS/OHS legislation
	2.2 Contributions to managing WHS/OHS in the workplace are made in accordance with workplace procedures and relevant legislation
	2.3 WHS/OHS issues are raised with designated personnel in accordance with workplace procedures and relevant legislation
	2.4 Participative arrangements for managing WHS/OHS in the workplace are contributed to in accordance with workplace procedures, and within scope of responsibilities and competence
3 Complete work health and safety records	3.1 WHS/OHS records are completed in accordance with workplace requirements
	3.2 WHS/OHS records and legal requirements for maintaining records of occupational injury and diseases

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are followed

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIF1001A Follow occupational health and safety procedures.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIF1001 Follow work health and safety procedures

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying precautions and required action to minimise, control or eliminate hazards that may exist during work activities
- applying relevant legislation and workplace procedures
- communicating effectively with others when following WHS/OHS procedures
- completing documentation related to WHS/OHS in the workplace
- implementing WHS/OHS workplace procedures
- reporting and/or rectifying identified problems, faults or malfunctions promptly, in accordance with regulatory requirements and workplace procedures
- reading and comprehending simple statements in English
- reading and interpreting relevant safety-related information including safety labels, instructions for safe work, relevant safety data sheets (SDSs)/material safety data sheets (MSDSs), workplace procedures and codes of practice
- selecting and using required personal protective equipment conforming to industry and WHS/OHS standards
- working collaboratively with others when following WHS/OHS procedures
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- emergency and evacuation procedures
- HAZCHEM symbols and implications for safe work and storage
- housekeeping standards and procedures
- location and use of safety alarms, manifests, emergency shut-off systems, emergency

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communications systems
- manual and mechanically-assisted lifting and load shifting procedures
- procedures for handling broken or damaged equipment
- relevant terms used in SDSs/MSDSs
- relevant WHS/OHS procedures and guidelines
- reporting procedures for unsafe situations, fire hazards, broken or damaged equipment or fittings, sickness and accidents
- site layout and obstacles
- storage and use of hazardous substances
- WHS/OHS warning signs and signals.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or other simulation
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIF1002 Conduct housekeeping activities

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to conduct housekeeping activities in the workplace.

It includes identifying housekeeping requirements, procedures and resources of different areas of the workplace; monitoring and maintaining cleanliness and tidiness in the workplace; and completing assigned housekeeping tasks.

Work is performed under some supervision generally in a team environment.

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

Pre-requisite Unit

Not applicable.

Competency Field

F - Safety Management

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Determine housekeeping requirements for different workplace areas	1.1 Workplace housekeeping procedures are identified
	1.2 Equipment and consumables are selected in accordance with work area requirements

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	1.3 Specific procedures and resources for housekeeping activities in different parts of the work area are identified and followed
2 Monitor and maintain cleanliness and tidiness in the workplace	2.1 Initiative is used to continuously monitor worksite cleanliness and tidiness
	2.2 Housekeeping issues are raised with designated personnel in accordance with workplace procedures
	2.3 Housekeeping equipment is operated in accordance with manufacturer instructions and workplace policy
	2.4 Housekeeping equipment and supplies are maintained and stored
3 Complete assigned housekeeping duties	3.1 Assigned housekeeping duties are conducted in accordance with workplace procedures and ensuring that waste is removed
	3.2 Maintenance requirements of any damaged items are notified to appropriate personnel
	3.3 Schedules and records for housekeeping duties are maintained
	3.4 Work areas are checked and required workplace standards are met
	3.5 Work is carried out following enterprise practices and safe work procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

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Unit Mapping Information

This unit replaces and is equivalent to TLIF1002B Conduct housekeeping activities.

Links

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Assessment Requirements for TLIF1002 Conduct housekeeping activities

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying precautions and required action to minimise, control or eliminate hazards that may exist during housekeeping activities
- communicating and working effectively with others when carrying out housekeeping activities
- identifying workplace housekeeping requirements and undertaking housekeeping in the workplace
- interpreting and following operational instructions and prioritising work
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring condition and performance of housekeeping tools and equipment and servicing, in terms of servicing schedule and standard operating procedures
- operating and adapting to differences in equipment in accordance with standard operating procedures
- reporting and rectifying within limits of own role, problems, faults and malfunctions identified when carrying out housekeeping activities, in accordance with regulatory requirements and workplace procedures
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- housekeeping standards
- purpose of housekeeping within the workplace

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- relevant enterprise practices and safeworking procedures for own job role
- risks when carrying out housekeeping tasks and related precautions to control them
- servicing procedures for housekeeping equipment
- site layout and obstacles
- workplace procedures and policies for carrying out housekeeping activities in the workplace.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.
-

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIF2012 Apply safe procedures when handling/transporting dangerous goods or explosives

Modification History

Release 2. This is the second release of this unit of competency in the TLI Transport and Logistics Training Package.

- Minor changes to unit Application
- Minor changes to Performance Evidence
- Minor changes to Knowledge Evidence
- Minor changes to Assessment Conditions.

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to apply safe procedures when handling and/or transporting dangerous goods or explosives.

It includes driving vehicle concerned in a safe manner and consulting with relevant authorities and persons in accordance with regulatory requirements.

Work must be carried out in accordance with relevant Australian and state/territory regulations and codes, including current:

- Australian Code for the Transport of Explosives by Road and Rail (AE Code)
- Australian Dangerous Goods (ADG) Code
- Code for the Safe Transport of Radioactive Material.

Work is performed under limited supervision.

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

Pre-requisite Unit

Not applicable.

Competency Field

F – Safety Management.

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Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Operate equipment and/or vehicle in a safe manner	**1.1** Job hazards are identified and required actions taken to minimise, control or eliminate identified hazards
	1.2 Safety equipment is checked for serviceability and required quantities and types
	1.3 Equipment/vehicle is operated safely in accordance with the relevant industry regulations, licence/permit requirements/or standards and as directed by police and/or competent authority
	1.4 Safety guidelines and codes of practice are applied in accordance with workplace procedures
	1.5 Dangerous goods/explosives/hazardous substances are handled/conveyed in accordance with relevant government regulations and current ADG Code
	1.6 Relevant emergency procedures are assessed relative to the dangerous goods/explosives/hazardous substances concerned
	1.7 Emergency procedures are instigated in accordance with current ADG Code, relevant codes of practice and government regulations to ensure precautions are taken consistent with directions set out in emergency workplace procedures
	1.8 Procedures are implemented to minimise damage to equipment, facilities and the environment, and to minimise injury to personnel
2 Consult with relevant authorities/persons	**2.1** Dangerous goods occurrences are reported in specified timeframes to competent authority, fire brigade and/or police using appropriate workplace procedures in accordance with relevant regulatory requirements
	2.2 Assistance is provided to competent authority as requested

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2.3 Other persons within affected emergency area are warned about hazard/s in accordance with workplace procedures, as required

2.4 Documentation is completed and proofread in accordance with workplace procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the TLI Transport and Logistics Training Package Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIF2012A Apply safe procedures when handling/transporting dangerous goods or explosives.

Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIF2012 Apply safe procedures when handling/transporting dangerous goods or explosives

Modification History

Release 2. This is the second release of this unit of competency in the TLI Transport and Logistics Training Package.

- Minor changes to unit Application
- Minor changes to Performance Evidence
- Minor changes to Knowledge Evidence
- Minor changes to Assessment Conditions.

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements and performance criteria on at least one occasion and include:

- applying precautions and required action to minimise, control or eliminate identified hazards
- communicating effectively with others
- completing relevant documentation
- handling/transporting dangerous goods/explosives/hazardous substances safely in accordance with workplace procedures and regulatory requirements
- identifying characteristics and hazards of dangerous goods/explosives/hazardous substances being handled
- identifying, selecting and using appropriate handling/transportation equipment, vehicles, personal protective equipment (PPE) and related procedures
- interpreting and following operational instructions and prioritising work
- interpreting relevant signs, placards, labels and codes
- locating, interpreting and applying relevant information
- modifying activities depending on operational contingencies, risk situations and environments
- operating and adapting to differences in handling and transportation equipment in accordance with workplace procedures
- reading and interpreting relevant instructions, procedures, information and signs
- reporting and/or rectifying identified problems, faults, or malfunctions promptly in accordance with regulatory requirements and workplace procedures
- selecting and use required PPE conforming to industry and work health and safety (WHS)/occupational health and safety (OHS) standards.

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Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements and performance criteria and include knowledge of:

- characteristics of various dangerous goods, explosives or hazardous substances and their implications for handling and transport
- compatibility of various types of dangerous goods, explosives or hazardous substances
- emergency management plan
- housekeeping standards and procedures
- relevant Australian and state/territory regulations and codes pertaining to identifying, handling and marking dangerous goods, explosives or hazardous substances, including current Australian Dangerous Good (ADG) Code
- risks and hazards when handling and conveying dangerous goods, explosives or hazardous substances, and related precautions to control the risk
- site layout and obstacles
- WHS/OHS procedures and guidelines for lifting and movement of loads
- workplace incident reporting system and employer responsibility to report incidents to relevant government authority
- workplace procedures for handling and transporting dangerous goods, explosives or hazardous substances.

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and PPE currently used in industry
- applicable documentation, including legislation, regulations, current ADG Code/ Australian Code for the Transport of Explosives by Road and Rail (AE Code), codes of practice, workplace procedures and operation manuals.

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Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIF4007 Implement and coordinate accident-emergency procedures

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to implement and coordinate accident and emergency procedures in accordance with relevant regulations and workplace procedures.

It includes responding to the incident, coordinating on-site activities and completing follow-up actions.

Work is performed under some supervision generally within a team environment. It involves the application of basic emergency response principles when implementing accident and emergency procedures, and includes providing assistance ranging for simple injuries to applying life support systems.

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

Pre-requisite Unit

Not applicable.

Competency Field

F – Safety Management

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1 Respond to incident	1.1 Details of incidents, accidents and emergencies are received, analysed and confirmed
	1.2 Hazards are identified, risks are assessed and control measures are implemented
	1.3 Immediate coordination requirements are identified and actioned in accordance with organisation procedures
	1.4 Travel to incident site is undertaken by the shortest, fastest, legal means and routes
2 Coordinate on-site activities	2.1 Control of site activities is assumed on arrival, and operator and other authorities present are informed of this action
	2.2 Assistance is provided to clients and operators within limitations of duty of care and organisational requirements
	2.3 Details of personnel, including names and nature of injuries, are notified to relevant personnel, in accordance with organisational policies and procedures
	2.4 Assistance is provided to relevant authorities within legal and policy limitations
3 Complete follow-up actions	3.1 Details of affected personnel, including names, nature of injuries and follow-up treatments are notified to next-of-kin in accordance with organisational procedures
	3.2 Incidents resulting in a near miss, accident or emergency are investigated and a report, including recommendations, is completed in accordance with organisational policies and procedures
	3.3 Accident procedures and emergency plans are reviewed for effectiveness and recommendations for changes are prepared and submitted to appropriate persons

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIF4007A Implement and coordinate accident-emergency procedures.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIF4007 Implement and coordinate accident-emergency procedures

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying precautions and required action to minimise, control or eliminate identified hazards
- applying relevant legislation and workplace procedures
- communicating effectively with others when implementing and coordinating accident and emergency procedures
- completing relevant documentation
- interpreting and following operational instructions and prioritising work
- modifying activities depending on operational contingencies, risk situations and environments
- reading and interpreting relevant instructions, procedures, information and signs
- working collaboratively with others when implementing and coordinating accident and emergency procedures
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- means to control and organise an accident scene, provide practical assistance and cooperate with others at the scene
- relevant work health safety (WHS)/occupational health and safety (OHS) and other regulatory codes, procedures and guidelines concerning response to accidents and emergencies
- risks and hazards in the workplace and related precautions to control risk

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- workplace procedures and policies for responding to accidents and emergencies.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.
-

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIO1002 Follow security procedures when working with passengers and personnel

Modification History

Release 2. This is the second release of this unit of competency in the TLI Transport and Logistics Training Package:

- Minor changes to unit Application
- Minor changes to Performance Criteria
- Minor changes to Performance Evidence
- Minor changes to Knowledge Evidence
- Minor changes to Assessment Conditions.

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to follow security procedures when working with passengers and personnel.

It includes checking and maintaining the security of passengers, workplace personnel and visitors; identifying and responding to security threats or situations; and completing all required security records.

Persons achieving competence in this unit will need to comply with the applicable security regulations and the relevant sections of a transport organisation's workplace security program and procedures.

Work is performed under some supervision generally within a team environment.

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

Pre-requisite Unit

Not applicable.

Competency Field

O – Security.

Unit Sector

Not applicable.

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Maintain security of passengers, workplace personnel and visitors	**1.1** Security checks of passengers, workplace personnel and visitors are carried out in accordance with workplace security program and procedures, within limits of role and responsibilities
	1.2 Precautions and measures aimed at protecting the security of passengers, workplace personnel and visitors are followed in accordance with workplace security procedures and applicable security regulations
	1.3 Signs of suspicious behaviour from passengers, workplace personnel or visitors are recognised and reported promptly to designated personnel in accordance with workplace security procedures
	1.4 Breaches of security requirements for passengers, workplace personnel and visitors are reported promptly to designated personnel in accordance with workplace security procedures
2 Identify a security threat or situation	**2.1** Signs of security threats are recognised and investigated in accordance with workplace security procedures
	2.2 Security threat or situation is identified, assessed and reported promptly in accordance with workplace security procedures
	2.3 Implications of the security threat or situation are evaluated in accordance with workplace security procedures
	2.4 Relevant personnel are alerted to the security threat or situation, as required, in accordance with workplace security procedures
	2.5 Communications are maintained with relevant personnel to determine appropriate course of action
3 Respond to a security threat or situation	**3.1** Response to an identified security threat or situation is in accordance with workplace security procedures, received instructions, regulatory requirements and emergency response plan

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	3.2 Security threats or incidents are handled appropriately in accordance with established response plan, within limits of responsibility and duty of care
	3.3 Responsibilities are fulfilled in accordance with workplace security procedures and regulatory requirements
	3.4 Assistance is provided in controlling the site prior to and following arrival of security and/or emergency services
	3.5 Assistance is provided to other staff and emergency services personnel conducting an initial survey of the security threat or emergency scene
	3.6 Directions of the controlling security and/or emergency authority are followed, and all possible assistance is provided in response to those directions
4 Maintain security records	**4.1** Records of security checks and precautions are kept in accordance with workplace security procedures
	4.2 Reports of security incidents or threats are completed in accordance with workplace security procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the TLI Transport and Logistics Training Package Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIO1002A Follow security procedures when working with passengers and personnel.

Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIO1002 Follow security procedures when working with passengers and personnel

Modification History

Release 2. This is the second release of this unit of competency in the TLI Transport and Logistics Training Package:

- Minor changes to unit Application
- Minor changes to Performance Criteria
- Minor changes to Performance Evidence
- Minor changes to Knowledge Evidence
- Minor changes to Assessment Conditions.

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements and performance criteria on at least one occasion and include:

- adapting to differences in equipment, facilities, cargo and passengers
- allocating attention according to priorities
- applying procedures for security checks and precautions in accordance with limits of own role and responsibilities
- applying relevant legislation and workplace procedures
- communicating effectively and working collaboratively with others when following security procedures
- completing required documentation and reports related to security procedures
- following security threat and/or incident response plan and workplace procedures
- identifying and solving and/or reporting problems that arise when following security procedures
- identifying signs of a possible security threat
- modifying activities depending on workplace contexts, risk situations and environments
- reading and interpreting instructions, procedures, applicable regulatory requirements, labels, markings, ID cards and other information relevant to workplace security
- recognising signs of pillage and theft
- recognising signs of security threats and situations
- reporting and/or rectifying identified problems promptly in accordance with regulatory requirements and workplace procedures
- responding to a possible security threat
- selecting and using relevant communications and other equipment required when following security procedures

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- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements and performance criteria and include knowledge of:

- applicable measures for securing transport terminals, storage facilities, vehicles, trains, aircraft and/or vessels
- applicable transport security legislation including relevant international, national, state and/or territory Acts, regulations codes and/or guidelines
- common security problems that may occur when carrying out operations in the transport and logistics industry, and actions that can be taken to address and resolve these problems
- common security threats and incidents that may occur in transport, logistics and allied industries, and related roles and responsibilities of personnel when reporting and responding to these threats and incidents
- layout of worksite, vehicle, vessel, train or aircraft and operating procedures
- operational work systems, equipment, management and site operating systems when carrying out operations in the transport and logistics industry
- precautions and procedures aimed at protecting the security of passengers, workplace personnel and visitors
- procedures for operating electronic communications equipment in accordance with required protocols
- relevant documentation and reporting requirements
- relevant quarantine regulations and requirements
- relevant work health and safety (WHS)/occupational health and safety (OHS) and environmental protection procedures, regulations and guidelines
- relevant workplace security program, policies and procedures for responding to security threats, situations and emergencies
- signs of pillaging and theft
- signs of suspicious behaviour.

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Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment (PPE) currently used in industry
- applicable documentation, including legislation, regulations, codes of practice, workplace procedures and operation manuals.

Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIR4001 Monitor supplier performance

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to monitor the performance of contracted suppliers of goods/materials/services in compliance with workplace procedures and requirements.

It includes administering supplier contract, assessing for conformity to contracted requirements and completing all required contract documentation.

Work is performed under general guidance on progress and outcomes of work. It involves discretion and judgement for self and others in monitoring supplier performance.

Work involves responsibility for resource coordination and allocation, and for leading individuals or teams.

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

Pre-requisite Unit

Not applicable.

Competency Field

R – Contract Procurement

Unit Sector

Not applicable.

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Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Administer supplier contract	1.1 Procedures for receiving supplied goods/materials/services are documented and implemented within the workplace
	1.2 Supplied goods/material/services are assessed for conformity to contracted requirements including price, quantity, quality and delivery schedules
	1.3 Non-conformance of supplier with contracted requirements is accurately detailed
	1.4 Actions to rectify non-conformance are undertaken in accordance with enterprise procedures and within scope of authority
	1.5 Issues of non-conformance beyond scope of authority are referred to designated personnel in accordance with enterprise operating procedures
2 Complete documentation	2.1 Annotations and performance assessment/evaluations are completed and appended to supplier file
	2.2 Action taken in regard to non-conformance of contracted requirements is documented and appended to supplier file
	2.3 System records are maintained and updated in accordance with enterprise information management system and required regulatory requirements

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

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Unit Mapping Information

This unit replaces and is equivalent to TLIR4001A Monitor supplier performance.

Links

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Assessment Requirements for TLIR4001 Monitor supplier performance

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- Administering supplier contract
- applying relevant legislation and workplace procedures
- communicating and working effectively with others
- completing relevant documentation
- Contract non-conformance
- interpreting data and providing appropriate, timely information on data analysis outcomes to appropriate personnel
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring and prioritising work activities in terms of planned schedule
- operating electronic communications equipment to required protocol
- reading, interpreting and following relevant instructions, procedures and information
- reporting and/or rectifying identified problems promptly, in accordance with regulatory requirements and workplace procedures
- selecting and appropriately applying technology, information systems and procedures
- working systematically with required attention to detail.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- focus of operation of recording, reporting and statistical analysis systems and resources
- relevant regulatory and code requirements
- typical problems that can occur with supply contracts and related appropriate action that

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can be taken
- workplace business policies and plans as they relate to supply contracts, including procedures for maintaining confidentiality
- workplace contract performance and disputation policies and procedures
- workplace protocols and procedures for monitoring supply contractor performance.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIX4016 Implement and monitor materiel sustainment plans

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to implement and monitor materiel sustainment plans and associated subordinate plans in accordance with relevant organisational policy and procedures.

This unit was developed for materiel sustainment specialists working within materiel logistics but is applicable to individuals in broader logistics roles.

Typically these individuals work independently or as part of a team under direct and/or indirect supervision, use discretion and judgement, and take responsibility for the quality of their outputs.

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

Pre-requisite Unit

Not applicable.

Competency Field

X – Logistics

Unit Sector

Not applicable.

Elements and Performance Criteria

Elements describe the essential Performance criteria describe the performance needed to

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outcomes.	demonstrate achievement of the element.
1 Identify requirements for providing materiel sustainment plans	1.1 Sources of information relevant to materiel sustainment plans are identified and relevant information is obtained in accordance with organisational policy and procedures
	1.2 Currency of information is reviewed and documented in accordance with organisational policy and procedures
	1.3 Materiel sustainment plans are assessed against reviewed information
2 Implement materiel sustainment plans	2.1 Performance indicators and other criteria for measuring achievement are developed
	2.2 Materiel sustainment risks and impacts relevant to the plan are identified, reported and managed
	2.3 Materiel sustainment plans are implemented in accordance with organisational policy and procedures
	2.4 Participation and contribution to materiel sustainment activities is established and maintained in accordance with schedule
3 Monitor and report on materiel sustainment plans implementation	3.1 Materiel sustainment plans are monitored and regularly reviewed in accordance with organisational policy and procedures
	3.2 Plans are amended and documented in accordance with organisational policy and procedures
	3.3 Performance measures are monitored to ensure they address all key aspects of organisational performance and meet stakeholder requirements
	3.4 Performance data is analysed on a regular basis in terms of indicators and compliance with organisational policy and procedures
	3.5 Strategic performance is reported to all stakeholders in a transparent manner in accordance with compliance requirements

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIX4016A Implement and monitor materiel sustainment plans.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIX4016 Implement and monitor materiel sustainment plans

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- analysing data and information
- applying relevant materiel sustainment and project management knowledge to work and to guide problem solving
- applying relevant implementation processes
- developing and/or complying with procedures to implement and monitor materiel sustainment plans
- displaying resilience by continuing to move forward despite criticism or setbacks, remaining positive and responding to pressure in a controlled manner
- ensuring mechanisms are in place to monitor materiel sustainment plans
- identifying relationships between organisational goals and recognising how own work contributes to achieving these goals
- monitoring and reporting on implementation processes
- negotiating and communicating with key internal and external stakeholders , receiving their input, and resolving potential areas of conflict or concern to ensure overall objectives are achieved
- undertaking performance measurement to enable objectives to be measured against defined parameters
- using organisational strategic objectives to identify long-term factors and external considerations for implementing material sustainment plans.

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Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- codification and cataloguing processes
- configuration management
- contract management
- level of written communication required to prepare correspondence and reports
- logistics support analysis principles and processes
- materiel sustainment processes related to planning
- organisational policy and procedures impacting on materiel sustainment
- organisational role relevant to materiel sustainment
- performance measurement
- product knowledge related to systems and/or equipment in service in the organisation
- safety, legislative and statutory requirements, including environmental and sustainability issues
- technical regulatory framework.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- computer and relevant software
- legislation, guidelines, procedures and protocols relating to materiel sustainment

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- materiel sustainment plans and associated subordinate plans.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIX4028 Apply knowledge of logistics

Modification History

Release 2. This is the second release of this unit of competency in the TLI Transport and Logistics Training Package.

- Updated wording to Application and Assessment Conditions.

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to apply knowledge of logistics.

It includes accessing and interpreting relevant logistics information and applying this information in the workplace.

This unit applies to emerging logistics specialists who need an understanding of the functions and activities of the wider organisation but is applicable to any individual in this field of work.

The application of this knowledge is required by people who are not currently specialists in the field but need the knowledge to inform their decision making.

Typically these individuals must demonstrate the ability to work independently or as part of a team under direct and/or indirect supervision, use discretion and judgement, and take responsibility for the quality of their outputs.

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

Pre-requisite Unit

Not applicable.

Competency Field

X – Logistics.

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS **PERFORMANCE CRITERIA**

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Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Access and interpret relevant logistics information	**1.1** Relevant logistics requirements are identified and obtained
	1.2 Logistics information obtained is analysed to determine organisational application
	1.3 Analysis results are documented and recommendations relevant to logistics are determined
2 Use knowledge of logistics	**2.1** Logistics requirements and recommendations are applied in accordance with organisational policy and procedures
	2.2 Effectiveness of the recommendations is assessed, reviewed and recorded in accordance with organisational policy and procedures
	2.3 Recommendations are adjusted, as required, and documented for future application in accordance with organisational policy and procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the TLI Transport and Logistics Training Package Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIX4028A Apply knowledge of logistics.

Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIX4028 Apply knowledge of logistics

Modification History

Release 2. This is the second release of this unit of competency in the TLI Transport and Logistics Training Package.

- Updated wording to Application and Assessment Conditions.

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- adhering to relevant logistics requirements
- analysing and interpreting logistics information to determine where internal and external factors impact on the logistics requirements, and adjusting planning accordingly
- applying knowledge of logistics to assist work and to guide problem solving
- communicating key logistics information clearly, presenting information confidently and selecting the appropriate communication medium for a range of audiences
- using appropriate information technology and software.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- logistics information or information systems
- logistics knowledge relevant to the work performed
- relevant and industry-specific information regarding the support to capability and support to operations.

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the

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time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment (PPE) currently used in industry
- applicable documentation, including legislation, regulations, codes of practice, workplace procedures and operation manuals.

Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIX4029 Apply knowledge of integrated logistics support

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to analyse and apply knowledge of integrated logistics support in accordance with relevant organisational policy and procedures.

The application of this knowledge is required by people who are not integrated logistics support specialists but who need the knowledge to inform their decision making. The application of integrated logistics support knowledge is specific to a variety of component processes in material logistics activities.

This unit was developed for logistics specialists working within materiel logistics but is applicable to individuals in broader logistics roles.

Typically these individuals work independently or as part of a team under direct and/or indirect supervision, use discretion and judgement, and take responsibility for the quality of their outputs.

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

Pre-requisite Unit

Not applicable.

Competency Field

X – Logistics

Unit Sector

Not applicable.

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Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Access and interpret relevant integrated logistics support information	1.1 Relevant integrated logistics support requirements are identified and obtained
	1.2 Integrated logistics information obtained is analysed to determine relevance and application to the organisation
	1.3 Outcomes of the analysis are documented and recommendations relevant to integrated logistics support are determined
2 Use knowledge of integrated logistics support	2.1 Integrated logistics support requirements and recommendations relevant to materiel and materiel logistics are applied in accordance with organisational policy and procedures
	2.2 Effectiveness of recommendations is assessed, reviewed and recorded in accordance with organisational policy and procedures
	2.3 Recommendations are adjusted as required and documented for future application in accordance with organisational policy and procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

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Unit Mapping Information

This unit replaces and is equivalent to TLIX4029A Apply knowledge of integrated logistics support.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIX4029 Apply knowledge of integrated logistics support

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- adhering to relevant integrated logistics support requirements
- analysing and interpreting integrated logistics support information to determine where internal and external factors impact on integrated logistics requirements, and adjusting planning accordingly
- applying integrated logistics support knowledge to work being performed and to guide problem solving
- consulting and negotiating with internal and external stakeholders and resolving potential areas of conflict or concern to ensure overall objectives are achieved
- displaying resilience by continuing to move forward despite criticism or setbacks
- focusing on clear communication of key integrated logistics support information, presenting information confidently and selecting appropriate medium for communication to a range of audiences
- identifying relationships between organisational goals and recognising how own work contributes to achieving these goals
- using appropriate information technology and software.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- integrated logistics support knowledge relevant to the work performed
- integrated logistics support relevant to materiel and materiel systems
- integrated logistics support
- materiel life cycle
- own role in relation to wider organisational or project context

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- safety, legislative and statutory requirements, including relevant environmental and sustainability issues.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- computer and relevant software
- legislation, guidelines, procedures and protocols relating to integrated logistic support
- integrated logistics support plans.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIX4031 Apply knowledge of configuration management

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to analyse and apply knowledge of configuration management in accordance with relevant organisational policy and procedures.

The application of this knowledge is required by people who are not configuration management specialists but who need the knowledge to inform their decision making. The application of configuration management knowledge is specific to a variety of component processes in material logistics activities.

This unit was developed for logistics specialists working within materiel logistics but is applicable to individuals in broader logistics roles.

Typically these individuals work independently or as part of a team under direct and/or indirect supervision, use discretion and judgement, and take responsibility for the quality of their outputs.

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

Pre-requisite Unit

Not applicable.

Competency Field

X – Logistics

Unit Sector

Not applicable.

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Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Access and interpret relevant configuration management information	1.1 Relevant configuration management requirements are identified and obtained
	1.2 Configuration management information obtained is analysed to determine relevance and application to the organisation
	1.3 Outcomes of the analysis are documented and recommendations relevant to configuration management requirements are determined
2 Use knowledge of configuration management	2.1 Configuration management requirements and recommendations relevant to materiel and materiel logistics are applied in accordance with organisational policy and procedures
	2.2 Effectiveness of recommendations is assessed, reviewed and recorded in accordance with organisational policy and procedures
	2.3 Recommendations are adjusted as required and documented for future application in accordance with organisational policy and procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

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Unit Mapping Information

This unit replaces and is equivalent to TLIX4031A Apply knowledge of configuration management.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIX4031 Apply knowledge of configuration management

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- adhering to relevant configuration management requirements
- analysing and interpreting configuration management information to determine where internal and external factors impact on configuration management requirements, and adjusting planning accordingly
- applying configuration management knowledge to work being performed and to guide problem solving
- consulting and negotiating with key internal and external stakeholders and resolving potential areas of conflict or concern to ensure overall objectives are achieved
- displaying resilience by continuing to move forward despite criticism or setbacks
- focusing on clear communication of configuration management information, presenting information confidently and selecting appropriate medium for communication to a range of audiences
- identifying, interpreting and analysing configuration management requirements relevant to work being performed
- using appropriate information technology and software.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- configuration management knowledge relevant to work performed
- configuration management relevant to materiel and materiel systems
- integrated logistics support
- materiel life cycle
- materiel sustainment

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- own role in relation to wider organisational or project context
- safety, legislative and statutory requirements, including relevant environmental and sustainability issues
- technical regulatory framework.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operations manuals
- computer and relevant software
- legislation, guidelines, procedures and protocols relating to configuration management
- configuration management plans.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIX4032 Apply knowledge of technical regulatory framework

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to analyse and apply knowledge of the technical regulatory framework in accordance with relevant organisational policy and procedures.

The application of this knowledge is required by people who are not specialists of the technical regulatory framework but need the knowledge to inform their decision making. The application of technical regulatory framework knowledge is specific to a variety of component processes in material logistics activities.

This unit was developed for logistics specialists working within materiel logistics but is applicable to individuals in broader logistics roles.

Typically these individuals work independently or as part of a team under direct and/or indirect supervision, use discretion and judgement, and take responsibility for the quality of their outputs.

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

Pre-requisite Unit

Not applicable.

Competency Field

X – Logistics

Unit Sector

Not applicable.

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Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Access and interpret relevant technical regulatory framework information	1.1 Relevant technical regulatory framework requirements are identified and obtained
	1.2 Technical regulatory information obtained is analysed to determine relevance and application to the organisation
	1.3 Outcomes of the analysis are documented and recommendations relevant to technical regulatory requirements are determined
2 Use knowledge of technical regulatory framework	2.1 Technical regulatory requirements and recommendations relevant to materiel and materiel logistics are applied in accordance with organisational policy and procedures
	2.2 Effectiveness of recommendations is assessed, reviewed and recorded in accordance with organisational policy and procedures
	2.3 Recommendations are adjusted as required and documented for future application in accordance with organisational policy and procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

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Unit Mapping Information

This unit replaces and is equivalent to TLIX4032A Apply knowledge of technical regulatory framework.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIX4032 Apply knowledge of technical regulatory framework

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- adhering to relevant compliance requirements
- applying technical regulatory framework knowledge to work being performed and to guide problem solving
- displaying resilience by continuing to move forward despite criticism or setbacks
- focusing on clear communication of technical regulatory information to a range of audiences
- identifying, interpreting and analysing technical regulatory requirements relevant to work being performed
- presenting technical regulatory information confidently and selecting appropriate medium for communication
- using appropriate information technology and software.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria include knowledge of:

- configuration management
- materiel life cycle
- own role in relation to wider organisational or project context
- safety, legislative and statutory requirements, including relevant environmental and sustainability issues
- technical regulatory framework knowledge relevant to work performed
- technical regulatory framework relevant to materiel and materiel systems.

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Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- computer and relevant software
- legislation, guidelines, procedures and protocols relating to technical regulatory framework
- technical regulatory framework plans.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIX5020 Develop and review configuration management plans

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to develop and review configuration management plans and associated subordinate plans, to ensure efficient and effective delivery of configuration management across the materiel and materiel system life cycle.

This unit was developed for configuration management specialists working within materiel logistics but is applicable to individuals in broader logistics roles.

Typically these individuals work independently or as part of a team under direct and/or indirect supervision, use discretion and judgement, and take responsibility for the quality of their outputs. All activities are carried out in accordance with relevant organisational policy and procedures.

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

Pre-requisite Unit

Not applicable.

Competency Field

X – Logistics

Unit Sector

Not applicable.

Elements and Performance Criteria

Elements describe the Performance criteria describe the performance needed to

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essential outcomes.	demonstrate achievement of the element.
1 Identify and analyse configuration management requirements	1.1 Configuration management planning requirements are identified in accordance with organisational policy and procedures
	1.2 Sources of information relevant to configuration management are identified and accessed in accordance with organisational policy and procedures
	1.3 Standards and legislation applicable to configuration management are identified and accessed
	1.4 Analysis of configuration management resource requirements is conducted in accordance with organisational policy and procedures
2 Prepare configuration management plans	2.1 Stakeholder consultation is conducted in accordance with relevant organisational policy and procedures
	2.2 Organisational policy and procedures relevant to configuration management requirements are identified and interpreted
	2.3 Configuration management plans are developed in accordance with legislative requirements and organisational policy and procedures
	2.4 Configuration management plans are promulgated in accordance with organisational policy and procedures
3 Review configuration management plans	3.1 Configuration management plans are evaluated in accordance with relevant organisational policy and procedures
	3.2 Required changes to configuration management plans are identified and prepared in accordance with relevant organisational policy and procedures
	3.3 Amendments to configuration management plans are prepared and promulgated to relevant stakeholders or personnel in accordance with relevant organisational policy and procedures

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIX5020A Develop and review configuration management plans.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIX5020 Develop and review configuration management plans

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- adhering to relevant work health and safety (WHS)/occupational health and safety (OHS) requirements
- applying configuration management and project management knowledge relevant to planning
- consulting and negotiating effectively with internal and external stakeholders and resolving potential areas of conflict or concern to ensure overall configuration management planning objectives are achieved
- displaying resilience by continuing to move forward despite criticism or setbacks
- drawing on information from a variety of sources using research, analysis and judgement to identify and develop configuration management plans
- identifying relationships between organisational goals and recognising how own work contributes to achieving these goals
- identifying requirements for plans and adjusting them as necessary to ensure effective and efficient performance
- identifying, reviewing and analysing information that may impact on configuration management planning or may be impacted by configuration management planning
- initiating and efficiently monitoring processes
- initiating remedial action required
- undertaking performance measurement relevant to configuration management planning to enable objectives to be measured against defined parameters
- using appropriate information technology and software
- using organisational strategic objectives to identify and assess potential alliances and effective strategies.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of

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the requirements of the elements and performance criteria and include knowledge of:

- codification and cataloguing processes
- configuration management
- legislative and regulatory environment as it relates to materiel logistics
- logistics governance
- materiel logistics
- organisational policy and procedures
- organisational role relevant to configuration management
- planning processes
- product knowledge related to systems and/or equipment in service in the organisation
- safety, legislative and statutory requirements relevant to configuration management.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations*, current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- computer and relevant software
- legislation, guidelines, procedures and protocols relating to configuration management
- configuration management plans.

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Links

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TLIX5021 Manage configuration management processes

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to prepare for configuration management processes, to manage those processes throughout the materiel life cycle and to report on those processes in the organisational environment.

This unit was developed for configuration management specialists working within materiel logistics but is applicable to individuals in broader logistics roles.

Typically these individuals work independently or as part of a team under direct and/or indirect supervision, use discretion and judgement, and take responsibility for the quality of their outputs. All activities are carried out in accordance with relevant organisational policy and procedures.

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

Pre-requisite Unit

Not applicable.

Competency Field

X – Logistics

Unit Sector

Not applicable.

Elements and Performance Criteria

Elements describe the Performance criteria describe the performance needed to

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essential outcomes.	demonstrate achievement of the element.
1 Identify configuration management requirements	1.1 Sources of information relevant to configuration management are identified and obtained in accordance with organisational policy and procedures
	1.2 Currency of information is reviewed and documented in accordance with organisational policy and procedures
	1.3 Configuration management requirements are defined and documented in accordance with organisational policy and procedures
2 Develop configuration management processes	2.1 Consultation with stakeholders is conducted in accordance with organisational policy and procedures
	2.2 Configuration management processes are developed and recorded in accordance with organisational policy and procedures
	2.3 Key performance indicators are developed and documented in accordance with organisational policy and procedures
	2.4 Analysis of configuration management processes is developed and documented in accordance with organisational policy and procedures
3 Apply configuration management processes	3.1 Configuration management risks and impacts are identified, recorded and managed
	3.2 Configuration management procedures are applied in accordance with legislative requirements
	3.3 Configuration management processes are carried out in accordance with organisational policy and procedures
	3.4 Failures and variances are documented, reported and managed in accordance with organisational policy and procedures
	3.5 Participation and contribution to configuration management processes are established and maintained
4 Review configuration management processes	4.1 Performance systems and processes are monitored and analysed to assess progress
	4.2 Systems, procedures and records associated with documenting performance are managed in accordance with organisational requirements

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4.3 Configuration management processes are reviewed in accordance with organisational policy and procedures

4.4 Changes required are identified and prepared in accordance with organisational policy and procedures

4.5 Amendments to configuration management processes are incorporated into plans and promulgated to relevant stakeholders in accordance with organisational policy and procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIX5021A Manage configuration management processes.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIX5021 Manage configuration management processes

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- adhering to relevant work health and safety (WHS)/occupational health and safety (OHS) requirements
- applying configuration management and project management knowledge relevant to configuration management processes
- displaying resilience by continuing to move forward despite criticism or setbacks
- focusing on clearly communicating configuration management processes, presenting information confidently and selecting appropriate medium for communication to a range of audiences
- identifying and establishing configuration management operation processes
- identifying, acquiring and adjusting resources as required to ensure effective/efficient performance of processes
- identifying, reviewing and analysing information that may impact on configuration management processes, or may be impacted by configuration management processes
- initiating and efficiently monitoring processes
- initiating any remedial action required
- managing configuration management processes effectively and efficiently
- negotiating and communicating effectively with key internal and external stakeholders and resolving potential areas of conflict or concern to ensure overall configuration management objectives are achieved
- undertaking research and analysis to identify and develop configuration management processes
- using appropriate information technology and software for configuration management processes
- using organisational strategic objectives to identify and assess potential alliances and effective strategies.

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Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- codification and cataloguing processes
- configuration management principles and processes
- industrial base capability
- legislative and regulatory environment, including relevant environmental and sustainability issues
- logistics governance
- management processes
- organisational policy and procedures
- organisational role relevant to configuration management
- product knowledge related to systems and/or equipment in service in the organisation
- safety, legislative and statutory requirements, including relevant environmental and sustainability issues.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- computer and relevant software
- legislation, guidelines, procedures and protocols relating to configuration management
- configuration management plans.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIX5036 Manage and monitor technical data and information systems

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to manage and monitor technical data and information systems in accordance with relevant organisational policy and procedures.

It includes designating detailed technical data, information use and maintenance responsibilities; developing key performance indicators for technical data management activities; and developing monitoring methodology.

It also includes monitoring technical data management systems; identifying and responding to problems and changes; and designating technical data and information creation and capturing responsibilities.

This competency occurs within an established systems framework. It may also be used to review systems processes and activities.

This unit applies to technical regulatory framework specialists working within materiel logistics but is applicable to any individual in this field of work.

Typically these individuals must demonstrate the ability to work independently or as part of a team under direct and/or indirect supervision, use discretion and judgement, and take responsibility for the quality of their output.

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

Pre-requisite Unit

Not applicable.

Competency Field

X – Logistics

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Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Designate detailed technical data and information use, and maintenance responsibilities	1.1 Responsibilities for technical data and information use and maintenance activities are designated to staff in accordance with approved systems framework, organisational policy and the competency of individual staff
	1.2 System operational rules are devised in compliance with approved systems framework
	1.3 Resources for approved budget period are allocated in accordance with policy and strategic plan
2 Develop key performance indicators for technical data management activities	2.1 Measurable performance indicators are developed for technical data management activities in accordance with authorised systems
	2.2 Individual personnel/organisational unit data management responsibilities are identified and documented
	2.3 Acceptable range of variation for compliance is determined based on data management responsibilities, applicable data management systems and organisational risk management analysis
3 Develop monitoring methodology	3.1 Methodology for monitoring technical data management systems rules, standards and procedures is developed based on authorised systems
	3.2 Timeframes involved, means of surveillance and forms of reporting are included in methodology developed
	3.3 Methodology, performance criteria and range of variation from standards and rules are submitted to appropriate authority for approval
4 Monitor a technical data management system	4.1 Monitoring is undertaken in accordance with approved timeframes and frequency

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	4.2 Staff being monitored are notified in accordance with organisational policy and guidelines
	4.3 Variation from data management systems framework, rule, standards and procedures that exceed the agreed limit is noted and details of the situation are recorded
	4.4 Reports relating to technical data and information use and maintenance are provided to appropriate authority in the required format and at the required intervals
5 Identify and respond to problems and changes	5.1 Problems and changes requiring a systematic response are identified from monitoring reports and external events
	5.2 Recommendations are made for revisions to systems, procedures, and strategic plans in response to identified variations, changes and problems
	5.3 Amendments to systems are devised and implementation is planned, in response to problems and changes that require a systemic response
	5.4 Recommendations for systems amendments and the planning and implementation required are prepared, and approval is sought from appropriate authority
	5.5 Procedures for using technical data and information systems, and subsequent alterations and amendments to the procedures are authorised, ensuring that performance indicator parameters and access rules are adhered to
6 Designate technical data and information creation and capture responsibilities	6.1 Responsibilities for technical data and information creation and capture activities are designated to staff in accordance with organisational policy
	6.2 Technical data and information creation and capture performance targets are set within the parameters of the technical data management plan
	6.3 Resources for the budget period are allocated in accordance with organisational policy and strategic plan

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIX5036A Manage and monitor technical data and information systems.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIX5036 Manage and monitor technical data and information systems

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- analysing data and information
- applying knowledge of technical data and information plans to assist work and to guide problem solving
- applying relevant implementation processes
- applying technical data and information, and project management knowledge to technical data and information systems
- consulting and negotiating effectively with internal and external key stakeholders and resolving potential areas of conflict or concern to ensure overall technical data and information systems objectives are achieved
- displaying resilience by continuing to move forward despite criticism or setbacks
- identifying the relationship between organisational goals and recognising how own work contributes to achieving these goals
- implementing processes to enable new technical data and information systems requirements to be effectively transitioned across the life cycle – including integrated logistics support considerations, environmental, sustainability issues, and validation and verification activities
- monitoring and reporting on implementation processes
- monitoring processes to ensure technical data and information systems continue to enable operational requirements to be attained – this may include performance metrics.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

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- data management, standards, principles, processes and functional requirements
- details of the technical regulatory framework, organisational engineering management plans and technical data management plan
- established communication channels and protocols
- organisational data management systems
- organisational functions, structure and culture
- organisational policy, strategies and procedures
- organisational rules for capturing, accessing, using and maintaining technical data and information
- organisational technical classification scheme and language
- own role in relation to wider organisational or project context
- problem identification and resolution
- procedures for recording, reporting and maintaining workplace records and information
- quality assurance principles and processes
- technical expertise required for the job/function
- workflow and business process re-engineering principles and practices.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment, computer and software and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.
-

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Links

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DEF Defence Training Package

Modification History

Version	Comments
1	Primary release to comply with new standards for DEF Defence Training Package (replacing DEF12 Defence Training Package)

Credit Arrangements

Qualification Code	Qualification Title	Credit Arrangements
DEF21115	Certificate II in Military Skills	At the time of endorsement of this training package no credit arrangements exist.
DEF33115	Certificate III in Sensor Operations	At the time of endorsement of this training package no credit arrangements exist.
DEF43115	Certificate IV in Electronic Forensics	At the time of endorsement of this training package no credit arrangements exist.
DEF43215	Certificate IV in Simulator Maintenance	At the time of endorsement of this training package no credit arrangements exist.
DEF45115	Certificate IV in Range Control	At the time of endorsement of this training package no credit arrangements exist.
DEF53415	Diploma of institutional and operational Chaplaincy	At the time of endorsement of this training package no credit arrangements exist.
DEF53115	Diploma of Electronic Forensics	At the time of endorsement of this training package no credit arrangements exist.
DEF54315	Diploma of Evaluations	At the time of endorsement of this training package no credit arrangements exist.

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DEF55115	Diploma of Range Management	At the time of endorsement of this training package no credit arrangements exist.
DEF53215	Diploma of Simulator Maintenance	At the time of endorsement of this training package no credit arrangements exist.

Links

Companion Volume Implementation Guides are found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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DEFSS00008 Communication Operations Skill Set

Modification History

Release	Comments
1	This skill set was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages. • New skill set composed of units previously contained in DEF20912 Certificate II in Communications Operations

Description

This skill set provides a set of skills for Defence Communication Operators to ensure commanders can communicate effectively using satellite terminals, radios, hand held and desk-top data terminals and security equipment. Whatever the location, deployment or task, Communication Operators provide the appropriate communications systems for the Military whether it is on land, in the air or at sea.

Pathways Information

These units may provide credit towards a range of qualifications in the Defence Training Package.

Licensing/Regulatory Information

No licensing, legislative or certification requirements apply to this skill set at the time of publication.

Skill Set Requirements

Units	
DEFCMM001	Maintain security in a Defence communications and information systems environment
DEFCMM002	Transmit and receive messages utilising Defence messaging systems
DEFCMM003	Transmit and receive data via information exchange systems
DEFCMM004	Conduct operator level maintenance in a Defence environment

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DEFCMM005	Transmit and receive messages via voice systems
DEFCMM006	Support the operation of a communication and information system facility

Target Group

This skill set applies to those working as communications operators within Defence.

Suggested words for Statement of Attainment

These competencies meet the industry standards for communication operators.

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DEFSS00009 Physical Training Skill Set

Modification History

Release	Comments
1	This skill set was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages. • DEF unit codes updated • SISSSPT303A and SRXGRO001A units removed

Description

This skill set applies to people who provide fitness training support.

This skill set provides a set of skills to combat fitness leaders who provide fitness training support to small groups or organisations in an operational setting. This function is performed in addition to their primary trade or employment over a range of familiar and predictable contexts.

Pathways Information

This skill set is stand alone and does not lead to a specific Defence qualification. The units it includes may provide credit towards a Sport, Fitness and Recreational Training Package qualification.

Licensing/Regulatory Information

No licensing, legislative or certification requirements apply to this skill set at the time of publication.

Skill Set Requirements

Units	
DEFFIT001	Conduct a group fitness appraisal
DEFFIT002	Develop a group fitness program
DEFFIT003	Conduct individual fitness assessments

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DEFFIT004	Instruct a workplace physical training session

Target Group

This skill set applies to people who provide fitness training support.

Suggested words for Statement of Attainment

These competencies meet the industry standards for providing basic fitness training to small groups in an operational setting.

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DEFSS00010 Maritime Operations Skill Set

Modification History

Release	Comments
1	This skill set was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages. • New Skill set composed of units previously contained in DEF31012 Certificate III in Maritime Operations

Description

This skill set provides a set of skills to perform and assist in a range of seamanship operations and would be typically implemented in a Naval or Army Defence maritime environment.

Pathways Information

These units may provide credit towards a range of qualifications in the Defence Training Package.

Licensing/Regulatory Information

No licensing, legislative or certification requirements apply to this skill set at the time of publication.

Skill Set Requirements

Units	
DEFSEA001	Assist in seamanship operations
DEFSEA002	Assist in boarding operations
DEFSEA003	Control persons using non firearms options
DEFSEA004	Defend persons using firearms
DEFSEA005	Maintain weapons and associated equipment
DEFSEA006	Track and engage targets

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DEFSEA007	Assist in ship navigation
DEFSEA008	Operate a chaff firing system
DEFSEA009	Operate a visual target designation system

Target Group

This skill set applies to those working in a military maritime environment such as Boatswains Mates.

Suggested words for Statement of Attainment

These competencies meet the industry standards for Defence maritime operations.

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DEFSS00011 Survival Skill Set

Modification History

Release	Comments
1	This skill set was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages. • New skill set composed of existing units

Description

This skill set provides a set of skills to survive for a significant period of time under food restrictions and in the absence of normal living conditions. For example; a person parachuting from a downed plane into a remote and/or hostile environment.

Pathways Information

These units may provide credit towards a range of qualifications in the Defence Training Package.

Licensing/Regulatory Information

No licensing, legislative or certification requirements apply to this skill set at the time of publication.

Skill Set Requirements

Units	
DEFSUR001	Catch aquatic animals in a survival situation
DEFSUR002	Construct improvised weapons and equipment in a survival situation
DEFSUR003	Employ visual emergency signalling techniques in a survival situation
DEFSUR004	Erect a survival shelter using natural resources in a survival situation
DEFSUR005	Maintain physical and emotional health and fitness in a survival environment
DEFSUR006	Navigate using celestial aids

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DEFSUR007	Preserve and cook foodstuffs in a survival situation
DEFSUR008	Produce fire using improvised means in a survival situation
DEFSUR009	Trap and kill animals in a survival situation
DEFSUR010	Locate, treat and manage water in a survival situation
DEFSUR011	Survive at sea

Target Group

This skill set applies to people who are required to survive in a remote environment with little or no resources.

Suggested words for Statement of Attainment

These competencies meet the industry standards for surviving in a remote environment.

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DEFSS00012 Defence Chaplain Skill Set

Modification History

Release 1. New Skill Set.

This Skill Set replaces and is equivalent to DEFSS00002 Defence Chaplain.

Description

This skill set allows for the attainment of competencies in Defence Chaplaincy.

Pathways Information

The DEFSS00012 Defence Chaplain Skill Set is part of the DEF Defence Training Package.

Licensing/Regulatory Information

No licensing, legislative or certification requirements apply to this skill set at the time of publication.

Skill Set Requirements

A total of 5 units of competency must be attained.

DEFCHP001	Provide pastoral care
DEFCHP002	Provide ethical and pastoral advice
DEFCHP003	Plan the delivery of chaplaincy support
DEFCHP004	Conduct and facilitate religious observances and activities
DEFCHP005	Perform as an effective member of the Chaplains' branch

Target Group

Defence Chaplains provide service to men and women in uniform in peace time and operational environments. They also help care for the families of serving members of the Australian Defence Force (ADF).

Their primary aim is to serve denominational members and their families, to facilitate services for those of other denominations or faiths, and to care for all personnel regardless of any religious affiliation.

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Suggested words for Statement of Attainment

This skill set meets industry requirements as specified in the DEF Defence Training Package for work in the area of Defence Chaplaincy.

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DEFSS00013 Defence Heavy Vehicle Recovery Skill Set

Modification History

Release 1. New Skill Set.

This Skill Set replaces and is equivalent to DEFSS00003 Defence Heavy Vehicle Recovery.

Description

This skill set allows for the attainment of competencies required to recover heavy vehicles and equipment that have become bogged or broken down, and due to terrain or environmental factors, cannot be extracted by other means.

Pathways Information

The DEFSS00013 Defence Heavy Vehicle Recovery Skill Set is part of the DEF Defence Training Package.

Licensing/Regulatory Information

No licensing, legislative or certification requirements apply to this skill set at the time of publication.

Skill Set Requirements

A total of 2 units of competency must be attained.

DEFVEH001	Conduct recovery vehicle operations in a field environment
DEFVEH002	Extract disabled equipment using winching techniques in a field environment

Target Group

This skill set covers the competency required by Defence personnel to recover equipment and vehicles that have become bogged or broken down, and due to terrain or environmental factors cannot be extracted by other means.

Typically, operations are conducted by personnel acting independently or in charge of a small team, operating in remote environments isolated from assistance or supervision.

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Suggested words for Statement of Attainment

This skill set meets industry requirements as specified in the DEF Defence Training Package for work in recovering heavy vehicles and equipment that have become bogged or broken down and which, due environmental factors, cannot be extracted by other means.

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DEFSS00014 Enter Confined Space Skill Set

Modification History

Release 2.0. This is the second release of this Skill Set in DEF Defence Training Package Release 4.0. Minor modifications have been made to Target Group.

Release 1.0. New Skill Set.

This Skill Set replaces and is equivalent to DEFSS00004 Enter Confined Space.

Description

This Skill Set allows for the attainment of competencies in confined space entry.

Pathways Information

The DEFSS00014 Enter Confined Space Skill Set is part of the DEF Defence Training Package.

Licensing/Regulatory Information

No licensing, legislative or certification requirements apply to this skill set at the time of publication.

Skill Set Requirements

A total of **2 units of competency** must be attained.

DEFWHS010	Identify confined space
DEFWHS011	Enter confined space

Target Group

This skill set applies to Defence personnel who are required to enter and work in a confined space. This function is performed as part of their primary trade or employment.

Suggested words for Statement of Attainment

This skill set meets industry requirements as specified in the DEF Defence Training Package for work in the area of confined space entry within a Defence environment.

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DEFSS00015 Field Kitchen Assistant Skill Set

Modification History

Release 1. New Skill Set

This Skill Set replaces and is equivalent to DEFSS00005 Field Kitchen Assistant.

Description

This skill set allows for the attainment of competency for field kitchen assistants who establish and operate a kitchen within a field environment.

Pathways Information

The DEFSS00015 Field Kitchen Assistant Skill Set is part of the DEF Defence Training Package.

Licensing/Regulatory Information

No licensing, legislative or certification requirements apply to this skill set at the time of publication.

Skill Set Requirements

A total of 1 unit of competency must be attained.

DEFMIL148	Assist with the establishment and operation of a field kitchen

Target Group

Field kitchen assistants assist with the establishment and operation of a kitchen within a field environment.

This skill set was designed for field kitchens in an operational environment that would be encountered in Defence operations and disaster sites but could be equally applicable to field kitchens in other settings such as fetes and markets.

Suggested words for Statement of Attainment

This skill set meets industry requirements as specified in the DEF Defence Training Package for work in the area of assisting with the establishment and operation of a field kitchen.

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DEFSS00016 Field Kitchen Manager Skill Set

Modification History

Release 1. New Skill Set

This Skill Set replaces and is equivalent to DEFSS00006 Field Kitchen Manager.

Description

This skill set allows for the attainment of competencies for field kitchen managers who establish and operate a mobile kitchen facility in a field environment.

Pathways Information

The DEFSS00016 Field Kitchen Manager Skill Set is part of the DEF Defence Training Package.

Licensing/Regulatory Information

No licensing, legislative or certification requirements apply to this skill set at the time of publication.

Skill Set Requirements

A total of 1 unit of competency must be attained.

DEFMIL147	Establish and operate a field kitchen

Target Group

Field kitchen managers establish and run a mobile kitchen facility in a field environment.

This skill set was designed for field kitchens in an operational environment that would be encountered in Defence operations and disaster sites but could be equally applicable to field kitchens in other similar settings.

Suggested words for Statement of Attainment

This skill set meets industry requirements as specified in the DEF Defence Training Package for work in the area of establishing and managing a field kitchen.

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DEFSS00017 Military Policing Skill Set

Modification History

Release 1. New Skill Set.

This Skill Set replaces and is equivalent to DEFSS00007 Military Policing.

Description

This skill set allows for the attainment of competencies for military policing.

Pathways Information

The DEFSS00017 Military Policing Skill Set is part of the DEF Defence Training Package.

Licensing/Regulatory Information

No licensing, legislative or certification requirements apply to this skill set at the time of publication.

Skill Set Requirements

A total of 3 units of competency must be attained.

DEFPOL001	Apply the values and principles of Defence police
DEFPOL002	Conduct battlefield circulation and control operations
DEFPOL003	Participate in population protection and control

Target Group

This skill set covers the competencies to carry out policing operations in a Defence environment.

Suggested words for Statement of Attainment

This skill set meets industry requirements as specified in the DEF Defence Training Package for work in the area of policing operations in a Defence environment.

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DEFSS00018 Performance Based Contracting Practitioner Skill Set

Modification History

Release 1. New Skill Set

Description

This Skill Set provides a set of skills for managers using the Performance Based Contract (PBC) management framework to ensure that Defence managers and other stakeholders within external organisations employ effective performance based measures in the management of strategic contracts.

Pathways Information

The DEFSS00018 Performance Based Contracting Practitioner Skill Set is part of the DEF Defence Training Package Release 2.0. These units may provide credit towards the DEF40917 Certificate IV in Performance Based Contracting.

Licensing/Regulatory Information

No licensing, legislative or certification requirements apply to this skill set at the time of publication.

Skill Set Requirements

A total of 7 units of competency must be attained.

DEFPBC001	Employ the fundamentals of a Performance Based Contract
DEFPBC002	Establish the basis of a Performance Based Contract
DEFPBC003	Establish a Performance Based Contract performance measures hierarchy
DEFPBC004	Establish the contract details of a Performance Based Contract
DEFPBC005	Operate a Performance Based Contract
DEFGEN005	Develop relationships with other organisations
PSPGEN034	Compose complex workplace documents

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Target Group

This is a Skill Set covering the role of Defence managers and other stakeholders within external organisations employing effective performance based measures in the management of strategic contracts.

Suggested words for Statement of Attainment

The competencies are drawn from a nationally endorsed Training Package, and provide the skills and knowledge required by persons performing the duties of Defence managers and other stakeholders within external organisations employ effective performance-based measures in the management of strategic contracts.

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DEFSS00019 Range Control Skill Set

Modification History

Release 1. New Skill Set

Description

This skill set provides a set of skills for Range Control Staff (RCS) to ensure that Defence training area and range (TAR) are operated safely, are fit for purpose and RCS employ safe and effective coordination of training activities on assigned training areas.

Pathways Information

The DEFSS00019 Range Control Skill Set is part of the DEF Defence Training Package Release 2.0. These units may provide credit towards the DEF50717 Diploma of Range Control and Management.

Licensing/Regulatory Information

No licensing, legislative or certification requirements apply to this skill set at the time of publication.

Skill Set Requirements

A total of 4 units of competency must be attained.

DEFRNG013	Control training area and range activities
DEFRNG014	Monitor training area and range activities
DEFRNG015	Inspect, maintain and monitor training area and range activities
PUAFIR512	Develop and analyse the behaviour and suppression options for a Level 2 wildfire

Target Group

This skill set applies to those working as Range Control Staff (RCS) within Defence.

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Suggested words for Statement of Attainment

The competencies are drawn from a nationally endorsed Training Package, and provide the skills and knowledge required by persons performing the duties Range Control Staff (RCS) within Australian Defence Force (ADF) environments.

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DEFSS00020 Basic Geospatial Skill Set

Modification History

Release 1. New Skill Set

Description

This Skill Set is for individuals who perform the duties of basic support to Defence geospatial operations within the Australian Geospatial Workplace environment. It provides the skills and knowledge required to perform basic surveying computations, store and retrieve spatial data, read and interpret maps, support Defence geospatial operations and apply Defence geospatial visualisation.

Pathways Information

The DEFSS00020 Basic Geospatial Skill Set is part of the Defence Training Package.

Licensing/Regulatory Information

Personnel seeking certification as basic geospatial technicians are to comply with the requirements of the Defence Training Package.

Skill Set Requirements

A total of **5 units** of competency must be attained.

CPPSIS3020	Perform basic surveying computations
CPPSIS4022	Store and retrieve spatial data
DEFGEO001	Support geospatial operations
DEFGEO002	Apply geospatial visualisation
RIISTD201D	Read and interpret maps

Target Group

This is a Skill Set covering the role of the Basic Geospatial Technician within the Australian and New Zealand Standard Classification of Occupations (ANZSCO) 2322 Surveyors and Spatial Scientists. This Skill Set focusses on the operational application of Geospatial data.

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Suggested words for Statement of Attainment

The competencies are drawn from a nationally endorsed Training Package, and provide the skills and knowledge required by persons performing the duties of Basic Geospatial Technician within the Australian Geospatial environment.

Custom Content Section

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DEFSS00021 Intermediate Geospatial Skill Set

Modification History

Release 1. New Skill Set

Description

This skill set is for individuals who perform the duties of providing intermediate geospatial support to Defence operations within the Australian geospatial workplace environments. It provides the skills and knowledge required to store and retrieve spatial data, source and assess spatial data, provide geospatial support to Defence operations and provide geospatial technical advice.

Pathways Information

The DEFSS00021 Intermediate Geospatial Skill Set is part of the Defence Training Package.

Licensing/Regulatory Information

Personnel seeking certification as intermediate geospatial technicians are to comply with the requirements of the Defence Training Package.

Skill Set Requirements

A total of **4 units** of competency must be attained.

CPPSIS4022	Store and retrieve spatial data
CPPSIS4024	Source and assess spatial data
DEFGEO003	Provide geospatial support to operations
DEFGEO004	Provide geospatial technical advice

Target Group

This is a Skill Set covering the role of the Intermediate Geospatial Technician within the Australian and New Zealand Standard Classification of Occupations (ANZSCO) 2322 Surveyors and Spatial Scientists. This Skill Set focusses on the operational application of Geospatial data.

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Suggested words for Statement of Attainment

The competencies are drawn from a nationally endorsed Training Package, and provide the skills and knowledge required by persons performing the duties of Intermediate Geospatial Technician within the Australian Geospatial environment.

Custom Content Section

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DEFSS00022 Handle Explosive Ordnance and Dangerous Goods

Modification History

Release 1. This is the first release of this Skill Set.

Description

This Skill Set allows for attainment of competencies to handle explosive ordnance and dangerous goods.

Pathways Information

Units from this Skill Set can contribute to credit towards qualifications in the Defence Training Package.

Licensing/Regulatory Information

No licensing, legislative or certification requirements apply to this qualification at the time of publication.

Skill Set Requirements

A total of 5 **units of competency** must be attained.

DEFEXO005	Package explosives
DEFEXO006	Unpackage explosives
DEFEXO008	Conduct explosives inspection
DEFEXO016	Conduct explosives packaging inspection
TLID3015	Identify and label explosives/dangerous goods

Target Group

This Skill Set is suitable for individuals who handle explosive ordnance and dangerous goods.

Suggested words for Statement of Attainment

The competencies are drawn from a nationally endorsed Training Package, and provide the skills

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and knowledge required to handle explosive ordnance and dangerous goods.

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DEFSS00023 Transport Explosive Ordnance Phase One

Modification History

Release 1. This is the first release of this Skill Set.

Description

This Skill Set allows for attainment of phase one competencies to transport explosive ordnance.

Pathways Information

Units from this Skill Set can contribute to credit towards qualifications in the Defence Training Package and the Transport and Logistics Training Package.

Licensing/Regulatory Information

No licensing, legislative or certification requirements apply to this qualification at the time of publication.

Skill Set Requirements

A total of 5 **units of competency** must be attained.

TLIA3015	Complete receival/despatch documentation
TLID1001	Shift materials safely using manual handling methods
TLID2016	Load and unload explosives/dangerous goods
TLID3027	Prepare for transport of dangerous goods
TLIF2012	Apply safe procedures when handling/transporting dangerous goods or explosives

Target Group

This Skill Set is suitable for individuals transporting explosive ordnance phase one.

Suggested words for Statement of Attainment

The competencies are drawn from a nationally endorsed Training Package, and provide the skills

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and knowledge to transport explosive ordnance phase one.

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DEFSS00024 Manage Explosive Ordnance Facilities

Modification History

Release 1. This is the first release of this Skill Set.

Description

This Skill Set allows for attainment of competencies to manage explosive ordnance facilities.

Pathways Information

Units from this Skill Set can contribute to credit towards qualifications in the Defence Training Package.

Licensing/Regulatory Information

No licensing, legislative or certification requirements apply to this qualification at the time of publication.

Skill Set Requirements

A total of 2 **units of competency** must be attained.

DEFEXO007	Monitor explosive ordnance environmental conditions
DEFEXO066	Inspect explosive facilities

Target Group

This Skill Set is suitable for individuals who manage explosive ordnance facilities.

Suggested words for Statement of Attainment

The competencies are drawn from a nationally endorsed Training Package, and provide the skills and knowledge required to manage explosive ordnance facilities.

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DEFSS00025 Explosive Ordnance Engineering

Modification History

Release 1. This is the first release of this Skill Set.

Description

This Skill Set allows for attainment of competencies in explosive ordnance engineering.

Pathways Information

Units from this Skill Set can contribute to credit towards qualifications in the Defence Training Package.

Licensing/Regulatory Information

No licensing, legislative or certification requirements apply to this qualification at the time of publication.

Skill Set Requirements

A total of 6 **units of competency** must be attained.

DEFEXO081	Apply a knowledge of the service environment
DEFEXO082	Apply a knowledge of explosives
DEFEXO083	Apply explosive ordnance design principles
DEFEXO084	Apply knowledge of explosive chemistry
DEFEXO085	Apply knowledge of explosive physics
DEFEXO086	Apply knowledge of explosive materials

Target Group

This Skill Set is suitable for explosive ordnance engineers.

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Suggested words for Statement of Attainment

The competencies are drawn from a nationally endorsed Training Package, and provide the skills and knowledge required to work in explosive ordnance engineering.

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DEFSS00026 Explosive Ordnance Supervisor (EOS)

Modification History

Release 1. This is the first release of this Skill Set.

Description

This Skill Set allows for attainment of competencies in explosive ordnance supervision

Pathways Information

Units from this Skill Set can contribute to credit towards qualifications in the Defence Training Package.

Licensing/Regulatory Information

No licensing, legislative or certification requirements apply to this qualification at the time of publication.

Skill Set Requirements

A total of 4 **units of competency** must be attained.

DEFEXO007	Monitor explosive ordnance environmental conditions
DEFEXO066	Inspect explosive facilities
DEFGEN006	Work with equity and diversity
DEFGEN024	Supervise engineering and logistic tasks

Target Group

This Skill Set is suitable for explosive ordnance supervisors.

Suggested words for Statement of Attainment

The competencies are drawn from a nationally endorsed Training Package, and provide the skills and knowledge required for explosive ordnance supervision.

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DEFSS00027 Explosive Ordnance Manager (EOM)

Modification History

Release 1. This is the first release of this Skill Set.

Description

This Skill Set allows for attainment of competencies in explosive ordnance management.

Pathways Information

Units from this Skill Set can contribute to credit towards qualifications in the Defence Training Package.

Licensing/Regulatory Information

No licensing, legislative or certification requirements apply to this qualification at the time of publication.

Skill Set Requirements

A total of 6 **units of competency** must be attained.

DEFEXO063	Operate a large quantity explosives facility
DEFEXO018	License explosive facilities and potential explosion sites
DEFEXO068	Establish and operate an explosive field storage site
DEFEXO069	Plan loading of dangerous goods
DEFGEN025	Control engineering and logistic processes
PUACOM007	Liaise with other organisations

Target Group

This Skill Set is suitable for individuals managing explosive ordnance.

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Suggested words for Statement of Attainment

The competencies are drawn from a nationally endorsed Training Package, and provide the skills and knowledge required to manage explosive ordnance.

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DEFSS00028 Laser Safety Officer Skill Set

Modification History

Release 1. This is the first release of this Skill Set in DEF Defence Training Package Release 4.0.

Description

This Skill Set allows for the attainment of competencies in working safely with lasers.

Pathways Information

The DEFSS00028 Laser Safety Officer Skill Set is part of the DEF Defence Training Package.

Licensing/Regulatory Information

No licensing, legislative or certification requirements apply to this skill set at the time of publication.

Skill Set Requirements

A total of **4 units of competency** must be attained.

DEFWHS001	Identify and monitor radiation hazards
DEFWHS007	Work safely with lasers
DEFWHS008	Apply laser safety procedures
DEFWHS009	Develop laser safety plans

Target Group

This skill set applies to Defence personnel who are required work safely with lasers. This function is performed as part of their primary trade or employment.

Suggested words for Statement of Attainment

This skill set meets industry requirements as specified in the DEF Defence Training Package for work in the area of lasers within a Defence environment.

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DEFSS00029 Ionising Radiation Safety Officer Skill Set

Modification History

Release 1. This is the first release of this Skill Set in DEF Defence Training Package Release 4.0.

Description

This Skill Set allows for the attainment of competencies in applying ionising safety procedures.

Pathways Information

The DEFSS00029 Ionising Radiation Safety Officer Skill Set is part of the DEF Defence Training Package.

Licensing/Regulatory Information

No licensing, legislative or certification requirements apply to this skill set at the time of publication.

Skill Set Requirements

A total of **3 units of competency** must be attained.

DEFWHS001	Identify and monitor radiation hazards
DEFWHS005	Apply ionising radiation safety procedures
DEFWHS006	Develop ionising radiation safety plans

Target Group

This skill set applies to Defence personnel who are required to apply ionising safety procedures. This function is performed as part of their primary trade or employment.

Suggested words for Statement of Attainment

This skill set meets industry requirements as specified in the DEF Defence Training Package for work in the application of ionising safety procedures within a Defence environment.

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DEFSS00030 Radiofrequency Radiation Safety Officer Skill Set

Modification History

Release 1. This is the first release of this Skill Set in DEF Defence Training Package Release 4.0.

Description

This Skill Set allows for the attainment of competencies in radiofrequency radiation safety.

Pathways Information

The DEFSS00030 Radiofrequency Radiation Safety Officer Skill Set is part of the DEF Defence Training package.

Licensing/Regulatory Information

No licensing, legislative or certification requirements apply to this skill set at the time of publication.

Skill Set Requirements

A total of **3 units of competency** must be attained.

DEFWHS001	Identify and monitor radiation hazards
DEFWHS003	Apply radio frequency radiation safety procedures
DEFWHS004	Develop radio frequency radiation safety plans

Target Group

This Skill Set applies to Defence personnel who are required to work in the application of radiofrequency radiation safety. This function is performed as part of their primary trade or employment.

Suggested words for Statement of Attainment

This Skill Set meets industry requirements as specified in the DEF Defence Training Package for work in the area of radiofrequency radiation safety within a Defence environment.

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